

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

All Master Contract Provisions Apply

| Section 1 –General Information | | | |
|--|--|---------------------------------|--------------|
| RFR Number: (Reference BPO Number) | Q00B9200419 | | |
| 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 | One position, 500 hours. | | |
| Designated Small Business Reserve?(SBR): (Enter "Yes" or "No") | No | | |
| MBE goal, if applicable | 0% | | |
| Issue Date: | 04/12/2011 | Due Date: | 04/19/2011 |
| | | 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 | Enhance/modify multiple existing internal systems in support of the Department's goals. |
| Minimum Qualifications | |
| Position Title/s or Service Type/s (From Section 1 Above) | Required Experience/Knowledge/Skill |
| 1. Software Engineer | <p>For minimum requirements, see CATS II Labor Category for Software Engineer. Preferred candidates will meet the following criteria:</p> <ul style="list-style-type: none"> • The applicant should have excellent analytical, written and oral communication skills <p>Minimum 3-5 years experience in the following:</p> <ul style="list-style-type: none"> • CICS Transaction Server • CICS (Batch & On-line) • COBOL • DB2 • IMS • MQ Series • Web Sphere • Abend-Aid • QMF • Past experience with law enforcement and or criminal justice agencies a plus |
| Section 4 - Required Submissions | |
| <p>NOTE:</p> <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) 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. | |

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|---|
| 2. Pass State and Federal background checks |
| 3. Hourly rate |
| <p style="text-align: center;">Basis for Award Recommendation</p> <p>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.</p> |

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ATTACHMENT 1 – RFR RESUME FORM

RFR # Q00B9200419

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 2

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # Q00B9200419

(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 | \$ | 500 | \$ |
| 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.