

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	MOOB2400363		
<b>Functional Area (Enter One Only)</b>	Functional Area 5 – Software Engineering		
<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. CATS II Labor Category: <i>Contractor must recommend an appropriate Labor Category – ONE ONLY</i>			
<b>Anticipated start date</b>	January 01, 2012		
<b>Duration of assignment</b>	6 months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	Yes		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	11/29/2011	<b>Due Date:</b> mm/dd/yyyy	12/19/2011
		<b>Time (EST):</b> 00:00 am/pm	5:00 PM
<b>Place of Performance:</b>	MD Department of Health and Mental Hygiene Office of Information Technology 201 W. Preston St., Baltimore, MD 21201		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 3-4 persons using a standardized set of interview questions.		
<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 by the 15 <sup>th</sup> 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			
<b>Agency / Division Name:</b>	Maryland Department of Health and Mental Hygiene, Department of Information Technology, Applications Division		
<b>Agency POC Name:</b>	Carlietha Benbow	<b>Agency POC Phone Number:</b>	410-767-1883
<b>Agency POC Email Address:</b>	cbenbow@dhmh.state.md.us	<b>Agency POC Fax:</b>	
<b>Agency POC Mailing</b>	201 W. Preston St., Room 416, Baltimore, MD 21201		

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<b>Address:</b>	
<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<ul style="list-style-type: none"> <li>➤ This position involves entry-level to junior-level staff work supporting technology projects for the MD DHMH.</li> <li>➤ The MD DHMH HL7 Interface Programmer may provide technical support for any of the Program areas within the Division.</li> <li>➤ Activities may include programming, database support, and maintaining applications.</li> </ul>	
<b>Job Description/s</b>	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p>1. <i>Appropriate Labor Category recommended by Contractor</i></p>	<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Develop or refine HL7 interfaces to allow for electronic public health data transfer from external partners (healthcare providers, hospitals, laboratories, and/or health information exchange) to the state immunization registry, infectious disease surveillance system, and syndromic surveillance system.</li> <li>• Use Orion's Rhapsody integration engine to translate, transform, and archive HL7 messages</li> <li>• Create and maintain code mappings, when necessary, for translating codes of sending partners' HL7 messages</li> <li>• Assist with PHIN-MS in sending and receiving electronic reportable data and case notifications</li> <li>• Assist in the maintenance of ImmuNet, the state immunization registry, the National Electronic Disease Surveillance System (NEDSS) Base System (NBS), the state's infectious disease surveillance system, and/or ESSENCE, the state's syndromic surveillance system, including SQL Programming for workflows and reports, and working towards incorporation of electronic data submissions from various partners' Electronic Health/Medical Record Systems (EHRs) or Lab Information Systems</li> <li>• Maintain, upgrade and troubleshoot Oracle databases as required</li> <li>• Perform upgrades on database and applications when required</li> <li>• Support general Division IT needs, including responding to specific issues and troubleshooting of IT applications</li> <li>• Ability to function independently and in a team setting</li> </ul>

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	<ul style="list-style-type: none"> <li>Strong written and oral communication skills with good organizational skills.</li> </ul>
<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.	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. <i>Appropriate Labor Category recommended by Contractor</i>	<p><b>MANDATORY MINIMUM EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>1 year experience working with HL7 messages in a Public Health or Healthcare setting</li> <li>2 years Database experience in Oracle(10g) and Microsoft SQL Server (2008/2005)</li> <li>2 years experience with XML</li> <li>2 years experience with JavaScript</li> <li>2 years .NET experience</li> <li>2 years VB.NET experience</li> </ul> <p><b>DESIRABLE KNOWLEDGE/EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>Experience with Integration Engines (Rhapsody preferred)</li> <li>Knowledge of Public Health Information systems standards, such as PHIN vocabularies, LOINC and SNOMED-CT</li> <li>GIS (to geocode all incoming data)</li> <li></li> </ul> <p><b>EDUCATION REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>This position requires a Bachelor's degree in computer science, information science, or related field.</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>Resume for each labor category described in the RFR (Attachment 1)</li> <li>Price Proposal (Attachment 2 <u>or</u> 2A) – <b>This must be a separate file!!</b></li> <li>MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li><b>Any documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
1. Resume showing evidence of all skills listed in Section 3. Scope of Work.	

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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
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
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
<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 # M00B2400363

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 # M00B2400363

(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. <i>Appropriate Labor Category recommended by Contractor</i></b>	<b>\$</b>	<b>1000</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.