

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	M00B2400237		
Functional Area (Enter One Only)	Functional Area 5 - Software Engineering		
Labor Category/s			
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. CATS II Labor Category (15) Junior Computer Programmer			
Anticipated start date	September 21, 2011		
Duration of assignment	Will begin when contract is awarded and will terminate on December 31,2011		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	8/19/11	Due Date: mm/dd/yyyy	9/9/11
		Time (EST): 00:00 am/pm	5:00 PM
Place of Performance:	MD Department of Health and Mental Hygiene 201 W. Preston St., Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 3 persons using a standardized set of interview questions.		
Security Requirements (if applicable):	Selected individual must pass background checks and obtain State ID badges		
Invoicing Instructions:	Invoices will be submitted by the 15 th of every month (to cover work done the prior 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 Health and Mental Hygiene, Department of Information Technology, Applications Division		
Agency POC Name:	Phil Hemler	Agency POC Phone Number:	410-767-6981
Agency POC Email Address:	hemlerp@dnhmh.state.md.us	Agency POC Fax:	
Agency POC Mailing Address:	201 W. Preston St., Room 414, Baltimore, MD 21201		
Section 3 – Scope of Work			

Request for Resume (RFR) CATS II Master Contract

Background	
<ul style="list-style-type: none"> • A developer is needed to work on the application for the public health surveillance database, the National Electronic Disease Surveillance System (NEDSS). • NEDSS is used for the reporting of diseases from health care providers and clinical laboratories to public health agencies • NEDSS collects data on individual reports of diseases and conditions of public health importance. 	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Junior Computer Programmer	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Recent versions of NEDSS allow for the development of data entry screens that mirror the paper reporting forms used by public health agencies to collect data from health care providers. <ul style="list-style-type: none"> ○ Using the form builder in NEDSS, the developer will build a data reporting screen that mirrors the case report form for the reporting of Lyme disease. • The developer will conduct quality assurance to ensure appropriate data entry. • Possible additional activities include: <ul style="list-style-type: none"> ○ Automating the classification of reported cases using standardized case definitions, ○ Developing management tools within NEDSS to document case management by the local and state health department surveillance staff, ○ Automating requests for data from external parties.
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>	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Junior Computer Programmer	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Must have three (3) years of computer programming experience. • Highly Desirable: Familiarity with the National Electronic Disease Surveillance System (NEDSS) or other public health information technology. <p>EDUCATION REQUIREMENT:</p> <ul style="list-style-type: none"> • A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or

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

	three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.
--	--

Section 4 - Required Submissions	
NOTE:	
<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 <u>or</u> 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 	

1. Resume showing evidence of all skills listed in Section 3. Scope of Work.

2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2A for the Price Proposals

3. Two (2) current references 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. Work experience – Candidate must provide resume in accordance with Section 3 to be considered for an interview – after review of all resumes, only candidates deemed "most qualified" will be interviewed.

2. Training and education – Candidate must meet minimum skills in Section 3 to be considered for an interview

3. Price rankings of the proposals

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 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.**

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

ATTACHMENT 1 – RFR RESUME FORM

RFR # M00B2400237

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]	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)
CATS II Master Contract**

ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # M00B2400237

(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. Junior Computer Programmer	\$	560	\$
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.