

**Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply**

Section 1 – General Information			
RFR Number: (Reference BPO Number)	D80B4400004		
Functional Area (Enter One Only)	Functional Area 2 - Web and Internet Systems		
Labor Category/s			
<p><i>A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS+ RFP.</i></p>			
Enter the labor category/s to be provided:			
1. Internet / Intranet Site Developer Senior			
Anticipated Start Date	October 28, 2013		
Duration of Assignment	Six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE Goal, if applicable	N/A		
Issue Date: 10/9/2013	Wednesday 10/9/2013	Due Date:	Friday 10/18/2013
		Time (EST):	5:00 pm EST
Place of Performance:	Maryland Insurance Administration (MIA) 200 St. Paul Place, Suite 2700, Baltimore, MD 21202		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted on site by a panel of two people using a standardized set of questions.		
Security Requirements (if applicable):			
Special Invoicing Instructions:	Invoices will be submitted.		
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland Insurance Administration (MIA) Management Information Systems (MIS) Division		

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Agency PO Name:	Clyde Walker	Agency PO Phone Number:	410-468-2379
Agency PO Email Address:	Procurement.mia@maryland.gov	Agency PO Fax:	410-468-2396
Agency PO Mailing Address:	Same as above		

Section 3 – Scope of Work

Agency / Project Background

The Maryland Insurance Administration (MIA) is an independent state agency that regulates Maryland’s insurance industry and protects consumers by ensuring that insurance companies and health plans act in accordance with insurance laws. The purpose of this Request for Resume is to acquire the short term services of an Internet / Intranet Site Developer for a special project for approximately 960 hours. The candidate will design, develop and assist with deployment of a consumer friendly Insurance Rate Disclosure application for the MIA.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
59. Internet / Intranet Site Developer Senior	The selected developer will design, develop and assist with deployment of a web-based application using the .Net framework and the RAD approach. The selected developer will also provide training to in-house developers on the techniques used to create the web based application so that it can be maintained and enhanced over time.

Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates must meet the minimum qualifications specified below. **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
59. Internet / Intranet Site Developer Senior	<p>For minimum requirements, see <u>CATS + Labor Category # 59 for Internet / Intranet Site Developer Senior.</u></p> <p>General Experience:</p> <ol style="list-style-type: none"> 1. A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline or three years of equivalent experience in a related field 2. Five to Seven years of web development experience using .Net Framework 3.5 or above <p>Specialized Experience:</p> <p>Must have three years of experience in C# or VB.Net and ASP.Net</p> <p>Must have three years of experience in IIS Configuration and website deployment</p> <p>Must have three years of experience in JavaScript/HTML/CSS/Ajax/jQuery</p> <p>Must have experience with Visual Studio 2010 or above</p> <p>Must have experience configuring and using the Team Foundation Server</p> <p>Must have experience with Object Oriented Programming and Object Oriented Design</p>

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	<p>concepts</p> <p>Must have experience with database design concepts using SQL Server 2008 or above</p> <p>Must have good understanding of SDLC concepts</p> <p>Must have good understanding of TDD (Test Driven Development) or the ability to test code thoroughly</p> <p>Must have good web design and UI design skills</p> <p>Must have good technical, analytical and problem solving skills</p> <p>Must have good time and task management skills and the ability to meet deadlines</p> <p>Must be able to work independently and efficiently within a fast paced team oriented environment with minimal supervision</p>
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Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

59. Internet / Intranet Site Developer Senior	<p>Specialized Experience:</p> <ul style="list-style-type: none"> • Experience with XML, XSLT and related technologies • Experience with SOAP and Web Services • Experience with Entity Framework • Experience with LINQ to SQL or LINQ to Entity • Experience with HTML5, MVC3/MVC5 and WCF
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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+ 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 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line

- Resume for each labor category described in the RFR (Attachment 1)
- Three (3) current references that can be contacted for performance verification of the submitted consultant’s work experience and skills. Telephone number and email address of reference is needed.

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

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
- Living Wage Affidavit (Attachment I in the CATS+ RFP)

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:

1. Work Experience
2. Training and Education
3. Ability to answer interview questions
4. Price

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Basis for Award Recommendation

The Agency PO 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 PO will initiate and deliver a Task Order 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 RFR # D80B4400004

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for

Labor Category: Enter the CATS+ Labor Category name from Section 1 of the RFR.

Candidate Name:

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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts with the most recent experience first; do not include non-relevant experience.

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

[Organization] *Description of Work...*
 [Title / Role]
 [Period of Employment / Work]
 [Location]

<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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LABOR CATEGORY PERSONNEL RESUME SUMMARY

(ATTACHMENT 1 CONTINUED)

*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

Proposed Individual’s Name/Company:

How does the proposed individual meet each requirement?

LABOR CATEGORY TITLE – Enter Labor Category Name

Requirement

Candidate Relevant Experience *

Education:

- Enter the minimum required education for this position as described in Section 2.10 of the CATS+ RFP.

Education:

General Experience:

- Enter the minimum required general experience for this position as described in Section 2.10 of the CATS+ RFP.

General Experience:

Specialized Experience:

- Enter the minimum required specialized experience for this position as described in Section 2.10 of the CATS+ RFP.

Specialized Experience:

Describe additional professional experience, knowledge, and skills required for this position.

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

Print Name

Signature

Date

Proposed Individual:

Signature

Date

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**ATTACHMENT 2
PRICE PROPOSAL
RFR # D80B4400004**

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

	A	C	D
<i>Enter the CATS+ Labor Category name</i>	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Proposed rates must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA. Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.