

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R95B0400017		
Functional Area (Enter One Only)	Functional Area 17 - Documentation/Technical Writing.		
Position Title/s or Service Type/s (Short term staff or PMP)			
Technical Writer			
Anticipated start date	May 15, 2010		
Duration of assignment	90-180 days		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE Goal, if applicable	0%		
Issue Date: 04/26/2010		Due Date: 04/30/2010	
		Time (EST): 02:00 pm	
Place of Performance:	Baltimore City Community College, 2901 Liberty Heights Avenue, Baltimore, MD 21210		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions. Selected individual will be required to sign a non disclosure agreement.		
Security Requirements (if applicable):	Background check and execution of the College's Non Disclosure Agreement		
Invoicing Instructions: Pursuant to Section 2.8 "Invoicing" of the CATS II Contract	<p>All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period, unless specified differently in the TORFP/RFR, and include the following information:</p> <ul style="list-style-type: none"> • Name and address of the State agency being billed, • Vendor name, • Remittance address, • Federal taxpayer identification or (if owned by an individual) his/her social security number, • Invoice Period, • Invoice Date, • Invoice Number, • Amount Due, • Retainage (if applicable), and • Purchase Order Number(s) being billed. <p>Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.</p>		

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Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Baltimore City Community College		
Agency POC Name:	Daniel A. Coleman	Agency POC Phone Number:	410-462-8432
Agency POC Email Address:	DaColeman@bccc.edu	Agency POC Fax:	410-225-4603
Agency POC Mailing Address:	2901 Liberty Heights Avenue, Baltimore, MD 21215		
Section 3 – Scope of Work			
Background			
<p>BCCC used the service of an IT consultant in 2008-9 to assist in analyzing its information technology infrastructure and business processes in preparation for the anticipated purchase and implementation of an Enterprise Resource Planning (ERP) system. One section of the report issued by the consultant contained staffing, organization and functionality recommendations for the College’s IT department (CITS) to remediate deficiencies in that area.</p> <p>BCCC desires to retain the services of a Technical Writer to craft an RFP which will incorporate the technical requirements and system recommendations documented by the IT consultant in their report (September 2009). The IT consultant’s Report (September 2009) will serve as the source/reference materials for the RFP that will be produced by the Technical Writer under this RFR.</p> <p>BCCC’s Mission and Vision statements are attached as “ATTACHMENT 3”, also BCCC’s organizational chart is attached as “ATTACHMENT 4 “.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities		
1. Technical Writer	<p>Meet with Contract Manager receive overview of project. Review RFP source materials and report recommendations Provide draft RFP for Contract Manager Review Attend weekly progress meetings and tender weekly progress reports Provide Final RFP for Contract Manager approval Submit RFP to DoIT for acceptance and RFP responses Provide Technical Assistance with RFP responses, if required</p>		

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Technical Writer	<p>56. Technical Writer/Editor</p> <p>Duties: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.</p> <p>Education: Associate's Degree in related field. A Bachelor's degree is preferred.</p> <p>General Experience: a minimum of five (5) years of experience in this area.</p> <p>Specialized Experience: at least two (2) years of experience in preparing and editing documents, including technical documents. Also includes researching for applicable standards.</p>
Section 4 - Required Submissions	
<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 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 Documents listed below as required by the hiring agency 	
1. Provide Technical Writing Sample	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Work Experience	
2. Training and Education	
3. Knowledge and Training (Higher Education preference given)	
4. Price	

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ATTACHMENT 1 – RFR RESUME FORM**

RFR # R95B0400017

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>			

**Request for Resume (RFR)
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**ATTACHMENT 2A
RFR PRICE PROPOSAL – TECHNICAL WRITER**

RFR # R95B0400017

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

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Technical/Writer	\$	1,000	\$
2.	\$		\$
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 are 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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ATTACHMENT 3
About BCCC**

Mission:

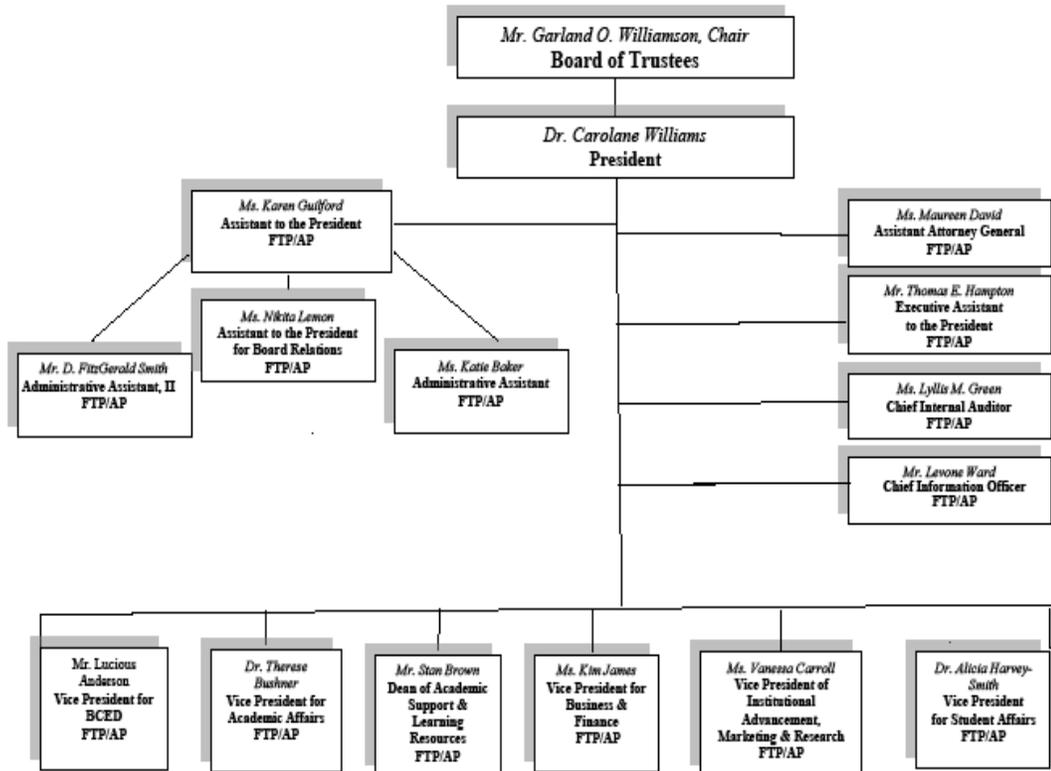
Baltimore City Community College (BCCC) provides outstanding educational, cultural, and social experiences to the residents of Baltimore City, the state of Maryland, and surrounding areas. The College's accessible, affordable, comprehensive programs include college transfer and career preparation, technical training, and life skills training. The College provides a variety of student services that meet and support the learning needs of an increasingly diverse student population. BCCC is a dynamic higher education institution that is responsive to the changing needs of its stakeholders: individuals, businesses, government, and educational institutions of the community at large.

Vision:

Baltimore City Community College strives to be the leader in providing quality education that responds to and meets the needs of a diverse population of learners, adding value to lives and the community.

Request for Resume (RFR) CATS II Master Contract ATTACHMENT 4

Baltimore City Community College—Organizational Chart OFFICE OF THE PRESIDENT



LEGEND
 FTP = Full-time Pin
 AP = Admin/Professional
 SS = Skilled Service

Revised: 9-9-09