

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J00B9200057		
Functional Area (Enter One Only)	Functional Area 6 - Systems/Facilities Management and Maintenance		
Labor Category/s			
One (1) support staff to be engaged for six (6) months in various applications such as Titling and Registration System (TARIS), Driver Licensing System (DLS), POS, and Miscellaneous Transaction Cashiering (MTC), among others.			
1. Senior Database Management Specialist			
Anticipated start date	August 15, 2012		
Duration of assignment	Six months from Notice to Proceed		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	YES		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	6/27/12	Due Date: mm/dd/yyyy	July 20, 2012
		Time (EST): 00:00 am/pm	2:00PM
Place of Performance:	1 Orchard Rd, Glen Burnie, MD (MVA Headquarters)		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel using a standardized set of interview questions for all candidates.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain State ID Badges.		
Invoicing Instructions:	Invoices will be submitted at the end of each month 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 Department of Transportation		
Agency POC Name:	Yamillette C. Waite	Agency POC Phone Number:	410-865-1123
Agency POC Email Address:	ycollett@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Dr., Hanover, MD 21076		

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Section 3 – Scope of Work

Background

The Maryland Department of Transportation (MDOT) is issuing this RFR to contract for Database Administration support at Motor Vehicle Administration (MVA) for various applications to include, Titling and Registration System (TARIS), Driver Licensing System (DLS) and related systems; POS, Mail-in Renewal/Print Farm and Miscellaneous Transaction Cashiering (MTC).

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Senior Database Management Specialist	<ul style="list-style-type: none"> • Design, development, testing, deployment/administration, recovery and maintenance of the databases that support the MVA's critical systems. • Supporting databases for MVA Applications/Systems 24 hours daily • Planning and evaluation of a variety of new or revised systems; • Installation, customization, administration, maintenance, and recovery of multiple applications and operating systems software, including physical and virtual infrastructures • Executing adhoc reporting queries for business users.

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
Senior Database Management Specialist	Six (6) years of experience in the skill categories below <ol style="list-style-type: none"> a) Relational database design b) Designing and executing queries using SQL c) Developing and executing queries using IBM QMF d) Creating and executing batch jobs using JCL/JCL Prep e) Creating information models (logical, physical, dimensional, etc.), data migration plans and data warehouses. f) Developing ETL solutions for data warehousing

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Section 4 - Required Submissions

NOTE:

- Master Contractors may propose only one candidate for the 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 following documents:
 - o Resume for each labor category described in the RFR (Attachment 1)
 - o Price Proposal (Attachment 2 or 2A) – **This must be a separate file!!**
 - 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**
 - o **SBR Affidavit – Attachment 3**
 - o Non Disclosure- Offeror (Attachment 4)
 - o Non Disclosure- Contractor (Attachment 5) –submit after award

1. Resume showing evidence of all knowledge, skills, and experience listed in this RFR

2. Two (2) current references, for work completed within the past three (3) years, that can be called for performance verification of the submitted consultant's work experience and skills

**Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)**

1. Specific work experience and relevant technical expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).

2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing samples.

3. Required submissions (**see Section 4**).

4. Price rankings of the proposals

5. References

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 an 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 # J00B9200057

Instructions: Insert 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.

Candidate Name:	Labor Category (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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[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 - SUPPORT STAFF

RFR # J00B9200057

(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. Database Management Specialist	\$	960	\$
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.