

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

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	F50B3400060		
<b>Functional Area (Enter One Only)</b>	Functional Area 10 – IT Management Consulting Services		
<b>Labor Category/s</b>			
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.			
Labor Category# 15 Junior Computer Programmer (one candidate)			
<b>Anticipated start date</b>	June 2013		
<b>Duration of assignment</b>	Limited to six months.		
<b>Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	05/02/2013	<b>Due Date:</b> mm/dd/yyyy	05/24/2013
		<b>Time (EST):</b> 00:00 am/pm	5:00 PM
<b>Place of Performance:</b>	Department of Information Technology 5740 Executive Drive, Suite 110, Catonsville, MD 21228		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	This RFR replaces F50B3400058 that was cancelled & issued to FA5.		
<b>Security Requirements (if applicable):</b>	Pass State Police Background Check		
<b>Invoicing Instructions:</b>	Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Information Technology, Procurement		
<b>Agency POC Name:</b>	Michael E. Balderson	<b>Agency POC Phone Number:</b>	410-260-7549
<b>Agency POC Email Address:</b>	<a href="mailto:Mike.balderson@maryland.gov">Mike.balderson@maryland.gov</a>	<b>Agency POC Fax:</b>	410-974-5615
<b>Agency POC Mailing Address:</b>	45 Calvert Street Annapolis MD 21401		

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**Section 3 – Scope of Work**

**Background**

The State of Maryland is deploying a 700 MHz public safety communications system for all state law enforcement as well as local fire, police, sheriff and EMS who chose to join. It uses the latest P-25 standards and the prime contractor is Motorola who are providing their Astro 25 platform and APX portable and mobile radios.

**Job Description/s**

<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p><b>Labor Category# 15 Junior Computer Programmer</b></p>	<p>The Programmer is responsible for programming and coordination of radios for MD FiRST 700 MHz Communications project. The Programmer shall report to the TO Manager and perform the tasks described below. The Programmer shall be capable of performing all assigned tasks with self-sufficiency and minimal guidance from the TO Manager</p> <p>Develop code plugs (agency fleetmaps) for users of the new Motorola Astro 700 MHz Radio Communications system. Responsible for translating spread sheets with talkgroup data into code for APX radios, both mobile and portable.</p> <p>Become thoroughly knowledgeable on all current MD FiRST activities to function as the project Radio Programmer.</p> <p>Provide <b><i>Programming of Code Plugs</i></b> consistent with Motorola standards for creation of agency codeplugs:</p> <ul style="list-style-type: none"> <li>• Transfer Agency data from spread sheets to master code plug development tools.</li> <li>• Test and verify code plugs in portable and mobile radios</li> <li>• Save data in a secure manner for future use.</li> <li>• Program radios from agency as they are made available.</li> <li>• Record all programming of radios in supplied asset management data base.</li> </ul>

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### Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates must meet the minimum qualifications specified below.

Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
<b>Labor Category# 15 Junior Computer Programmer</b>	<p><b>Education:</b> 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 in one of the above disciplines equals one year specialized and two years general experience.</p>
	<p><b>General Experience:</b> Must have three (3) years of computer programming experience.</p>
	<p><b>Specialized Experience:</b>            At least two(2) years' experience programming Motorola APX radios            Completed "APX CPS Programming and Template Building Class, APX7001-V".            At least two (2) years training / experience with two-way radio and trunking systems</p>
	<p>Preferred candidates will also have completed the class "APX Technical Subscriber Academy, APX010".</p>

### 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 of 2 with "Technical": Master Contractor Name, RFR number, & candidate name in the subject line**

- Resume for each labor category described in the RFR (Attachment 1)
- Three (3) current references that can be contacted for performance verification of the submitted consultant's work experience and skills. Telephone number and email address of reference is needed.
- Copy certification -"APX CPS Programming and Template Building Class, APX7001-V".

**Email 2 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line**

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- Living Wage Affidavit (Attachment I in the CATS II RFP)

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<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Relevant experience programming APX radios
2. Certification - “APX CPS Programming and Template Building Class, APX7001-V”.
3. References
4. Price
3. Pass State Police Background Check
<b>Basis for Award Recommendation</b>
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. <b>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.</b>

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## ATTACHMENT 1 RFR RESUME FORM RFR # F50B3400060

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

**Labor Category# 15 Junior  
Computer Programmer**

Candidate Name:

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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts 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]

<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

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<add lines as needed>

### LABOR CATEGORY PERSONNEL RESUME SUMMARY

(ATTACHMENT 1 CONTINUED) F50B3400060

\*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

<b>Proposed Individual’s Name/Company:</b>	<b>How does the proposed individual meet each requirement?</b>
<b>LABOR CATEGORY TITLE –</b>	
<b>Requirement</b>	<b>Candidate Relevant Experience*</b>
<b>Education:</b> 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 in one of the above disciplines equals one year specialized and two years general experience.	<b>Education:</b>
<b>General Experience:</b> <ul style="list-style-type: none"> <li>Must have three (3) years of computer programming experience.</li> </ul>	<b>General Experience:</b>
<b>Specialized Experience:</b> <ul style="list-style-type: none"> <li>Completed “APX CPS Programming and Template Building Class, APX7001-V”.</li> <li>At least two (2) years training / experience with two-way radio and trunking systems</li> <li>At least two(2) years’ experience programming Motorola APX radios</li> </ul>	<b>Specialized Experience:</b>
<b>Describe additional professional experience, knowledge, and skills required for this position.</b>	

The information provided on this form for this labor category is true and correct to the best of my knowledge:

**Master Contractor Representative:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Proposed Individual:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**ATTACHMENT 2  
PRICE PROPOSAL  
RFR # F50B3400060**

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

CATS II Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours*	PERIOD Evaluation Price (A x B)
Enter Labor Category	\$	1000*	\$
<b>Total RFR Price</b>			\$

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

- The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The rate must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA.  
\*Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.