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

### Section 1 –General Information

| | |
|---|---|
| **RFR Number:** (Reference BPO Number) | F50B2400050 |
| **Functional Area** (Enter One Only) | 10 – IT Management Consulting Services |

### Position Title

**Position Title:** Labor Category 10, Applications Programmer:  SQL Server Developer

| | | | |
|---|---|---|---|
| **Anticipated start date** | April 2012 | | |
| **Duration of assignment** | Up to 6 months | | |
| **Designated Small Business Reserve?(SBR):** (Enter "Yes" or "No") | No | | |
| **MBE goal, if applicable** | | | %zero |
| **Issue Date:** | March 16, 2012 | **Due Date:** mm/dd/yyyy | April 5, 2012 |
| | | **Time (EST):** 00:00 am/pm | 10:00 AM |
| **Place of Performance:** | 301 West Preston Street, Baltimore, MD 21201 | | |
| **Special Instructions:** (e.g. interview information, attachments, etc.) | 1. An in-person interview will be required. 2. Contractors may submit up to two (2) resumes, one for each potential position. 3. The award may be up to (2) resources. 4. New positions, no incumbents 5. Candidates **must meet all minimum requirements** to be considered | | |
| **Security Requirements** (if applicable): | | | |
| **Invoicing Instructions:** | Time and Material Contract, invoice monthly (weekly time sheet to Program Manager) | | |

### Section 2 – Agency Point of Contact (POC) Information

| | | | |
|---|---|---|---|
| **Agency / Division Name:** | Department of Information Technology for the Department of Budget and Management | | |
| **Agency POC Name:** | Mike Balderson | **Agency POC Phone Number:** | (410) 260-7549 |
| **Agency POC Email Address:** | mike.balderson@maryland.gov | **Agency POC Fax:** | (443) 926-9742 |
| **Agency POC Mailing Address:** | 45 Calvert Street, Annapolis, MD 21401 | | |

### Section 3 – Scope of Work

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| Background |
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The Department of Budget and Management (DBM), in a joint effort with the Department of Information Technology (DoIT) launched the Statewide Personnel System (SPS) Project in November 2007 to replace the Personnel, Benefits and Time Keeping (LAS, TESS, MDTIME) systems. The SPS team is championing the Data Consolidation effort to make data available to the potential Offeror in a timely manner for data conversion.

The SPS Data Consolidation project aims to :

- Create a single, unified SQL Server based staging repository of State personnel information to provide for the SPS project.

- All State data should be accessible and available in a central repository at one place, in one system. All personnel assigned to analyze, cleanse and provide Sate data sets for the SPS solution should be able to access the Staging database.

- Provide a Unified single repository for historical Information

The Department of Budget and Management (DBM) in Baltimore is seeking a  Sql Server developer to take on key role in the SPS Data Consolidation Project.

Given the sensitivity of data associated with this project, the TO Contractor personnel assigned to this project must comply with the requirements of CATS II RFP Section 2.4.3.2 and sign a non-disclosure affidavit as provided as Attachment 7 and Attachment 8.

**Please note that the Master Contractor awarded this TO Agreement may NOT submit proposal(s) in response to any subsequent Statewide Personnel System solicitation(s) for the direct implementation of the planned HR system.**

| Job Description/s | |
| --- | --- |
| **Position Title/s or Service Type/s (From Section 1 Above)** | **Duties / Responsibilities** |
| **SQL Server Developer (up to two candidates)** | The successful candidate will act as a key resource in designing, configuring, developing, testing and performing Data Consolidation activities using Sql Server; utilizing extensive knowledge of Sql Server to design, develop data consolidation technical requirements. This position requires the ability to recommend and influence best practice solutions for data consolidation.  This position will perform duties as assigned by the Project Manager that will generally include, but are not limited to the following: <br><br> - Facilitate requirements gathering and documentation efforts; <br> - Refine any requirements to include: prioritization, elimination and consolidation; <br> - Document Validation test Cases and scripts; <br> - Identify, document and escalate risks and issues; <br> - Adhere to project protocols and guidelines, reporting to the project manager; |

| | |
|---|---|
| | - Develop, test, and maintain complex SSIS/DTS packages;<br>- Deliver code on time in a dynamic, fast-paced environment<br>- Follow a pre-defined SDLC process;<br>- Write complex stored procedures for applications and back end processes;<br>- Ability to prioritize tasks and multi-task;<br>- Ability to communicate and enforce stored procedure coding standards;<br>- Ability to work independently with minimal supervision.<br><br>**The ideal candidate for this position:** excellent written and verbal communication skills; ability to foster and maintain strong relationships with peers and leaders; ability to multi-task and prioritize duties to achieve most critical business needs first; and must be detail oriented, as well as being able to see big picture. Must have working knowledge of Visio, MS Project, Word and Excel. |

| **Minimum Qualifications** | |
|---|---|
| **Position Title/s or Service Type/s (From Section 1 Above)** | **Required Experience/Knowledge/Skill** |
| **SQL Server Developer (up to two candidates)** | **Education:**<br>1. A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.<br>**General Experience:**<br>2. Must have five (5) years of computer experience in information systems design.<br>**Specialized Experience:**<br>3. At least three (3) years of experience as an application programmer on large scale, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.<br>4. Minimum of 6 years of Sql Server 2005/2008 development experience.<br>5. 4+ years work experience with Transact - SQL, Sql Server Integration Services (SSIS), and Sql Server Reporting Services (SSRS).<br>6. 2+ years of Data Warehouse experience in SqlServer 2005/2008 |

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| Section 4 - Required Submissions |
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| NOTE:<br>- Master Contractors may propose only one candidate for each position requested.<br>- - Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor<br>- Feedback Form" via the "Master Contractor Login" on the CATS II web site.<br>- - Master Contractors proposing in response to the RFR must submit the documents below as separate files<br>- contained in two separate emails as follows:<br>- **Email 1 with "Technical": RFR number, Master Contractor Name, & candidate name, and in the subject line**<br>    o   o Resume for the labor category described in the RFR (Attachment 1)<br><br>- **Email 2 with "Financial": RFR number, Master Contractor Name, & candidate name, and in the subject line**<br>    o   o Price Proposal (Attachment 2)<br>    o   o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)<br>    o   o Living Wage Affidavit (Attachment I in the CATS II RFP)<br>    o   Any documents listed below as required by the hiring agency |

| Section 5 – Evaluation Criteria –<br>**(Provide a list of evaluation criteria in descending order of importance)** |
|---|
| • personnel's qualifications and experience performing the duties as specified in Section 2 |
| • understanding of the work to be accomplished |
| • If requested, acceptable requirements writing sample/documentation |

| Basis for Award Recommendation |
|---|
| RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.** |

# Request for Resume (RFR)
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### ATTACHMENT 1 – RFR RESUME FORM
RFR # **F50B2400050**
Labor Category 10, Applications Programmer:  SQL Server Developer

| 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> | | | |

# Request for Resume (RFR)
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**ATTACHMENT 2**

RFR PRICE PROPOSAL -  Labor Category 10, Applications Programmer:  SQL Server Developer

RFR # F50B2400050

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

| Hourly Labor Rate | Hours | (Labor Rate x Hours) |
|---|---|---|
| #1 $ | 1,040 **estimated for evaluation purposes only** | $ |
| #2 $ | 1,040 **estimated for evaluation purposes only** | $ |
| **Total RFR Price** | | $ |

_____

Authorized Individual Name

_____

Company Name

_____

Title

_____

Company Tax ID #

This price proposal must accompany the senior subject matter expert 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.