

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J05B2400001		
Functional Area (Enter One Only)	6 – Systems / Facilities Management and Maintenance		
Labor Category/s			
1. Network Administrator			
Anticipated start date	October 1, 2011		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	YES		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	August 24, 2011	Due Date: mm/dd/yyyy	September 13, 2011
		Time (EST): 00:00 am/pm	2:00 PM
Place of Performance:	Maryland Transit Administration 1515 Washington Blvd, Baltimore, MD 21215		
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 security background checks and obtain State ID badges prior to commencement of work.		
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 Transit Administration		
Agency POC Name:	Ron Nizer	Agency POC Phone Number:	410-767-3890
Agency POC Email Address:	rnizer@mta.maryland.gov	Agency POC Fax:	410-767-0333
Agency POC Mailing Address:	6 St. Paul Street Baltimore, MD 21202		
Section 3 – Scope of Work			
Background			

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<p>The MTA network team receives numerous requests from various MTA departments for IT support in upgrading existing systems, installing new systems and IT equipment, and coordination of IT requirements. As MTA is a modal administration of MDOT, coordination of all IT activities is essential including coordination of IT equipment and software changes. The Network Administrator will report to the MTA Network Manager and work with the MTA network team and consulting staff. All requests need to be logged and processed through the MDOT Change Management System, Maximo. The candidate must have experience in the ITIL Change Management process as well as extensive knowledge of the Microsoft operating systems, desktop applications, VM, SAN environment.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Network Administrator	<ul style="list-style-type: none"> • Active Directory updates • User and Group account management • Exchange 2007 mailbox management • Windows Server disk space management • SyncSort backups • BlackBerry Enterprise user management • VMware – VM resource monitoring • SAN management – NetApp filer resource management • Level 2 Desktop support - Windows XP / MS Office / Application software • Initiate and follow through with MDOT ITIL change management process (using Maximo software) for adds and changes to network equipment • Work with MTA DataBase Administrator in setting up network configurations for new databases • Work with MTA Application team to investigate network related issues • Work with outside vendors on the installation and support of new software and hardware • Work with internal MTA departments in evaluating new hardware and software
Minimum Qualifications	
<p>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.</p>	

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Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Network Administrator	<p>For minimum requirements, see CATS II Labor Category for Network Administrator. Preferred candidates will meet the following criteria:</p> <ol style="list-style-type: none"> 1. Four (4) years of recent experience working with HP and Dell Servers, Storage Area Networks, Dell PCs, Panasonic laptops, Dell laptops, stand-alone and networked printers, standalone and networked scanners, modems, jet direct cards. 2. Four (4) years recent experience working with Microsoft Network Operating Systems. to include clustering services, DFS, Management of MS Active Directory policies, objects, login scripts, group policy and profiles 3. Three (3) years experience working with TCP/IP, Microsoft Office 2003 Professional and later, Microsoft Outlook 2003 and later, MS Visio, MS Project, Internet browser (Microsoft Internet Explorer 6.x and higher), Attachmate TN3270 Emulation Software, Adobe Acrobat, Photo Editor, Cisco VPN software and imaging software servers, routers, and switches 4. Three (3) years experience working with Syncsort Backup Express 3.1.1, 3.2 5. Three (3) years experience with LANDesk
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - 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. - 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 labor category described in the RFR (Attachment 1) o Price Proposal (Attachment 2) – 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 	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Personnel qualifications and experience performing the duties as specified in section3.	
2. Demonstration of understanding of the work to be accomplished in a face to face interview.	
3. Price	

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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 Procurement Officer 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 # J05B2400001

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.

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>			

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ATTACHMENT 2

RFR PRICE PROPOSAL

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(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.	\$	1040	\$
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.