

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	P00B1400109		
<b>Functional Area (Enter One Only)</b>	Functional Area 2 – Web and Internet Systems		
Position Title/s or Service Type/s (Short term staff or PMP)			
<b>Apprenticeship and Training Site Developer</b>			
<b>Anticipated start date</b>	October 25, 2010		
<b>Duration of assignment</b>	500 hours		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	none		
<b>Issue Date:</b> mm/dd/yyyy	August 6, 2010	<b>Due Date:</b> mm/dd/yyyy	September 13, 2010
		<b>Time (EST):</b> 00:00 am/pm	02:00 p.m.
<b>Place of Performance:</b>	Department of Labor, Licensing, and Regulation 1100 N. Eutaw Street Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<p>Interviews will be conducted at 1100 N. Eutaw 3<sup>rd</sup> floor, Room 303, Baltimore, MD 20201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a> under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The State's System Development Life Cycle (SDLC) methodology;</li> <li>• The State Information Technology Security Policy and Standards;</li> <li>• The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute's Project Management Body of</li> </ul>		

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	<p>Knowledge Guide. TO Contractor's staff and sub Contractors are to follow a consistent methodology for all TO activities.</p> <p>The State of Maryland ADA Policies and Standards (<a href="http://doit.maryland.gov">http://doit.maryland.gov</a> (search: nva (non-visual access))</p>		
<b>Security Requirements (if applicable):</b>	<p>Selected personnel must pass background checks and obtain State ID Badges.</p> <p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a></p> <p>B. Selected personnel shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p>		
<b>Invoicing Instructions:</b>	Invoices will be submitted at the end of each 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>	Department of Labor, Licensing, & Regulation		
<b>Agency POC Name:</b>	Latesa Thomas, Procurement Officer	<b>Agency POC Phone Number:</b>	(410) 230-6031
<b>Agency POC Email Address:</b>	lthomas@dllr.state.md.us	<b>Agency POC Fax:</b>	410-333-3384
<b>Agency POC Mailing Address:</b>	DLLR, Office of Contracts and Procurement, 500 N. Calvert Street, Room 477 Baltimore, MD 21202		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
<p>DLLR's Office of Information Technology (OIT) provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. Services provided include: system development, personal computer support, telecommunication and local area network support to the various DLLR units. In addition, web site development, web site content support and system engineering support to all DLLR programs is provided.</p> <p>The objective of this RFR is to acquire the services of one qualified individual who will work with OIT Central Systems staff located at 1100 N. Eutaw Street, Baltimore, MD to develop the Apprenticeship and Training on-line application.</p>			

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<b>Job Description/s</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
1. Internet/Intranet Site Developer Senior	<p>For purposes of estimating, the proposed individual will perform 500 hours of work over the course of this TORFP. This will include the Contractor's proposed individual working five eight hour days per week (weekends and State holidays excluded) for the duration of this TORFP.</p> <p>The work to be accomplished by the Contractor personnel under this RFP includes the following:</p> <ul style="list-style-type: none"> <li>A. Attend meetings with DLLR's TO Manager as requested.</li> <li>B. Develop, test &amp; successfully implement the .NET software code for all aspects of the Apprenticeship and Training website, as directed by DLLR's TO Manager.</li> <li>C. Provide ongoing technical support and communications as required by DLLR's TO Manager.</li> <li>D. Develop user and technical documentation on developed application. All documentation produced will become the property of DLLR.</li> </ul>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
1. Internet/Intranet Site Developer Senior	<p><b>Education:</b> 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 three (3) years of equivalent experience in a related field. Strong technical writing skills highly desirable.</p> <p><b>General Experience:</b> Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration. Must have at least 10 years of experience of general information technology experience. Must have worked in all aspects of the application lifecycle. Must demonstrate document analysis experience. Exemplary grammar and proofreading skills. Excellent verbal and written communication skills.</p>

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	<p><b><u>Specialized Experience:</u></b> At least three (3) years of experience designing, developing and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases. Must have a minimum of seven (7) years of specialized experience in the following:</p> <ul style="list-style-type: none"> <li>• .Net development experience in technical environments, developing applications using Microsoft best practices.</li> <li>• Strong database development skills.</li> <li>• A considerable understanding of current and emerging IT products, services, processes, and methodologies, along with a continuing understanding of the business function and process.</li> <li>• A familiarity with and adherence to the system development life cycle (SDLC) methodology established by the Department of Information Technology (DoIT) for all major information system efforts.</li> <li>• Expertise in the following technologies:             <ul style="list-style-type: none"> <li>a. Microsoft Visual Studio.NET 2005/2008</li> <li>b. Microsoft Visual Basic.NET</li> <li>c. Microsoft ASP.NET</li> <li>d. Windows Presentation Foundation</li> <li>e. Windows Workflow Foundation</li> <li>f. Microsoft Internet Information Services 6</li> <li>g. Microsoft.NET Framework 2.0/3.0/3.5</li> <li>h. Microsoft SQL Server 2005/2008</li> <li>i. Microsoft Visual SourceSafe</li> <li>j. Crystal Reports.NET</li> <li>k. Microsoft Reporting Services</li> </ul> </li> </ul>
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**Section 4 - Required Submissions**

**NOTE:**

- Master Contractors electing not to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site.
- Master Contractors proposing in response to the RFR must submit the following documents:
  - o Resume for each position / service type described in the RFR (Attachment 1)
  - o Price Proposal (Attachment 2 or 2A)
  - 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 **Documents listed below as required by the hiring agency**

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<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Specific work experience and relevant technical expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).
2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing sample.
3. Price
<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 # P00B1400109

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	<b>Apprenticeship and Training Site Developer</b>
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 Required 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 2**

**RFR PRICE PROPOSAL - SUPPORT STAFF**

**RFR # POOB1400109**

(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. Internet/Intranet Site Developer Senior</b>	\$	<b>500</b>	\$
<b>2.</b>	\$		\$
<b>3.</b>	\$		\$
<b>4.</b>	\$		\$
<b>5.</b>	\$		\$
<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.