

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	Q00B9200418		
Functional Area (Enter One Only)	Functional Area 5 – Software Engineer		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Software Engineer			
Anticipated start date	05/01/2011		
Duration of assignment	600 hours total		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date:	04/06/11	Due Date:	04/14/11
		Time (EST):	12:00 P.M.
Place of Performance:	6776 Reisterstown Road Baltimore, MD 21215		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be held at 6776 Reisterstown Road, Suite 209, Baltimore, MD 21215		
Security Requirements (if applicable):	Applicants must undergo a State and Federal fingerprint background check.		
Invoicing Instructions:	All invoices are to be emailed to pgrothe@dpscs.state.md.us		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Public Safety and Correctional Services, ITCD		
Agency POC Name:	Martha Sullivan	Agency POC Phone Number:	410.585.3130
Agency POC Email Address:	msullivan@dpscs.state.md.us	Agency POC Fax:	410.358.8671
Agency POC Mailing Address:	DPSCS ITCD 6776 Reisterstown Road, Suite 211 Baltimore, MD 21215		
Section 3 – Scope of Work			
Background			

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Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Software Engineer 600 hours	<ul style="list-style-type: none"> · The Developer will be responsible to develop a program to validate the court records received from JIS and store all the invalid records which is lacking a court case number or a court tracking number in a oracle database. · The Developer will be responsible to develop a program to send the rejected records to be returned to AOC with an explanation that the record was rejected because of the missing court case number and/or court tracking number. · The developer must create reports for the invalid court records · The developer must create a program to match all disposition received from the courts and match against MD disposition and correct the MD disposition database based on the tracking number or court case number
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Software Engineer	<ul style="list-style-type: none"> · Have at least five years programming experience in classic ASP, ASP.Net, CSS, JavaScript, HTML, SQL and XML/XSL. · Be proficient with database transactions (Oracle and/or SQL Server) using SQL with classic ASP, and ASP.Net. · Be proficient with reading and understanding Functional Specifications, Detail Design Documentation, and Entity Relationship Diagrams. · Be familiar with ADO.NET objects · Be familiar with code reviews, unit testing, and version control practices.

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Section 4 - Required Submissions
NOTE: <ul style="list-style-type: none">- Master Contractors electing <u>not</u> 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 <u>must</u> submit the following documents:<ul style="list-style-type: none">o Resume for each position / service type described in the RFR (Attachment 1)o Price Proposal (Attachment 2 <u>or</u> 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
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Technical Expertise with above requirements and qualifications.
2. Pass State and Federal background checks
3. Hourly rate
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.

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ATTACHMENT 1 – RFR RESUME FORM

RFR # Q00B9200418

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:	Position Title or Service Type (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 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>			

ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # Q00B9200418

(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. Software Engineer	\$	600	\$
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.