

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J00B0400011		
Functional Area (Enter One Only)	Functional Area 10 - IT Management Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
- IT Management Consulting Services			
Anticipated start date	May 17, 2010		
Duration of assignment	Not To Exceed 6 months		
Contract Type	Time and Material		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: March 31, 2010		Due Date:	April 22, 2010
		Time (EST):	2:00 PM
Questions	Must be submitted no later than April 12,2010, 12:00 PM		
Place of Performance:	Maryland Motor Vehicle Administration 6601 Ritchie Highway Glen Burnie, MD 21015		
Special Instructions: (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. Interviews will be conducted by a panel of three persons using a standardized set of interview questions. 2. List of internal and external entities that will need to be verified and updated – Security Contacts 3. List of systems that will need to be verified and updated – Total Systems 		
Security Requirements (if applicable):	Pass reference checks and obtain State ID Badge		
Invoicing Instructions:	Invoices will be submitted monthly for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Motor Vehicle Administration		

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Agency POC Name:	LeConte Stover	Agency POC Phone Number:	410-768-7686
Agency POC Email Address:	Lstover1@marylandmva.com	Agency POC Fax:	410-768-7159
Agency POC Mailing Address:	6601 Ritchie Hwy, Glen Burnie, MD 21062		
Section 3 – Scope of Work			
Background			
<p>The MVA is a modal administration of the Maryland Department of Transportation (MDOT), and is responsible for the issuance of Motor Vehicle titles, tags, identification cards and licenses. The database of record for all MVA systems is the Mainframe, DB2 databases on an IBM Z/OS 2086-A04 mainframe.</p> <p>The MVA shall obtain documentation on all its systems and processes in preparation of the deployment of an Enterprise Management System. The documentation shall include several internal systems, as well as external systems, agencies and entities interfaces as input to a Request for Proposal (RFP)</p> <p>As part of an ongoing effort to ensure and enhance the Enterprise (MVA), the MVA shall obtain the services of one (1) Senior Systems Architect and one (1) Technical Writer.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities		
1. - Senior Systems Architect	<p>Description – Define, design, develop, implement and maintain enterprise architecture plans, strategies, inventories and recommendations to support enterprise architecture (EA) at the State and agency level.</p> <ul style="list-style-type: none"> • Document and assess the current condition of the State/agency’s Enterprise Architecture(s). This analysis may require documentation at the system or subsystem level; • Recommend an Enterprise Architecture strategy for the State/agency with potential interim steps or phases for implementation based on the current condition survey mentioned above; • Provide data architecture, applications architecture, technology architecture, enterprise architecture planning, information systems architecture, and architecture trade-off analysis; • Provide consultation on architecture improvement and 		

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	<p>recommendations on coordinating IT investments and initiatives across the various State agency's business processes</p> <ul style="list-style-type: none"> • Provide weekly status report • Progress reports will be requested on an as needed basis and submitted to the Manager, Project Development Office • Final reports in Microsoft Word format to be submitted electronically as well as one paper copy to the Manager, Project Development Office
<p>2. Technical Writer</p>	<p>Develop and/or maintain the following types of documentation: system documentation; technical writing for proposals,</p> <ul style="list-style-type: none"> • Develop system documentation that captures functional, interface, integration, date, security, and internal control requirements, data sensitivity and criticality description, system/subsystem or modules, program, database design, security and internal control specifications; • Develop system documentation for a new or existing system; • Develop technical specifications for a proposal; • Update Statement of Work documentation and develop an RFP • Provide weekly status report • Progress reports will be requested on an as needed basis and submitted to the Manager, Project Development Office • Final reports in Microsoft Word format to be submitted electronically as well as one paper copy to the Manager, Project Development Office
Minimum Qualifications	
<p>Position Title/s or Service Type/s (From Section 1 Above)</p>	<p>Required Experience/Knowledge/Skill</p>

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<p>1 - Senior Systems Architect</p>	<p>General Experience: This position requires a minimum of six (6) years of experience in analysis and definition of system architecture.</p> <p>Specialized Experience: At least four (4) years of specialized experience in defining architecture requirements for high-level applications, evaluation of approved security product capabilities, and developing architecture</p>
<p>2. Technical Writer</p>	<p>General Experience: This position requires a minimum of five (5) years Microsoft Word, three (3) years experience with Adobe Writer and three (3) years experience with Microsoft Visio using diagramming features.</p> <p>Specialized Experience: Experience must reflect where these software tools were utilized in the preparation of technical documentation for IT systems.</p> <p>The individuals proposed must have experience in creating and updating RFP documents. Resumes must demonstrate at least three (3) years experience preparing documentation where RFPs were updated and created</p>
<p align="center">Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o One Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o SBR Affidavit o Documents listed below as required by the hiring agency 	
<p>1.N/A</p>	
<p align="center">Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</p>	
<p>1. Work Experience</p>	
<p>2. Training and Education</p>	
<p>3. Price</p>	

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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.**

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• ATTACHMENT 1 – RFR RESUME FORM

RFR #

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:	

Education / Training

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

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>

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>			

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

ATTACHMENT 2

RFR PRICE PROPOSAL

1.1 RFR # J00B0400011

Rates listed shall be fully loaded rates including travel, cell phones, etc.

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Senior Systems Architect	\$	1040	\$
2. Technical Writer	\$	1040	\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. 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.

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