

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	MOOB2400359		
Functional Area (Enter One Only)	10 - IT Management Consulting Services		
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 (29) Senior Systems Engineer			
Anticipated start date	December 7, 2011		
Duration of assignment	Though June 30, 2012		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%
Issue Date:	November 21, 2011	Due Date:	December 1, 2011
		Time (EST):	3:00 pm
Place of Performance:	Department of Health and Mental Hygiene MD Board of Pharmacy – 4201 Patterson Avenue – 1 st Floor – Baltimore, MD 21215		
Special Instructions: (e.g. interview information, attachments, etc.)	All RFR shall be sent to Procurement Specialist by the close of Due Date to Carlietha Benbow, at cbenbow@dnhmh.state.md.us. Interviews will be conducted by a panel using a standardized set of interview questions.		
Security Requirements (if applicable):	Selected individual must pass background checks and obtain State ID Badge		
Invoicing Instructions:	Monthly Invoices will be submitted with time sheet for the duration of the task. Invoices must 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:	DHMH – Board of Pharmacy		
Agency POC Name:	LaVerne Naesea or Patricia Gaither	Agency POC Phone Number:	410-764-4794
Agency POC Email Address:	lnaesea@dnhmh.state.md.us or pgaither@dnhmh.state.md.us	Agency POC Fax:	410-358-9512
Agency POC Mailing	MD Board of Pharmacy – 4201 Patterson Avenue – 1 st Floor –		

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Address:		Baltimore, MD 21215
Section 3 – Scope of Work		
Background		
<p>The Maryland Department of Health and Mental Hygiene (DHMH), Office of Procurement and Support Services is issuing this Request for Resumes for a Senior Systems Engineer (or an individual with comparable experience) to assist the Maryland Board of Pharmacy with management of its database implementation project by assessing and modifying Project Management Plans (PMP), schedules, contracts and managing resources; delegating tasks and monitoring the staff assignments; receiving, gathering, analyzing and disseminating information; setting goals and objectives; project team and governance structures; understanding the required tasks and preparing action and contingency plans.</p> <p>The successful bidder will ensure that the project goals and objectives are met and that products are delivered on time, on budget and within scope, as well as meet the business objectives originally intended by providing: tasks related to continuation of a project to implement at the Maryland Board of Pharmacy, a comprehensive browser based (SQL) MyLicense® COTS Licensing and Enforcement database system by GANTEC/Systems Automation vendor. The new system will replace an existing Access and Excel based database system. The successful also bidder will provide support and review related tasks performed by two IT Board staff members engaged in implementing the new system in compliance with the MyLicense contracted vendor scope of work; monitor the on-going MIS functions during the period of implementation; review and approve all work phases completed by the MyLicense contracted vendor; and monitor the system's overall implementation and performance post implementation and provide feedback to the MyLicense contracted vendor and Board related to any identified problems/concerns for the specified period.</p>		
Job Description/s		
Labor Category/s (From Section 1 Above)	Duties / Responsibilities	
1. Senior Systems Engineer	<p>The Contractor shall be the Board of Pharmacy's project liaison and overall project manager for the Systems Automation (SA) MyLicense eGov and eMobil Systems implementation, including coordinating all project activities with Board of Pharmacy staff members, assigning tasks and reviewing completed staff assignments. Specific tasks to be provided by the Contractor shall include:</p> <ul style="list-style-type: none"> • Creating and executing Board staff work plans and revising as appropriate to meet needs and requirements • Establishing and coordinating meetings between staff and vendors • Supporting staff development of document templates • Identifying needed resources and assigning responsibilities to Board staff members. • Approving assignments completed by Board staff. • Monitoring all operational aspects of the project and scope 	

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	<ul style="list-style-type: none"> • Reviewing and approving all invoices for work performed by SA. • Applying all BOP system requirements, enforcing project standards and developing Board system requirements. • Developing interface test cases and approve interface acceptance • Supporting development of data conversion test cases • Supporting set-up of online renewals (six types) • Monitoring and reviewing creation of mobile configuration • Monitoring inspection template creation • Supporting and Monitoring User Acceptance Testing (UAT) and Support Set-up of Test Environment • Approving UAT acceptance • Coordinating user training and approve user training acceptance • Monitoring final data conversion to production activities ensuring delivery of final data files • Overseeing transition of processing in legacy system to new implemented MyLicense system • Approving Rollout Acceptance • Monitoring and supporting transition to maintenance • Recommending approaches to coordinating and meeting day-to-day data entry and processing activities at the board of pharmacy throughout the life of the contract. • Preparing document user requirements and specifications for the new system. • Recommending and coordinating approaches for technical post production support (during warranty period). • Analyze information requirements. • Evaluate problems in workflow, organization, and planning. • Develops appropriate corrective action plans. • Provides daily direction to staff.
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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.

Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Senior Systems Engineer	<ul style="list-style-type: none"> • Must have six (6) years of experience in systems engineering, including managing IT projects involving COTS software integration. • Highly Desirable: At least three (3) years of experience in the supervision of system engineers, and demonstrated use of interactive, interpretative

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	<p>systems with on-line, real-time acquisition capabilities.</p> <ul style="list-style-type: none"> • Highly Desirable: PMI certification or equivalent training or education.
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 <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	
<p>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.</p>	

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ATTACHMENT 1 – RFR RESUME FORM

RFR # M00B2400235

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 # M00B2400235

(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.	\$	1000	\$
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.