

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	MOOB3400571		
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: Contractor must recommend an appropriate Labor Category – ONE ONLY			
Anticipated start date	June 01, 2013		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	05/03/2013	Due Date: mm/dd/yyyy	5/24/2013
		Time (EST): 00:00 am/pm	04:00 PM
Place of Performance:	MD Department of Health and Mental Hygiene Office of Information Technology 201 W. Preston St., Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 3-4 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:	Brendan Clifford	Agency POC Phone Number:	410-767-3550
Agency POC Email Address:	Brendan.Clifford@maryland.gov	Agency POC Fax:	

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Agency POC Mailing Address:	201 W. Preston St., Room 416, Baltimore, MD 21201
Section 3 – Scope of Work	
Background	
<ul style="list-style-type: none"> ➤ This position is responsible for interfacing with software vendors, hospitals and providers on behalf of DHMH to ensure that Health Level Seven (HL7) messages are successfully being sent from hospitals and providers' Electronic Health Records and arriving at DHMH's registries and surveillance systems. ➤ Work in a development environment to create and support IT systems for public health. ➤ Activities may include programming, database support, and maintaining applications. 	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>1. <i>Appropriate Labor Category recommended by Contractor</i></p>	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Support Meaningful Use HL7 data exchange between hospital/provider Electronic Health Records and various public health systems (e.g. cancer, immunization or other specialized registries, communicable disease and syndromic surveillance system). • Code or program applications in support of the meaningful use initiative. • Ensure end-to-end message transport and processing • Communicate with vendors regarding individual electronic health records systems. • Research different systems that use different operating systems, different healthcare software, different transfer protocols, etc. • Troubleshoot and research issues that may arise in an EHR's encoding of HL7 messages • Configure account profiles on different registries and surveillance systems to ensure that messages have reach the registries and surveillance systems, and that data is being persisted • Use Orion's Rhapsody integration engine to translate, transform, and archive HL7 messages • Create and maintain code mappings, when necessary, for translating codes of sending partners' HL7 messages • Support general Division IT needs, including responding to specific issues and troubleshooting of IT applications
Minimum Qualifications	
For minimum qualifications, see the labor category description in the CATS II RFP for the subject	

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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>MANDATORY MINIMUM EXPERIENCE:</p> <ul style="list-style-type: none"> • 1 year experience working with HL7 messaging or detailed technical specifications in a Healthcare or Public Health setting • 2 years .NET experience • 2 years VB.NET experience • 6 months Experience with Integration Engines (Rhapsody preferred) • 2 years of development experience using Microsoft SQL Server (2008/2005) • 2 years of experience with XML • 6 months experience of Public Health Information systems standards, such as PHIN vocabularies, LOINC, SNOMED-CT, CVX, etc. • 6 months experience with any of the following: Knowledge of SOAP, SSL certificates, Java key stores and encryption <p>EDUCATION REQUIREMENT:</p> <ul style="list-style-type: none"> • This position requires a minimum of a Bachelors degree in computer science, computer information systems, or similar field.
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)	

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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

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.**

In addition: Contractor will have to meet federal regulations 42 CFR 495 or that this contract is supported by federal funding and that the vendor will have to comply with federal regulations that apply to this scope of work.

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ATTACHMENT 1 – RFR RESUME FORM

RFR # M00B3400571

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 # MOOB3400571c
(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. <i>Appropriate Labor Category recommended by Contractor</i>	\$	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.