

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

<b>SECTION 1 –GENERAL INFORMATION</b>			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200172</b>		
<b>Functional Area (Enter One Only)</b>	<b>FUNCTIONAL AREA 2 – WEB AND INTERNET SERVICES</b>		
<b>Position Title/s or Service Type/s (Short term staff or PMP)</b>			
<b>59. Internet Site Developer, Senior (Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	May 7, 2012		
<b>Duration of assignment</b>	As needed up to six months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	April 18, 2012	<b>Due Date:</b> mm/dd/yyyy	April 30, 2012
		<b>Time (EST):</b> 00:00 am/pm	No Later Than 2:00 PM EST
<b>Place of Performance:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems (DAADS) 200 West Baltimore Street Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Interviews will be conducted by a panel of three persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks and obtain State ID Badge		
<b>Invoicing Instructions:</b>	Standard invoicing procedures for the CATS II Master Contract		
<b>SECTION 2 – AGENCY POINT OF CONTACT (POC) INFORMATION</b>			
<b>Agency / Division Name:</b>	Maryland State Department of Education / Division of Accountability, Assessment and Data Systems		
<b>Agency POC Name:</b>	Dorothy Richburg Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	drichburg@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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**SECTION 3 – SCOPE OF WORK  
Background**

Maryland State Department of Education (MSDE) is responsible for developing, implementing, monitoring, and coordinating MSDE’s information processing; research, evaluation/reporting activities; student/school/teacher accountability functions, planning functions and federal program compliance reporting. The State Assigned Student Identifiers (SASIDs) and State Assigned Professional Identifiers (SATIDs) are used as the keys for much of the data basing efforts. Many of MSDE’s data collections are managed through a web-based data collection system (WDCS). The operation of the WDCS as well as the Unique Student Identifiers System (USIS) and Unique Teacher Identifier System (UTIS) is critical for MSDE to maintain its high standard of reporting compliance.

A Request for Proposal (RFP) is about to be issued by MSDE for providing long-term support and maintenance for the WDCS, USIS, and UTIS web-based applications.

The objective of this Request for Resume (RFR) is to acquire the short-term services to bridge support services between the expiration of the current Support and Maintenance contract and the award of the contract.

**Job Description/s**

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<b>59. Internet Site Developer, Senior</b>	<ul style="list-style-type: none"> <li>• Translates applications requirements into the design of complex web sites, including integrating web pages and applications.</li> <li>• Applies new and emerging technologies to the site development process including but not limited to J2EE, JavaScript, HTML, Java, XML, PL-SQL, AJAX, and Business Objects.</li> </ul>

**Minimum Qualifications**

Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<b>59. Internet Site Developer, Senior</b>	<p><b>For minimum requirements, see CATS II Labor Category for 59 Internet Site Developer, Senior</b></p> <p><b>THE CANDIDATE MUST ALSO:</b></p> <p><b>Education:</b> A 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. A Master’s Degree in one of the above disciplines equals one year specialized and two years general experience.</p> <p><b>General Experience:</b> Must have five (5) years of web development experience using current Web development</p>

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	<p>and graphic tools, as well as, Web Server and database administration.</p> <p><b>Specialized Experience:</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.</p>
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### SECTION 4 - REQUIRED SUBMISSIONS

**NOTE:**

- 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:

**Email 1 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line**

- o Resume for each labor category described in the RFR (Attachment 1)

**Email 2 with “Financial”: Master Contractor Name, RFR number, & candidate name, and in the subject line**

- 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)
- Any documents listed below as required by the hiring agency

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 2 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

### SECTION 5 – EVALUATION CRITERIA

**(Provide a list of evaluation criteria in descending order of importance)**

1. Candidate must meet minimum skills in Section 3 to be considered for an interview.

2. Candidate’s interview will be ranked based on technical questions and an assessment of verbal communication skills

3. Price rankings of the proposals

4. Candidate’s technical merit will rank higher of the overall rank component

#### 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. **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.**

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**ATTACHMENT 1  
RFR RESUME FORM  
INTERNET SITE DEVELOPER, SENIOR  
R00B9200172**

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] [Title / Role] [Period of Employment / Work] [Location] [Contact Person (Optional if current employer)]	Description of Work...
[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person]	Description of Work...

<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  
INTERNET SITE DEVELOPER, SENIOR  
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(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>59. Internet Site Developer, Senior</b>	<b>\$</b>	<b>1040 hrs</b>	<b>\$</b>
<b>Total RFR Price (Sum of Labor Category Prices):</b>			<b>\$</b>

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.