

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J01B3400017		
Functional Area (Enter One Only)	Functional Area 5 - Software Engineering		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager 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 II RFP.			
1. Labor Category # 4 Subject Matter Expert			
Anticipated start date	10/01/2013		
Duration of assignment	Up to 6 months.		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable			N/A
Issue Date: mm/dd/yyyy	Due Date: mm/dd/yyyy		08/22/2013
	Time (EST): 00:00 am/pm		2:00 PM (EST)
Place of Performance:	MDOT Data Center – One Orchard Road Glen Burnie, Maryland 21060		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be held at the Data Center in Glen Burnie, OTTS will make arrangements for Phone interviews if necessary but would prefer face to face interaction wherever possible.		
Security Requirements (if applicable):	Selected personnel must pass a background check with MDOT to work on the MDOT network and get an access badge to the facility.		
Invoicing Instructions:	Invoices will be submitted by the TO Contractor on a monthly basis by the 15th business day of each month for all work completed in the previous month. Invoices will reflect costs for hours worked A) A proper invoice shall identify Maryland Department of Transportation Office of Transportation Technology Services, labor category, associated TOA number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.		

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	<p>B) The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees, including detail of work hours) submitted for payment to MDOT OTTS at the following address:</p> <p align="center">One Orchard Road Glen Burnie, Maryland 21060 Attention: Linwood Floyd / Bill Bryant</p> <p>C) Proper invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the TOA. In no event shall any invoice be submitted later than 60 calendar days from the TOA termination date.</p>
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Section 2 – Agency Point of Contact (POC) Information

Agency / Division Name:	Maryland Department of Transportation / Office of Transportation Technology Services		
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 Number:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Drive, Hanover MD 21076		

Section 3 – Scope of Work

Background

The Maryland Department of Transportation is seeking an individual who can assist MDOT in exploiting the ability of the UNISYS Enterprise Output Manager software V 9 that provides print services to MDOT customers. This task is to acquire the services of an experienced resource to assist MDOT to generate specific output that is generated by the IBM Mainframe and printed on the UNISYS UHS-9190 Laser Printing System.

This resource will also work with MDOT Technical staff and operations personnel to migrate the print queues currently set up in Enterprise Output Manager Version 6 to Enterprise Output Manager Version 9.

Additionally, the resource provided will assist MDOT in Training and creating Operations documentation that provides guidance on any changes from the old version of Enterprise Output Manager to the new release of Enterprise Output Manager.

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Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Subject Matter Expert	<p>Assist in the migration of print queues from current DEPCON Version 4 to Enterprise Output Manager V9. Assist MDOT/MVA Programming Staff in creation of Type 2 bar codes and QF Codes if possible. Creation of PDF Documents of any print file generated and sent to Enterprise Output Manager with ability to email or FIP will be examined and documented. Provide knowledge transfer to technical and operations staff on effective use of Enterprise Output Manager.</p>
<p align="center">Minimum Qualifications</p> <p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.</p>	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Subject Matter Expert	<p>Education: 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</p> <p>General Experience: Must have seven (7) years of experience</p> <p>Specialized Experience: At least five (5) years of combined new and related older technical experience in the IT field directly related to the required area of expertise</p> <ul style="list-style-type: none"> • Candidate must have at least 5 years of prior experience installing and configuring UNISYS Enterprise Output Manager Software. • Candidate must have at least 5 years of experience in upgrading earlier versions of UNISYS Enterprise Output Manager from earlier versions to Version 9. • Candidate must have at least 5 year prior experience in configuring Enterprise Output Manager to use type 2 bar codes.

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Section 4 - Required Submissions
NOTE: <ul style="list-style-type: none">- Master Contractors shall propose only one candidate for this RFR.- Master Contractors electing <u>not</u> 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 <u>must</u> submit the following documents below as separate files contained in two separate emails as follows:- Email 1 with "Technical: RFR J01B3400017, Master Contractor Name, and Candidate Name" in the subject line<ol style="list-style-type: none">1. Resume for each labor category described in the RFR (Attachment 1)2. Labor Category Personnel Resume Matrix (Attachment 1A)- Email 2 with "Financial: RFR J01B3400017, Master Contractor Name, and Candidate Name" in the subject line<ol style="list-style-type: none">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)4. MDOT SBR Affidavit (Attachment J)5. Any documents listed below as required by the hiring agency
<ol style="list-style-type: none">1. Provide recent examples of work performed by the submitted resource that is consistent with the scope of work for this RFR. Also, provide at least two (2) 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 procurement officer 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 # J01B3400017

Instructions: Insert 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 each proposed candidate.

Candidate Name:	Labor Category (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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start 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]	
[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>			

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**ATTACHMENT 1A
LABOR CATEGORY PERSONNEL RESUME MATRIX
RFR # J01B3400017**

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>	
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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

ATTACHMENT 2

RFR PRICE PROPOSAL – SUBJECT MATER EXPERT

RFR # J01B3400017

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

PROJECT NOT TO EXCEED SIX MONTHS		
Hourly Labor Rate	Annual Hours	Total Price
\$	1040	\$
Total RFR Price :		\$

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.

**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)

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: _____

ATTACHMENT J – MARYLAND DEPARTMENT OF TRANSPORTATION
SMALL BUSINESS CONTRACT AFFIDAVIT

***** PROVIDING FALSE INFORMATION *****

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under Small Business Reserve or Preference procurement may be subject to the following:

1. A determination by a Procurement Officer that a bidder/offeror is not responsible;
2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland;
3. Suspension and debarment under Title 16 of the State Finance and Procurement Article;
4. Criminal prosecution for procurement fraud (§ 11-205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

***** FAILURE TO MEET MINIMUM QUALIFICATIONS *****

Any Bidder or potential bidder failing to meet the qualifications of a "small business" specified in § 14-501(c) of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504 or Small Business Preference under § 14-206 - 207. Any person or company bidding on Small Business Reserve or Preference procurement and not qualifying as a small business under § 14-501(c) will have its bid or offer rejected on the ground that the bidder is not responsible.

I AFFIRM THAT:

To the best of my knowledge, information, and belief, as of the date of submission of this Bid/Proposal, _____ (name of firm) meets the qualifications for certification as a Small Business in Maryland. I further affirm that, if for any reason during the term of the contract _____ (name of firm) no longer meets the qualifications for certification as a Small Business in Maryland, I will notify the Procurement Officer within 30 days. I agree that a failure to so notify the Procurement Officer of this change in circumstances may result in this contract being terminated for default.

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.

SMALL BUSINESS QUALIFICATION NUMBER _____

Date of Most Recent Qualification _____

DATE: _____

BY: _____

Signature (Authorized Representative and Affidavit)

NOTICE TO BIDDERS

SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, § 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

For the purposes of a Small Business Reserve Procurement, a small business is a business, other than a broker, that meets the following criteria:

The business is independently owned and operated;

- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The **wholesale** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed 3 fiscal years;*
- The **retail** operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;*
- The **manufacturing** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;*
- The **service** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years;* and
- The **construction** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.*
- The **architectural and engineering** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years*.

* If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Further information on the certification process is available at www.dgs.state.md.us and click on the Small Business Reserve hyperlink.