

**Request for Resume (RFR)  
CATS II Master Contract  
All Master Contract Provisions Apply**

<b>Section 1 –General Information</b>			
<b>RFR Number: (Reference BPO Number)</b>	M00B2400177		
<b>Functional Area (Enter One Only)</b>	Functional Area 11 – Business Process Consulting Services		
<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. Senior Financial Analyst			
<b>Anticipated start date</b>	August 8, 2011		
<b>Duration of assignment</b>	6 months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	7/14/11	<b>Due Date:</b> mm/dd/yyyy	7/28/11
		<b>Time (EST):</b> 00:00 am/pm	5:00 PM
<b>Place of Performance:</b>	MD Department of Health and Mental Hygiene 201 W. Preston St., Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<p>Interviews will be conducted by a panel of 2-3 persons using a standardized set of interview questions. Candidates will be evaluated per Section 5 below.</p> <p>All candidates deemed Reasonably Susceptible for Award will be subject to an initial telephone interview using a standard set of interview questions. Following this, face to face interviews will be conducted by a panel of 2-3 persons using a standardized set of interview questions.</p> <p>Once this process is completed, all candidates will be ranked and the State will make a recommendation for award based on best value.</p>		
<b>Security Requirements (if applicable):</b>	Selected individual must pass background checks and obtain State ID badges		
<b>Invoicing Instructions:</b>	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
<b>Section 2 – Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>	Maryland Department of Health and Mental Hygiene, Department		

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	of Information Technology		
<b>Agency POC Name:</b>	Valerie Roddy	<b>Agency POC Phone Number:</b>	410-767-1909
<b>Agency POC Email Address:</b>	vroddey@dhhm.state.md.us	<b>Agency POC Fax:</b>	
<b>Agency POC Mailing Address:</b>	201 W. Preston St., Room 500, Baltimore, MD 21201		

**Section 3 – Scope of Work**

**Background**

The Department of Health and Mental Hygiene is seeking a Senior Financial Analyst (SFA) to perform analytical activities related to the maintenance of the budget of the DHMH Developmental Disability Administration (DDA). DDA is an integral part of DHMH, comprising of a budget of \$800 million, and serving 20,000 individuals. DDA seeks a SFA to assist with the implementation of a number of recommendations to improve the efficiency, accuracy, and timeliness of data related to expenditures, cash flow, and revenues.

**Job Description/s**

<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
67. Senior Financial Analyst	<p><b>Specific Duties</b></p> <ul style="list-style-type: none"> <li>• Review expenditures for FY 2011 to ensure the validity of the budget projection;</li> <li>• Review FY 2011 expenditures to ensure that the appropriate source of funds was used to support expenditures;</li> <li>• Review FY 2011 expenditures to ensure that expenses were properly charged;</li> <li>• Evaluate fiscal processes to track expenditures by revenue source;</li> <li>• Evaluate procedures for the exchange of information between headquarters and the regional fiscal offices;</li> <li>• Evaluate fiscal and budgetary processes for timeliness:</li> <li>• Assess the practices of the headquarters fiscal unit to ensure that expenditures are charged to the correct expense item;</li> <li>• Develop recommendations to improve fiscal and budgetary oversight and outline how to implement the changes.</li> <li>• Perform day-do-day activities related to the maintenance of the fiscal/budget unit.</li> </ul>

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**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.

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Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
Senior Financial Analyst	<ul style="list-style-type: none"> <li>• Education: Bachelor’s Degree Required. CPA or Masters of Business Administration required.</li> <li>• Work Experience: 8 years progressive experience as an analyst or involved in analyst type functions in a business related subject area such as accounting, finance, or economics.</li> <li>• Specialized Experience: At least three (5) years of financial management experience related to a public health entity.</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 <u>or</u> 2A) – <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 G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Any documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>	
Proposals will be reviewed to ensure that they meet or exceed the Minimum Qualifications in Section 3 – Scope of Work. Proposals that do not meet Minimum Qualifications are deemed not reasonably susceptible for award and are removed from further evaluation. Proposals that meet Minimum Qualifications will be evaluated against the following criteria.	
1. Work experience performing the Duties/Responsibilities in Section 3 – Scope of Work	
2. Training and education	
3. Price	
<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 agency POC 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 # M00B2400177

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>			

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ATTACHMENT 2A

**RFR PRICE PROPOSAL - SUPPORT STAFF**

**RFR # MOOB2400177**

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

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
<b>1. Senior Financial Analyst</b>	<b>\$</b>	<b>1040 hrs</b>	<b>\$</b>
<b>2.</b>	<b>\$</b>		<b>\$</b>
<b>3.</b>	<b>\$</b>		<b>\$</b>
<b>4.</b>	<b>\$</b>		<b>\$</b>
<b>5.</b>	<b>\$</b>		<b>\$</b>
<b>Total RFR Price (Sum of Labor Category Prices):</b>			<b>\$</b>

\_\_\_\_\_  
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.