

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400022		
Functional Area (Enter One Only)	Functional Area Ten - IT Management Consulting Services		
Labor Category			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
CATS II Labor Category #4 Subject Matter Expert (1 Position)			
Anticipated start date	June 2011		
Duration of assignment	Up to 6 Months (No renewal options)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%
Issue Date: mm/dd/yyyy	6/6/2011	Due Date: mm/dd/yyyy	6/14/2011
		Time (EST): 00:00 am/pm	10:00am
Place of Performance:	Department of Information Technology 45 Calvert St. Annapolis, Maryland 21401		
Special Instructions: (e.g. interview information)	<ol style="list-style-type: none"> 1. An in person interview may be required. 2. This is a new temporary assignment, no prior incumbent. 3. All communication must be directed to the agency Point of Contact (POC), unless authorized by POC. 		
Security Requirements (if applicable):			
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		

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Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Information Technology Procurement 45 Calvert St., Annapolis, MD 21401		
Agency POC Name:	Michael E. Balderson	Agency POC Phone Number:	410-260-7549
Agency POC Email Address:	mbalders@doit.state.md.us	Agency POC Fax:	410-794-5615
Agency POC Mail Address:	45 Calvert St. Annapolis, MD 21401		

Section 3 – Scope of Work	
Background	
<p>DoIT currently supports 19,000 + ports residing on 30 NEC PBXs (Four (4) NEC SV8500, Twenty-One (21) NEC 2400 IPX, One (1) NEC 2400 IMX, and Two (2) NEC 2000 PBXs), and except for the SV 8500s, are currently at manufacturer end of support.</p> <p>Some of the PBXs are networked and share dialing plans, and/or voice mail platforms, the remainder being stand alone. The existing DoIT PBX network provides telephone services to slightly less than half of the State’s PBX clients. All of the DoIT managed locations support multiple agencies. Some agencies have a combination of self maintained and DoIT maintained locations and some agencies manage all of their own voice networks.</p> <p>The purpose of this position is to identify viable VoIP and traditional PBX equipment/platforms that are currently available to replace/upgrade the existing DoIT managed equipment. The longer term goal is to create and manage a centralized solution that will allow DoIT to migrate clients from agency supported PBX networks to the new DoIT network, where applicable, citing improved performance and reduce costs.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Subject Matter Expert	<p>Evaluate voice services provided by DoIT at the Baltimore and Annapolis complexes and the Multi Service Centers, and identify performance and cost saving opportunities.</p> <p>Analyze replacement voice service technologies, evaluate and rank alternatives, including:</p> <ol style="list-style-type: none"> 1. Enterprise class VoIP and traditional PBX Manufacturers, installed on-site and managed by DoIT. 2. Carrier class VoIP and traditional PBX Manufacturers, (this should include manufacturers that support cloud based telephone equipment), installed on-site and managed by DoIT. 3. Carrier class VoIP and traditional PBX Manufacturers, (this should include manufacturers that support cloud based telephone equipment), installed in the

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	<p>cloud and managed by the vendor.</p> <p>4. Extending the life of the existing NEC platforms.</p> <p>The successful candidate will identify alternatives and develop a migration plan to implementation. The migration plan shall include a migration strategy to:</p> <ol style="list-style-type: none"> 1. Identify a comprehensive dialing plan that will allow agencies on the recommended solution to make calls without using the public switched telephone network. 2. Identify a unified voice mail solution that allows clients to send voice mail messages to any phone connected to the network. 3. Identify a configuration that will implement redundant common equipment that will be the framework for a disaster recovery plan.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
	<p>The candidate must:</p> <ol style="list-style-type: none"> 1. Have at least seven (7) years telecommunications experience. 2. Have at least seven (7) years experience as a consultant or engineer in the telecommunications field in the private and/or public sector. 3. Have at least three (3) years experience designing and implementing complex telecommunication networks. 4. Have at least three (3) years experience designing and implementing VoIP telecommunication networks. 5. Have a Bachelor's Degree from an accredited college or university with a major in Telecommunications, Computer Science, Information Systems, Engineering or a combination of experience and education. Master's degree preferred in one of the above disciplines equals one year specialized and two years general experience.

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Section 4 – Required Submissions

NOTE:

- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing not to propose in response to the RFR must submit a “Master Contractor Feedback Form” via the “Master Contractor Login” on the CATS II web site.
- Master Contractors proposing in response to the RFR must submit the documents below **as separate files** contained in **two separate emails** as follows:

Email 1 with “Technical”: Master Contractor name, candidate name, and RFR number in the subject line

- o Resume for each labor category described in the RFR (Attachment 1)

Email 2 with “Financial”: , Master Contractor name, candidate name, and RFR number in the subject line

- o Price Proposal (Attachment 2)
- o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
- o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- o Living Wage Affidavit (Attachment I in the CATS II RFP)
- o **Any documents listed below as required by the hiring agency**

Section 5 – Evaluation Criteria –

(Provide a list of evaluation criteria in descending order of importance)

1. Work Experience
2. Training and Education
3. Ability to answer interview questions
4. Price

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ATTACHMENT 1 – RFR RESUME FORM

RFR # **F50B1400022**

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization] *Description of Work...*
 [Title / Role]
 [Period of Employment / Work]
 [Location]
 [Contact Person (Optional if current employer)]

[Organization] *Description of Work...*
 [Title / Role]
 [Period of Employment / Work]
 [Location]
 [Contact Person]

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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ATTACHMENT 2

RFR PRICE PROPOSAL – SUBJECT MATTER EXPERT

RFR # F50B1400022

(This form is to be filled out by Master Contractors)

Hourly Labor Rate		
Hourly Labor Rate	Hours	(Labor Rate x Hours)
\$	1,050 estimated for evaluation purpose only	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Program Administration Specialist resume provided. The “Hourly Labor Rate” is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.