

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	Q00B9200398		
Functional Area (Enter One Only)	Functional Area 8 – Application Service Provider		
Position Title/s or Service Type/s (Short term staff or PMP)			
1.Information Engineer			
Anticipated start date	12/15/2009		
Duration of assignment	320 hours		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date:	11/03/09	Due Date:	11/16/09
		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 dtaylor@dpsc.state.md.us		
Section 2 – Agency Point of Contact (POC) Information-Contract Manager			
Agency / Division Name:	Department of Public Safety and Correctional Services, ITCD		
Agency POC Name:	Victor Fooks	Agency POC Phone Number:	410.585.3813
Procurement	Martha Sullivan 410-585-3130		
Agency POC Email Address:	vfooks@dpsc.state.md.us	Agency POC Fax:	410.318-6004
Agency POC Mailing Address:	DPSCS ITCD 6776 Reisterstown Road, Suite 209 Baltimore, MD 21215		

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Section 3 – Scope of Work	
Background	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Information Engineer	<ul style="list-style-type: none"> • Develop and implement workflows for ITCD Procurement processes • Develop and implement application templates • Create forms that can be hosted both within Microsoft Office system client applications, and on the server • Configure Searches • Configure Document Management • Create Folder Structure • Create Document Profiles and Custom Profiles • Move Documents in the Workspace • Deploy updates to client machines • Provide documentation and knowledge transfer
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Information Engineer	<ul style="list-style-type: none"> • Supporting vendor must be a Microsoft Gold Certified Partner • 5 years experience managing Microsoft Windows Server • 8 years experience implementing Sharepoint workflows to automate processes, streamline workflows, improve customer service, and improve communication and collaboration
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 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 	
1.	
2.	

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3. (add or delete rows as needed)
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 # QOOB9200398

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 # Q00B9200398

(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. Information Engineer	\$	320	\$
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.