

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	R00B9200149		
Functional Area (Enter One Only)	FUNCTIONAL AREA 17 - Documentation/Technical Writing		
POSITION TITLE/S OR SERVICE TYPE/S (Short term staff or PMP)			
56. Technical Writer (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	July 5, 2011		
Duration of assignment	6 Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%0
Issue Date: mm/dd/yyyy	June 9, 2011	Due Date: mm/dd/yyyy	June 17, 2011
		Time (EST): 00:00 am/pm	12 NOON
Place of Performance:	Maryland State Department of Education (MSDE) 200 West Baltimore St., SCNPB 3 rd floor Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel using a standardized set of interview questions for all candidates		
Security Requirements (if applicable):	Selected personnel must obtain State ID Badges		
Invoicing Instructions:	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		
SECTION 2 – AGENCY POINT OF CONTACT (POC) INFORMATION			
Agency /Division Name:	Maryland State Department of Education/Division of Business Services/School & Community Nutrition Programs Branch		
Agency POC Name:	Dorothy Richburg Procurement Specialist	Agency POC Phone Number:	410-767-0628
Agency POC Email Address:	drichburg@msde.state.md.us	Agency POC Fax:	410-333-2017
Agency POC Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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SECTION 3 – SCOPE OF WORK	
Background	
<p>The MSDE’s School & Community Nutrition Programs Branch (SCNPB) administers federal and State supported nutrition programs. Release 2 of SCNPB’s Major IT Development Project - Maryland Accountability and Reporting System (“MARS”) is in the initial development stages.</p> <p>The SCNPB seeks two individuals to collect and document the required information for MARS Release 3. MARS Release 3 will automate the processes for the Compliance Section, Food Distribution Section Accounts Receivable and Professional Development and Training Section. The two individuals will work collaboratively to determine and document requirements and produce a polished final document.</p> <p>The final product will be a fully developed, edited and ready-to-insert document for the MARS Release 3 Task Order Request for Proposals (TORFP). The following TORFP Section 2 sub-sections are the requirements for the final document:</p> <p>The candidate will be expected to possess exemplary grammar, proofreading skills excellent verbal and written communication skills. Experience in writing RFPs and technical requirements for the State of Maryland technical support services a plus.</p> <p>2.4 REQUIREMENTS 2.4.1 FUNCTIONAL/BUSINESS REQUIREMENTS 2.4.2 TECHNICAL REQUIREMENTS 2.4.3 NON-FUNCTIONAL, NON-TECHNICAL REQUIREMENTS 2.4.3 SERVICE LEVEL AGREEMENT 2.4.5 BACKUP DISASTER RECOVERY 2.4.6 HARDWARE, SOFTWARE AND MATERIALS 2.5 DELIVERABLES</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
56. Technical Writer	<ol style="list-style-type: none"> 1. The Task Order (TO) Contractor Technical Writer’s working hours shall be consistent with those of the SCNPB staff. Regular SCNPB hours are Monday through Friday 8:30 AM to 5 PM, EST It is expected that when needed the Technical Writers will work non-standard hours to complete the tasks outlined in this RFR within the 180-day duration of this contract 2. Interview team members, research topics and incorporate findings into documents 3. Save all written documents (notes, drafts finals)in SCNPB designated document repository. 4. All drawings will be in MS Visio and inserted into Microsoft Word documents 5. Edit written material for clarity, flow and proper English usage 6. Produce finished Section 2 document for CATS II TORFP MARS Release 3

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THE CANDIDATE MUST ALSO:

1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal.
2. The candidate must articulate clear and concise responses to the interview questions
3. Possess good interpersonal communication skills and proper attire.
4. Have proven and successful experiences in business analysis in conjunction with technical writing.

Minimum Qualifications

Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
56. Technical Writer	<p>For minimum requirements, see CATS II Labor Category Number 56 for Technical Writer. Preferred candidates will meet the following criteria:</p> <p>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 1. Minimum of ten (10) years technical writing experience in technical environments; 2. Minimum of ten (10) years developing technical documentation such as requirements specification, design documents, and production support documents; 3. Minimum of five (5) years experience using MS VISO; and 4. Minimum of five (5) years experience using Microsoft Word

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)
 - o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
 - o Living Wage Affidavit (Attachment I in the CATS II RFP)

Documents listed below as required by the hiring agency

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<ol style="list-style-type: none"> 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 Proposal 3. Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills
<p>SECTION 5 – EVALUATION CRITERIA – (Provide a list of evaluation criteria in descending order of importance)</p>
1. Specific work experience and relevant technical writing experience as defined by the resume and the interview (minimum qualifications listed in the RFR)
2. Knowledge, skills and training as defined by the resume and candidate interview
3. Price rankings of the proposals
4. References
<p>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. 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.</p>

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**ATTACHMENT 1 – RFR RESUME FORM
RFR # R00B9200149**

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>			

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**ATTACHMENT 2
RFR PRICE PROPOSAL -
RFR # R00B9200149**

(This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	No. of Hours	Total Hours (up to 6 months)
56. TECHNICAL WRITER		1040	\$
Total RFR Price			\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS NO _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

THE HOURLY LABOR RATE IS THE ACTUAL RATE THE STATE WILL PAY FOR SERVICES AND MUST BE RECORDED IN DOLLARS AND CENTS. THE HOURLY LABOR RATE CANNOT EXCEED THE MASTER CONTRACT RATE, BUT MAY BE LOWER. RATES MUST INCLUDE ALL DIRECT AND INDIRECT COSTS AND PROFIT FOR THE MASTER CONTRACTOR TO PERFORM UNDER THE TOA.