

Request for Resume (RFR) for CATS II Master Contract

Section 1 – General Information			
RFR Number: (Reference BPO Number)	P00B4400040		
Functional Area (Enter One Only)	Functional Area 5 – Software Engineering		
Labor Category/s			
<i>A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs 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.</i>			
<i>Enter the labor category/s to be provided:</i>			
CATS II Labor Category #4 Subject Matter Expert			
Anticipated Start Date	December 1, 2013		
Duration of Assignment	Limited to six (6) months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	Yes		
MBE Goal, if applicable			% 0
Issue Date: mm/dd/yyyy	11/4/2013	Due Date: mm/dd/yyyy	11/21/2013
		Time (EST): 00:00 am/pm	2:00 p.m.
Place of Performance:	1100 N. Eutaw Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw Street Room #303, Baltimore, MD 21201. 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 http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under “Policies and Guidance.” These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State’s System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute’s Project Management 		

Request for Resume (RFR) for CATS II Master Contract

	<p>Body of 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 (http://doit.maryland.gov (search: nva (non-visual access))</p>		
<p>Security Requirements (if applicable):</p>	<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 http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</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>		
Invoicing Instructions			
<p>Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.</p>			
<p>Special Invoicing Instructions:</p>	<p>Refer to purchase order resulting from RFR award.</p>		
Section 2 – Agency Procurement Officer (PO) Information			
<p>Agency / Division Name:</p>	<p>Department of Labor, Licensing, & Regulation (DLLR) Office of Information Technology</p>		
<p>Agency PO Name:</p>	<p>Sandy Crisafulli Procurement Officer</p>	<p>Agency PO Phone Number:</p>	<p>410-230-6026</p>
<p>Agency PO Email Address:</p>	<p>scrisafulli@dllr.state.md.us</p>	<p>Agency PO Fax:</p>	<p>410-767-8899</p>
<p>Agency PO Mailing Address:</p>	<p>DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, Baltimore, MD 21202</p>		
Section 3 – Scope of Work			
Background			
<p>The Department of Labor, Licensing and Regulation's Board of Appeals and Lower Appeals Division are charged with providing a process by which aggrieved parties can challenge determinations issued by the Agency. The process also allows the Agency's Division of Unemployment Insurance to appeal decisions of the Lower Appeals Division to the Board of Appeals.</p> <p>The primary responsibility of the Lower Appeals Division is to provide fair and impartial due process hearings on unemployment insurance matters. An appeal results when a party (claimant, employer or Agency) is dissatisfied with the determination that has been made by the unemployment insurance claims examiner. The issues adjudicated range from separation issues (misconduct, gross misconduct, aggravated misconduct, voluntary quit) to non-separation issues (able and available, filing proper claims, meeting reporting requirements, severance pay, school employment, etc.). Our mission is to provide prompt and quality decisions in a fair and impartial manner for all aggrieved parties. The United States Department of Labor (USDOL) funds the employment and training function, including Lower Appeals. As a part of its oversight, USDOL also provides strict performance measures, primarily related to timeliness and quality.</p>			

Request for Resume (RFR) for CATS II Master Contract

The Board of Appeals hears and decides appeals of decisions issued by the Lower Appeals Division on unemployment insurance claims matters. The Board of Appeals has original jurisdiction over claims that involve a disqualification based on a stoppage of work due to a labor dispute, multiple claims or a difficult issue of fact or law. The Board of Appeals also hears appeals from determinations of the Agency's Contribution Division on assigned unemployment insurance tax rates, benefit charges and claims involving allegations that individuals are independent contractors. These appeals arise from the tax provisions of the unemployment insurance law and other matters relating to the law that may be appealed.

The current appeals system is 20+ years old and is built on a platform that Microsoft has not supported since 1997. Due to the system's age, the Board of Appeals and the Lower Appeals Division are prohibited from making changes necessary to conform to the changes in law and changes in USDOL reporting requirements. In addition, the current system is not compatible with desktop operating systems installed on newer computers. Due to the fragile nature of the existing system, we cannot update or make changes to the current system without placing the system at great risk of crashing.

The objective of this RFR is to acquire the services of a qualified individual who will work with the DLLR staff located at 1100 North Eutaw Street, Baltimore, Maryland to:

1. Identify the requirements for a new appeals case tracking system.
2. Analyze COTS and other existing software applications used by other States to determine the viability and suitability of those products for meeting our identified requirements.
3. If no solutions are found in number 2 above, chart the path to move forward to develop a system that meets the identified requirements.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
CATS II Labor Category #4 Subject Matter Expert	<p>The proposed individuals will perform 40 hours of work per week over the course of six months. (Weekends and State holidays excluded). Work days shall be determined by the DLLR Manager.</p> <p>The work to be accomplished by the Contractor personnel under this RFR includes, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Analyze and document the current Appeals system. 2. Solicit and document requirements for a new Appeals system <ol style="list-style-type: none"> a. Analyze current UI Modernization requirements and determine applicability to current initiative. 3. Analyze COTS and other existing software applications used by other States to determine the viability and suitability of those products for meeting our identified requirements. 4. Provide input to DLLR executive management on decision to acquire solution from another source or to develop system. 5. Draft and publish all necessary SDLC related documentation. 6. Draft and publish all necessary procurement documents.

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. **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.**

Request for Resume (RFR) for CATS II Master Contract

Labor Category/s (From Section 1 Above)	Minimum Qualifications
CATS II Labor Category #4 Subject Matter Expert	<p><i>For minimum requirements, see CATS II Labor Category Number 4 for Subject Matter Expert.</i></p> <p>THE CANDIDATE MUST ALSO:</p> <ul style="list-style-type: none"> Demonstrate three (3) years of experience analyzing information technology systems. Demonstrate that they have implemented at least two (2) successful information technology systems.
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
Labor Category/s	Preferred Qualifications
CATS II Labor Category #4 Advanced Technology Senior Application Developer	<ul style="list-style-type: none"> Demonstrate three (3) years of Unemployment Insurance systems experience. Demonstrate one (1) year of Appeals systems experience. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. Articulate clear and concise responses to the interview questions Possess good interpersonal communication skills and proper attire. Exemplary grammar and written communication skills.
<p>Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> – Master Contractors may propose only one candidate for each position requested. – Master Contractors electing not 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 must submit the documents below as separate files contained in two separate emails as follows: <p>Email 1 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> Resume showing evidence of all skill listed in Section 3, Scope of Work Completed in Attachment #1 Three (3) current references that can be contacted for performance verification of the submitted consultant’s work experience and skills. Telephone number and email address of reference is needed. <p>Email 2 of 2 with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> Price Proposal (Attachment 2) Conflict of Interest Affidavit (Attachment G in the CATS II RFP) Living Wage Affidavit (Attachment I in the CATS II RFP) 	
<p>Section 5 – Evaluation Criteria –</p> <p>Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:</p> <p>(Provide a list of evaluation criteria in descending order of importance)</p>	

Request for Resume (RFR) for CATS II Master Contract

1. Relevant experience

2. Training and education

3. References

4. Price

Basis for Award Recommendation

The Agency PO 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 PO will initiate and deliver a Task Order 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.**

Request for Resume (RFR) for CATS II Master Contract

ATTACHMENT 2

PRICE PROPOSAL

RFR # P00B4400040

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

CATS II Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours*	PERIOD Evaluation Price (A x B)
Enter Labor Category	\$	1000*	\$
Total RFR Price			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

- The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The rate must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA.
*Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.

Request for Resume (RFR) for CATS II Master Contract

ATTACHMENT 1

SECTION 1 RFR RESUME FORM

RFR # P00B4400040

Instructions: Enter 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

Candidate Name:

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. Starts with the most recent experience first; do not include non-relevant experience.

[Organization] *Description of Work...*

[Title / Role]

[Period of Employment / Work]

[Location]

[Organization] *Description of Work...*

[Title / Role]

[Period of Employment / Work] [Location]

<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>			

Request for Resume (RFR) for CATS II Master Contract

LABOR CATEGORY PERSONNEL RESUME SUMMARY (ATTACHMENT 1 CONTINUED)

*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
CATS II Labor Category #16 Advanced Technology Senior Application Developer	
Requirement	Candidate Relevant Experience*
Education: Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or other related discipline. Master’s degree preferred.	Education:
General Experience:	General Experience:
Specialized Experience:	Specialized Experience:
Minimum Qualifications: See CATS II Labor Category Number 4 for Subject Matter Expert. THE CANDIDATE MUST ALSO: <ul style="list-style-type: none"> • Demonstrate three (3) years of experience analyzing information technology systems. • Demonstrate that they have implemented at least two (2) successful information technology systems. • Demonstrate all aspects of proper communication skills, both verbal and non-verbal. • Articulate clear and concise responses to the interview questions . • Possess good interpersonal communication skills and proper attire. 	Minimum Qualifications:

Request for Resume (RFR) for CATS II Master Contract

<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> Demonstrate three (3) years of Unemployment Insurance systems experience. Demonstrate one (1) year of Appeals systems experience. 	<p>Preferred Qualifications:</p>

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

Print Name

Signature

Date

Proposed Individual:

Signature

Date