

**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>	M00B2400568		
<b>Functional Area (Enter One Only)</b>	Functional Area 5 - Software Engineering		
<b>Labor Category/s</b>			
A single support staff may be engaged for up to six months without renewal options. An RFR is limited to only labor categories defined in the CATS II RFP.			
CATS II Labor Category: Junior Computer Systems Analyst			
<b>Anticipated start date</b>	July 5, 2012		
<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	05/22/2012	<b>Due Date:</b> mm/dd/yyyy	06/12/2012
		<b>Time (EST):</b> 00:00 am/pm	04:00 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>	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.		
<b>Section 2 – Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>	Maryland Department of Health and Mental Hygiene, Department of Information Technology, Applications Division		
<b>Agency POC Name:</b>	Brendan Clifford	<b>Agency POC Phone Number:</b>	410-767-3550
<b>Agency POC Email Address:</b>	<a href="mailto:cliffordb@dnhm.state.md.us">cliffordb@dnhm.state.md.us</a>	<b>Agency POC Fax:</b>	
<b>Agency POC Mailing Address:</b>	201 W. Preston St., Room 416, Baltimore, MD 21201		

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<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<p>The Maryland Immunization Registry ImmuNet contains more than 1,000,000 patient records and 12,000,000 vaccinations. Currently used in more than 900 offices, ImmuNet tracks children in need of vaccination, assists in vaccine management, consolidates immunization records, and provides practices with the capability to print reminders.</p> <p>ImmuNet currently allows healthcare providers to submit immunization data using three methods: (1) manual data entry, (2) direct upload, (3) secure file transfer protocol. ImmuNet is currently implementing a fourth method that will use SOAP web services for data exchange among various providers and ImmuNet. The EHR Incentive Program is expected to increase the number of providers and hospitals submitting immunization data to DHMH, as well as adopt HITECH standards for these data submissions. DHMH is also expecting various pharmacies in Maryland to start submitting immunization data to ImmuNet. There is a need to increase staff support to manage these data submissions and work with each provider/pharmacy through each phase (from testing, quality assurance and on to production).</p> <p>Functional/Business Requirement:</p> <ol style="list-style-type: none"> <li>1. Enable healthcare providers hospitals, and pharmacies to submit public health data electronically using national HITECH standards</li> <li>2. Meet DHMH program area goals to increase transition from paper or manual data entry to electronic data submission</li> <li>3. Maintain DHMH specifications for Immunization messaging standards and adopt HITECH standards as they are developed</li> </ol> <p>Work to be accomplished by the Contractor Personnel under this RFR shall consist of (but is not limited to) the following:</p> <ol style="list-style-type: none"> <li>1. Collaborate and communicate with medical providers, hospitals, pharmacies, software vendors, and the HIE regarding individual electronic systems and public health electronic data programming requirements, specifications, and process</li> <li>2. Collaborate and communicate with various administrations and program areas within DHMH and other state and local agencies (MDE, local health departments, etc.) to ensure electronic data routing to the appropriate system in the appropriate format, etc.</li> <li>3. Programming for new or changed data exchange requirements, specifications, or processes</li> <li>4. Troubleshoot and research programming issues that may arise in an electronic system’s encoding of HL7 messages</li> </ol>	
<b>Job Description/s</b>	
<b>Labor Category (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p>1. <b><i>Appropriate Labor Category recommended by Contractor</i></b></p>	<p>1. Develop or refine HL7 interfaces to allow for electronic public health data transfer from external partners (healthcare providers, hospitals, laboratories, pharmacies, and/or health information exchange) to the state immunization registry, infectious disease surveillance system, and syndromic surveillance</p>

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- system.
2. Use Orion's Rhapsody integration engine to translate, transform, test, and archive HL7 messages.
  3. Use CDC PHIN vocabulary to create and maintain code mappings, when necessary, for translating codes of sending partners' HL7 messages, for example, CVX codes.
  4. Assist with PHIN-MS, web services, or secure file transfer protocol in receiving and sending electronic reportable data and case notifications.
  5. Assist in the maintenance of ImmuNet, the state immunization registry, including workflows and reports, and working towards incorporation of electronic data submissions (including quality assurance where necessary) from various partners' Electronic Health/Medical Record Systems (EHRs)
  6. Support general registry system related IT needs, including responding to specific issues and troubleshooting of various registry functions
  7. Provide mapping of laboratory and other clinical results from external coding systems to the Logical Observation Identifiers Names and Codes (LOINC) standard.
  8. Develop and maintain technical documentation as necessary
  9. Build strong working relations with provider administrators or IT staff by Regularly communicating, both written and verbally, in a clear and concise manner and deliver informative, well-organized updates
  10. Perform job duties with little oversight and prepare status reports for supervisor.
  11. Give concise presentations to staff and management.
  12. Regularly monitor the registry's operative status and detect any networking/connectivity issues and notify appropriate individuals.
  13. 24/7 support of production registry services to ensure the highest standards of availability, resilience, integrity, security and performance required by our business systems.
  14. Interact with DHMH IT systems' contractors/vendors on all aspects to ensure maximum uptime and best user experience.
  15. Communicate, prioritize, track project progress and resolve issues in a timely manner
  16. Manage multiple projects concurrently, monitor the status of projects containing multiple resources and escalate issues when appropriate
  17. Support other public health systems' requirements as needed, for example, geocoding with GIS, form building, etc.
  18. Work with Maryland's statewide Health Information Exchange (HIE) Chesapeake Regional Information System for our Patients (CRISP) as required.
  19. Work with Extensible Markup Language (XML) formatted data feeds and perform conversions and transfers per XML specification as required.
  20. Work with multiple health data exchanges (HL7, LOINC, SNOMED, etc.) as needed.

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<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.	
<b>Labor Category (From Section 1 Above)</b>	<b>Minimum Experience/Knowledge/Skill</b>
1. <i>Appropriate Labor Category recommended by Contractor</i>	<p><b>EXPERIENCE:</b></p> <p><b><u>MANDATORY MINIMUM</u> Experience:</b></p> <ul style="list-style-type: none"> <li>• <b>One year</b> experience translating, transforming, testing, and mapping HL7 messages in a healthcare setting for electronic data exchange purposes.</li> <li>• <b>One year</b> experience working in Microsoft Windows environment using Windows Server XP, 2003 or 2008, Windows Vista, or Windows 7.</li> </ul> <p><b>EDUCATION REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>• Bachelors degree in Computer Science, Information Science, Health 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 below as separate files contained in two separate emails as follows:</li> <li>○ <b>Email 1 with "Technical: RFR Number, Master Contractor Name, &amp; Candidate Name" in the subject line</b> <ol style="list-style-type: none"> <li>1. Resume described in the RFR (Attachment 1)</li> <li>2. Three (3) reference contact names, telephone numbers and email addresses for use in verifying the experience provided in response.</li> </ol> </li> <li>○ <b>Email 2 with "Financial: RFR Number, Master Contractor Name, &amp; Candidate Name" in the subject line</b> <ol style="list-style-type: none"> <li>1. Price Proposal (Attachment 2)</li> <li>2. Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>3. Living Wage Affidavit (Attachment I in the CATS II RFP)</li> </ol> </li> </ul>	
1. Resume showing evidence of all experience and education 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	
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>	

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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 # M00B2400568

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 # M00B2400568  
(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 Systems Analyst	\$	1000	\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
<b>Total RFR Price (Sum of Labor Category Prices):</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.