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

Section 1 – General Information	
RFR Number: **(Reference BPO Number)**	J01B5400004
Functional Area **(Enter One Only)**	*Functional Area 2 – Web and Internet Systems*

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. 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.
Enter the labor category/s to be provided:
1. *Application Developer, Advanced Technology*

Anticipated Start Date	*November 2014*	
Duration of Assignment	Up to Six (6) months	
Designated Small Business Reserve?(SBR): **(Enter "Yes" or "No")**	YES	
MBE Goal, if applicable		0%
Issue Date: mm/dd/yyyy	*9/30/14*	**Due Date:** 10/20/2014	*Send electronically to:* *ycollett@mdot.state.md.us*
		Time (EST): 2:00 pm	
Place of Performance:	Maryland Transportation Authority, Point Breeze Complex, 2310 Broening Highway, Baltimore, MD 21224.	
Special Instructions: **(e.g. interview information, attachments, etc.)**	Remote work (telework) is acceptable, however, onsite collaboration is required for meetings, training/ knowledge transfer, installation, coding sessions with staff, and other times that may designated by the Task Order Manager.	
Security Requirements **(if applicable):**	*Pass to facility main building.*	
Special Invoicing Instructions:	The Contractor shall submit invoices for payment on a monthly basis by the 15th day of each month for **all** work completed in the previous calendar month. Supporting invoice backup and status report shall be submitted along with invoice for payment. The invoice shall have attached sufficient detail to identify daily hours spent by individual person, on each individual task or project, such that aggregate reports over time may be maintained.	

	The Contractor shall send an original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor and detail of work hours) submitted for payment to the Maryland Transportation Authority at the following e-mail addresses:
	schen@MDTA.state.md.us
	dstewart@MDTA.state.md.us

Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland Department of Transportation Office of Procurement		
Agency PO Name:	Yamillette C. Waite	**Agency PO Phone Number:**	410-865-1123
Agency PO Email Address:	ycollett@mdot.state.md.us	**Agency PO Fax:**	410-865-1388
Agency PO Mailing Address:	Maryland Department of Transportation 7201 Corporate Center Drive Hanover, MD 21076		

Section 3 – Scope of Work

Agency / Project Background

MDTA currently conducts public comment/survey requests using existing Salesforce technology and Salesforce application. There is also a prior application using Salesforce for utility location searching and confirmation that is on hold in final development. MDTA needs an application developer specialized in Salesforce application development to help complete public comment/surveys, as well as finalize utility location related application.

Job Description/s	
Labor Category/s **(From Section 1 Above)**	**Duties / Responsibilities**
1. *Application Developer, Advanced Technology*	Contractor Personnel shall be expected, at a minimum, to perform the following tasks, focusing on a commitment to deliver quality end products at key milestones in the systems maintenance and or application development process below. A. Contractor Personnel shall be responsible for successfully designing and managing the integration of cloud based solutions and technologies. It further includes responsibility for integrations, extensions, features and designing solutions using the technologies like Salesforce.com and force.com (API, APEX & Visual Force). B. Contractor Personnel shall implement customer-based solutions and develop products on the Force.com platform using APEX and Visual Force and other technologies. C. Contractor Personnel shall provide all necessary services to integrate and/or configure available Salesforce public domain applications for use by the MDTA business community. D. Contractor Personnel shall provide ongoing code-level maintenance and support for all Salesforce.com user groups. E. Contractor Personnel shall stay current on Force.com technology changes

and collaborate with other developers on best practices.

F. Contractor Personnel shall work with MDTA IT Staff to delineate requirements in order to streamline the development of applications needed to meet the business needs of the business unit, and automate business processes.

G. Contractor Personnel shall support projects to translate business requirements/processes into logical, component-based technical designs and customer-built functionality in Salesforce.com.

H. Contractor Personnel shall perform detailed analysis of business requirements, translate into technical specifications, and make the necessary modifications and/or configure for use in Salesforce.com.

I. Contractor Personnel shall provide ongoing code-level maintenance and support for all Salesforce.com user groups.

J. Contractor Personnel shall document all system modifications or changes that may be performed by the Contractor with sufficient detail and methodology to meet industry best practice standards.

K. Contractor Personnel shall provide effort and cost level estimate, plan, and or schedule with milestones and target dates for project deliverables and walkthrough and signoff for all document deliverables

L. Contractor Personnel shall provide interactive management interfaces, reports and or communication focusing on milestones and target dates, which will be the key to controlling development and testing efforts and cost

M. Contractor Personnel may be required to evaluate the .NET application associated with the existing Salesforce.com applications, determine the need to implement or provide an alternative solution to performing the required data extraction

N. Contractor Personnel, if required, shall install the .NET application on a designated virtual server instance at MDTA, with modifications tailored to MDTA's business needs.

O. Contractor Personnel shall work with designated MDTA IT staff in the development of custom reports and building of dashboards.

P. Contractor Personnel shall provide coding (Visual Force) for a designated workflow application within the MDTA Salesforce.com ORG

Q. Contractor Personnel shall develop integration and development project plans and designs

R. Contractor Personnel shall develop technical approach and design documentation

S. Contractor Personnel shall create development and integration test plans as needed.

T. Contractor Personnel shall save all written documents (note, drafts, finals) in designated document repository

U. Contractor Personnel shall train end users at a time on any customization or enhancement the Contractor shall make to the software's features and

functions

V. Contractor Personnel shall provide onsite training and instruction to designated MDTA staff in the installation, and ongoing maintenance of the .NET segment of Salesforce.com applications

W. Contractor Personnel shall act as an internal consultant to mentor to developers assigned to the Salesforce Development Team

X. Contractor Personnel shall provide onsite training and instruction on the maintenance of applications within MDTA's Salesforce.com instance

Y. Contractor Personnel shall provide detailed documentation for the installation and ongoing maintenance of the .NET application, Visual Force pages, and related details for the Salesforce.com applications

Z. Contractor Personnel shall acknowledge any request for assistance in writing via email to the Requestor and the Contract Manager within two business hours of the time the request was made

AA. Contractor Personnel shall update & respond to Salesforce.com related Service Desk tickets and related change requests as directed by the Contract Manager. Note: MDTA staff will provide contractor personnel with instructions on how to access the MDTA's Service Desk application (Maximo Service Desk, version 7).

BB. Contractor Personnel shall maintain daily phone or email contact with the Task Order Manager to apprise of status of assigned task (s)

CC. Contractor shall be responsible for compiling and submitting to the Task Order Manager via email a weekly status report in MS Excel format, (template to be provided) for the prior work week

DD. Contractor Personnel shall provide the Task Order Manager with a written monthly status report, no later than the seventh business day of each month for each task assigned to the Contractor that the Task Order Manager determines

EE. Contractor status report and monthly invoice backup data sheet shall be used to communicate this information in writing via email to the Task Order Manager

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
1. *Application Developer, Advanced Technology*	**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 or five (5) years of equivalent experience in a related field.

Salesforce development related training or certificate in Dev 401 or up.

General Experience:

Must have two (2) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis.

Specialized Experience:

At least one (1) year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.

- o At least five (5) years of .NET development experience
- o At least two(2) years of experience as a Salesforce.com developer for Enterprise or Unlimited Edition (preferably at a large organization)
- o At least two (2) years proficiency with Salesforce.com development, including creation of standard and custom objects, etc.
- o At least two (2) years of experience with Salesforce.com technologies including: Apex, VisualForce, Force.com Integrated Development Environment (IDE), Eclipse, and Web Services

Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

1. *Application Developer, Advanced Technology.*	**Education:** o Force.com Developer Certification (DEV401 or DEV501) o Net Developer Certification Excellent oral, presentation, and written communication skills Ability to work independently or in a team environment Ability to manage own time effectively and prioritize work schedule, based on impact on business Ability to estimate amount of time required to complete tasks

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. Name, title, company name, telephone number and email address of reference is needed.
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP).
- Living Wage Affidavit (Attachment I in the CATS+ RFP).
- Small Business Affidavit (Attachment A).
- Documented Proof of Salesforce development related training or certificate in Dev 401 or up.

Email 2 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line
- Price Proposal (Attachment 2)

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows, with technical merit having greater weight than price:

1. Proven experiences in Salesforce application development

2. Salesforce developer training and or certificate in Dev 401 or up

3. Price

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 # *J01B5400004*

Labor Category:	*Application Developer, Advanced Technology*

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>			

LABOR CATEGORY PERSONNEL RESUME SUMMARY
(ATTACHMENT 1 CONTINUED)
*"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

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Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?

| LABOR CATEGORY TITLE – *Application Developer, Advanced Technology* ||

Requirement	Candidate Relevant Experience *
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 or three (3) years of equivalent experience in a related field. • Salesforce development related training and/or certificate	**Education:**
General Experience: Must have two (2) years of computer experience in at least two (2) of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis. •	**General Experience:**
Specialized Experience: At least one (1) year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java. • At least five (5) years of .NET development experience • At least two(2) years of experience as a Salesforce.com developer for Enterprise or Unlimited Edition (preferably at a large organization) • At least two (2) years proficiency with Salesforce.com development, including creation of standard and custom objects, etc. • At least two (2) years experience with Salesforce.com technologies including: Apex, VisualForce, Force.com Integrated Development Environment (IDE), Eclipse, and Web Services • Force.com Developer Certification (DEV401 or DEV501) • Net Developer Certification Excellent oral, presentation, and written communication skills Ability to work independently or in a team environment Ability to manage own time effectively and prioritize work schedule, based on impact on business • Ability to estimate amount of time required to complete tasks	**Specialized Experience:**

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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 # J01B5400004
(This form is to be filled out by Master Contractors - Submit with the Financial Response)

Application Developer, Advanced Technology	A	C	D
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	$	1000	$

_____
Authorized Individual Name

_____
Title

_____
Company Name

_____
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.

ATTACHMENT 13 – 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.