

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J01B3400016		
Functional Area (Enter One Only)	Functional Area 10 – IT Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
Labor Category # 4 Subject Matter Expert			
Anticipated start date	5/30/2013		
Duration of assignment	Not To Exceed Six Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	4/11/2013	Due Date: mm/dd/yyyy	5/2/2013
		Time (EST): 00:00 am/pm	2:00pm
Place of Performance:	Maryland Department of Transportation 7201 Corporate Center Drive, Hanover MD 21076		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three people using a standard set of questions.		
Security Requirements (if applicable):	N/A		
Invoicing Instructions:	Invoice is to be submitted to Bill Bryant, MDOT/OTTS, One Orchard Road, Glen Burnie MD 21060		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Department of Transportation Office of Procurement on behalf of OTTS Group		
Agency POC Name:	Bryan Walker MDOT Procurement Officer	Agency POC Phone Number:	410-865-1130
Agency POC Email Address:	bwalker5@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Drive, Hanover MD 21076		

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Section 3 – Scope of Work	
Background	
<p>The Maryland Department of Transportation (MDOT), Office of Transportation Technology Services (OTTS) provides enterprise-wide infrastructure support to the MDOT Transportation Business Units (TBUs) and to its external customers. OTTS provides network and email support at the enterprise level. Additionally, support is provided for a variety of PC and web-based applications that interface with e-mail and PDA's.</p> <p>The MDOT is seeking a Subject Matter Expert to perform a gap analysis and feasibility study concerning a possible move from its internally centrally hosted Microsoft Exchange 2007 environment to an externally hosted Google Mail/apps environment. Study is to include the impact to existing systems and their relationship with the Exchange system and the possible loss of functionality by migrating to the Google mail solution.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Subject Matter Expert</p>	<p>Work with the MDOT OTTS group and their e-mail, fax and personal devices team in identifying the gaps and issues that will need to be addressed as well as the feasibility and impact to functionality of migrating from MDOT's current Exchange 2007 environment to an externally hosted Google mail/apps solution.</p> <ol style="list-style-type: none"> 1. Identify systems throughout MDOT that interact with the current e-mail system and what changes, if any will be required to accommodate G-Mail 2. Identify storage groups and mailbox sizes for migration plan. 3. Determine what training of user community will be required, develop syllabus and procure trainer, setup training schedule and locations to have training throughout the State. 4. Incorporate Google's e-mail rules and policies into MDOT's e-mail policy. 5. Identify MDOT policy and procedures concerning e-discovery and mailbox restores and determine if there is any conflict with Google's operations. 6. Determine how much mail comes over in initial migration and plan for obtaining the remaining mail and what impact that will have on the user community 7. Develop education strategy to deal with sending and receiving large attachments 8. Determine how "free/busy" scheduling will be done during a migration.

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	<ol style="list-style-type: none"> 9. Determine impact of MDOT’s Active Directory structure and synchronization with Google. 10. Will Google handle confidential, sensitive law enforcement e-mails that currently travel through MDOT’s FBI certified police network to meet law enforcement policy and procedures? 11. What interface does Google have for our 900+ BlackBerry investment? 12. Does Google provide e-Fax services that will be under this agreement with the State? 13. How will existing contacts be transferred to a G-Mail system? 14. Will Google be responsible for e-discovery restorals that predate their system? If not, what will MDOT be required to do to comply with court ordered requests. 15. Will a G-Mail migration satisfy all of MDOT’s current services that require e-mail? If not, would a hybrid of both systems be cheaper than staying with the Current Exchange environment?
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Minimum Qualifications

Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Subject Matter Expert	<ul style="list-style-type: none"> • For minimum requirements, see CATS II Labor Category # 4 Subject Matter Expert. However, additional experience in Microsoft Exchange and Google Mail Migration may be substituted on a year-for-year basis for the required education. • At least 3 years experience with Microsoft Exchange 2007 environment of 10,000 users or more • At least 1 year experience with Google mail and Apps • The resource proposed must have at least one year experience with Blackberry Enterprise Server Application.

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Section 4 - Required Submissions

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- 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 following documents below as separate files contained in two separate emails as follows:
 - **Email 1 with "Technical: RFR J01B3400016, Master Contractor Name, & Candidate Name" in the subject line**
 - 1. Resume described in the RFR (Attachment 1)
 - 2. Labor Category Personnel Resume Matrix (Attachment 1A)
 - **Email 2 with "Financial: RFR J01B3400016, Master Contractor Name, & Candidate Name" in the subject line**
 - 1. Price Proposal (Attachment 2)
 - 2. Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
 - 3. Living Wage Affidavit (Attachment I in the CATS II RFP)

1. Resume should include work history relevant to this task and no less than two references.

**Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)**

1. Work Experience

2. Knowledge, references

3. Price

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

RFR # J01B3400016

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

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Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

**Request for Resume (RFR)
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ATTACHMENT 1A
LABOR CATEGORY PERSONNEL RESUME MATRIX**

RFR # J01B3400016

Master Contractor:	Proposed Candidate's Name:
Minimum Requirements	Candidate Relevant Experience. How does the proposed individual meet each requirement?
Education: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Minimum Required Experience: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Minimum Required Experience: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Minimum Required Experience: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Minimum Required Experience: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Minimum Required Experience: <i>(Insert description(s) from the CATS II RFR Minimum Experience/Knowledge/Skill).</i>	
Preferred Experience: <i>(Insert description(s) from the CATS II RFR Experience/Knowledge/Skill)</i>	

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

Master Contractor:

Signature

Date

Proposed Individual:

Signature

Date

MUST SUBMIT WITH RFR TECHNICAL RESPONSE

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ATTACHMENT 2

RFR PRICE PROPOSAL – ONE POSITION

RFR # **J01B3400016**

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

Job Title	Proposed CATS II Labor Category	Candidate Name	Hourly Labor Rate	Total Hours / Resources (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Subject Matter Expert	Labor Category # 4 Subject Matter Expert		\$	1,000*	\$
Total Evaluated RFR Price (Sum of Labor Category Prices):					\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

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 is limited to engagements of up to six months. The “Hourly Labor Rate” is the actual fully-loaded rate, all inclusive 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.

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**ATTACHMENT G – CONFLICT OF INTEREST AFFIDAVIT
AND DISCLOSURE**

- A) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C) The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

- E) The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

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ATTACHMENT I - LIVING WAGE AFFIDAVIT OF AGREEMENT

Contract No. _____
Name of Contractor _____
Address _____
City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland's Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons (check all that apply):

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee's time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: _____
Signature of Authorized Representative: _____
Date: _____ Title: _____
Witness Name (Typed or Printed): _____
Witness Signature & Date: _____