

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	J01B9200047		
<b>Functional Area (Enter One Only)</b>	<b>Functional Area 5 - Software Engineering</b>		
<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.			
1. Subject Matter Expert			
<b>Anticipated start date</b>	March 19, 2012		
<b>Duration of assignment</b>	Up to 6 months.		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	Yes		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date: February 9, 2012</b>	2/9/2012	<b>Due Date:</b>	3/5/2012
		<b>Time (EST):</b>	2:00 PM EST
<b>Place of Performance:</b>	MDOT Data Center – One Orchard Road Glen Burnie, Maryland 21060		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Interviews will be held at the Data Center in Glen Burnie; OTTS will make arrangements for Phone interviews if necessary but would prefer face to face interaction wherever possible.		
<b>Security Requirements (if applicable):</b>	Selected personnel must pass a background check with MDOT to work on the MDOT network and get an access badge to the facility.		
<b>Invoicing Instructions:</b>	<p>Invoices will be submitted by the TO Contractor on a monthly basis by the 15th business day of each month for all work completed in the previous month. Invoices will reflect costs for hours worked</p> <p style="text-align: center;">A) A proper invoice shall identify Maryland Department of Transportation Office of Transportation Technology Services, labor category, associated TOA number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.</p> <p style="text-align: center;">B) The TO Contractor shall send the original of each</p>		

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	<p>invoice and supporting documentation (itemized billing reference for employees, including detail of work hours) submitted for payment to MDOT OTTS at the following address:</p> <p align="center">One Orchard Road Glen Burnie, Maryland 21060 Attention: Tom Reed / Bill Bryant</p> <p>C) Proper invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the TOA. In no event shall any invoice be submitted later than 60 calendar days from the TOA termination date.</p>
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**Section 2 – Agency Point of Contact (POC) Information**

<b>Agency / Division Name:</b>	Maryland Department of Transportation / Office of Transportation Technology Services		
<b>Agency POC Name:</b>	Barbara Ryer	<b>Agency POC Phone Number:</b>	410-865-1129
<b>Agency POC Email Address:</b>	<a href="mailto:bryer@mdot.state.md.us">bryer@mdot.state.md.us</a>	<b>Agency POC Fax Number:</b>	410-865-1133
<b>Agency POC Mailing Address:</b>	One Orchard Road. Glen Burnie, Maryland 21060 Room 210		

**Section 3 – Scope of Work**

**Background**

The Maryland Department of Transportation is seeking an individual who can assist MDOT in exploiting the ability of the UNISYS Enterprise Manager software V 9 that provides for print services to MDOT customers. This task is to acquire the services of an experienced resource To assist MDOT and the MDOT/ MVA to be able to generate QF Codes, Type 2 bar codes on specific output that is generated by the IBM Mainframe and printed on the UNISYS UHS-9190 Laser Printing System.

This resource will also work with MDOT Technical staff and operations personnel to migrate the print queues currently set up in Enterprise Output Manager Version 6 to Enterprise Output Manager Version 9

Additionally, the resource provided will assist MDOT in Training and creating Operations documentation that provides guidance on any changes from the old version of EOM to the new release of Enterprise Output Manager

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<b>Job Description/s</b>	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
1. Subject Matter Expert	Assist in the migration of print queues from current DEPCON Version 4 to Enterprise Output Manager V9 Assist MDOT/MVA Programming Staff in creation of Type 2 bar codes and QF Codes if possible. Provide knowledge transfer to technical and operations staff on effective use of Enterprise Output Manager
<b>Minimum Qualifications</b>	
For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Minimum Experience/Knowledge/Skill</b>
1. Subject Matter Expert	<ul style="list-style-type: none"> <li>• Proposed resource must meet the requirements of the Subject Matter Expert labor category as specified in the CATS II Master Contract</li> <li>• Candidate must have at least 5 years of prior experience installing and configuring UNISYS Enterprise Output Manager Software.</li> <li>• Candidate must have at least 2 years of experience in upgrading earlier versions of UNISYS Enterprise Output Manager from earlier versions to Version 9.</li> <li>• The ideal candidate would at least 1 year prior experience in configuring Enterprise Output Manager to use type 2 bar codes.</li> </ul>
<b>Section 4 - Required Submissions</b>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors may propose only one candidate for each position requested.</li> <li>- Master Contractors electing <u>not</u> 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.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:               <ul style="list-style-type: none"> <li>o Resume for each labor category described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2) – <b>This must be a separate file!!</b></li> <li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>o Conflict of Interest Affidavit (Attachment 3)</li> <li>o Living Wage Affidavit (Attachment 4)</li> <li>o <b>Any documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
1. Provide recent examples of work performed by the submitted resource that is consistent with the scope of work for this RFR. References.	
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>	

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1. Experience of the proposed resource configuring, installing and supporting DEPCON and Enterprise Output Manager.
2. Ability to demonstrate recent experience performing the tasks in the scope of work of this RFR.
3. Ability to demonstrate the educational and experience requirements of the Subject Matter Expert labor category.
<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 procurement officer 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 # J01B9200047

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>			

## ATTACHMENT 2

### RFR PRICE PROPOSAL –SUBJECT MATER EXPERT

RFR # J01B9200047

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

PROJECT NOT TO EXCEED SIX MONTHS		
Hourly Labor Rate	Annual Hours	Total Price
\$	1040	\$
Total RFR Price :		\$

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

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

\_\_\_\_\_  
Title

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

This price proposal must accompany the Project Manager 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.