

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	P00R0403142		
Functional Area (Enter One Only)	FA 2 - Web and Internet Systems		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Internet / Web Architect			
2.			
Anticipated start date	August 11, 2010		
Duration of assignment	Six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	February 22, 2010	Due Date: mm/dd/yyyy	March 11, 2010
		Time (EST): 00:00 am/pm	10:00am
Place of Performance:	Department of Labor, Licensing and Regulation (DLLR), 1100 N. Eutaw, 4th floor Baltimore, MD 20201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw Room 3rd floor, Room 303, Baltimore, MD by a panel of three persons using a standardized set of interview questions for all proposed candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State's System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The State Information Technology Project Oversight; • The State of Maryland Enterprise Architecture; 		

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	<ul style="list-style-type: none"> • The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute's Project Management Body of Knowledge Guide. TO Contractor's staff and sub Contractors are to follow a consistent methodology for all TO activities. • The State of Maryland ADA Policies and Standards (http://doit.maryland.gov (search: nva (non-visual access)) • The State security accreditation guidelines: http://doit.maryland.gov/support/Pages/SecurityCertAccreditation.aspx • The State One Maryland branding guidelines: http://doit.maryland.gov/WebCom/Pages/BrandingGuidelines.aspx
Security Requirements (if applicable):	<p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</p>
	<p>B. Selected personnel shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p> <p>E. <u>Security Clearance:</u> 1) The Department reserves the right to refuse to allow any selected personnel to work on State premises, based upon certain specified criminal convictions. 2) Any selected person who has been convicted of a felony or of a crime involving telecommunications and electronics shall not be permitted to work on State premises.</p> <p>F. <u>On-site Security requirement(s):</u> Selected personnel who enter the premises of a facility under the jurisdiction of the Agency may be searched, fingerprinted (for the purpose of a criminal history background check), photographed and required to wear an identification card issued by the Agency.</p>
Invoicing Instructions:	<p>Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.</p>

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Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Labor, Licensing and Regulation (DLLR),		
Agency POC Name:	Latesa Thomas, Procurement Officer	Agency POC Phone Number:	410-230-6031
Agency POC Email Address:	lthomas@dllr.state.md.us	Agency POC Fax:	410-333-3384
Agency POC Mailing Address:	DLLR, Office of Contracts and Procurement, 500 North Calvert Street, Room 477, Baltimore, MD 21202		
Section 3 – Scope of Work			
Background			
<p>The Department of Labor, Licensing and Regulation (DLLR) protects and empowers Marylanders by safeguarding workers, protecting consumers, providing a safety net and cultivating a thriving workforce that can meet the demands of Maryland’s dynamic economy.</p> <p>The DLLR’s World Wide Web site provides improved information and services to the Citizenry of Maryland about the Office of the Secretary, Division of Unemployment Insurance, Division of Financial Regulation, Division of Labor & Industry, Division of Occupational & Professional Licensing, Division of Workforce Development and Adult Education, Maryland Racing Commission and Governor's Workforce Investment Board including all mission critical on-line functions. DLLR's web sites average about 8.6 million hits each month. In addition, DLLR has achieved an 82% Web Enabled percentage and this percentage reflects the most “Mission Critical” agency functions. Some of the major on-line services offered to the public are:</p> <ul style="list-style-type: none"> • Obtaining Unemployment Insurance benefits. • Obtaining information concerning job placement and job training. • Obtaining and filing unemployment tax information. • Obtaining, renewing, and inquiring into occupational and professional licenses. • Obtaining consumer credit, occupational and professional licensee status. • Obtaining professional licensee test results. • Obtaining helpful information on foreclosure processes. • Obtaining, renewing, and inquiring about financial sector licenses. • Obtaining, renewing, and inquiring into racing licenses, including interfaces into a national database. • Obtaining registration for professional licensing examinations • Obtaining employment opportunities within DLLR. • Obtain GED training and testing services. • Obtain educational training within correctional facilities. • Obtaining, renewing and inquiring about work permits <p>DLLR is seeking to acquire one technical resource to perform on-site on a time and material basis to redesign DLLR's website to a DLLR award winning ease of navigation solution website as directed by DLLR which shall include as a minimum the following referenced services.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities		
1. Internet / Web Architect	<p>All assignments will be completed in accordance with the MD State SDLC.</p> <p>Planning: Review the project with appropriate DLLR</p>		

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	<p>staff to get direction and clarification of the business requirements.</p> <p><u>Time Line:</u> Provide a timeline for completing the appropriate DLLR redesign phases within 6 months.</p> <p><u>Requirement Analysis:</u> Review DLLR's current website specifications; gather requirements from the following: review and incorporate the Governor's mandated branding, the 508 disability, the DLLR's Secretary goals; Division of Unemployment Insurance, Occupational & Professional Licensing, Financial Regulation, Workforce Development & Adult Learning, Governor's Workforce Investment Board and Racing Commission. DLLR's current website is located at www.dllr.state.md.us.</p> <p><u>Coordinate:</u> Coordinate with appropriate designated DLLR staff in planning and developing the approved redesign of DLLR's website requirements and design for a DLLR award winning ease of navigation solution website. A primary DLLR contact will be provided to assist in the coordination with appropriate staff.</p> <p><u>Design:</u> Create a complete flow and design document for the redesigned DLLR's award winning ease of navigation website. The design documentation will incorporate the branding requirements from the Governor's office, the Secretary's office goals and the functional units requirements to include:</p> <ul style="list-style-type: none">• Provide agency customers with convenient, fast, secure access to claim taking, webtax, webcert, original licensing, renewal licensing and other on-line application processes. forms, and information;• Compliance with W3C standards;• Ability to get to any site with 2 clicks;• Listed Special instruction; <p><u>Develop and Complete Documentation</u> that can be used by an Internet Developer for the coding of DLLR approved redesigned website.</p> <ul style="list-style-type: none">• Requirements documentation, detailing the current and redesigned understanding document;• Design documentation;• Logic documentation <p><u>Miscellaneous:</u></p> <ul style="list-style-type: none">• For the redesign of DLLR's website and its wide range of business processes utilize appropriate Internet/Intranet architecture processes.• Provide appropriate documentation for object redesign decisions, estimating assumptions, applets and performance metrics - as required by organization architecture process standards, or as assigned.• Provide a Timeline for the completion of the appropriate phases.• Provide appropriate DLLR approved redesign
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	website documentation for the coding by the Internet Site Developer Senior resource.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Internet/Web Architect	<p>Education: A Bachelor's Degree in Computer Science, Information Systems, or other related field or equivalent work experience.</p> <p>General Experience: Must have at least 5 years experience in web analysis and design.</p> <p>Specialized Experience: Must have at least 5 years specialized experience</p> <ul style="list-style-type: none"> • Designing in HTML based websites; • MS Office Sharepoint Server; • Internet Information Server; • SQL Server 2005 +; • ASP.Net certified; • Graphics with 2 years upper level experience.
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 <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 	
1. Copy of professional certificate for the positions requiring demonstrated skills for the software ASP.Net	
2.	
Section 5 - Evaluation Criteria - (Provide a list of evaluation criteria in descending order of importance)	
1. Work Experience	
2. Knowledge, Training and skills	
3. Price	

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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 # P00R0402531

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)]	<i>Description of Work...</i>
[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person]	<i>Description of Work...</i>

<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 - SUPPORT STAFF

RFR # P00R0402531

(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. Internet/Web Architect	\$	960 Hrs	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
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.