

ATTACHMENT 18 PERFORMANCE EVALUATION FORM

TORFP Title: TOSS

TORFP # N00B3400402

Name of Contractor being evaluated: <insert name>

(The TO Contractor shall submit one Performance Evaluation Form for each employee as required)

Evaluation Month & Year:

Role (TORFP Section 2.6.10.2):

Labor Category:

TO Contractor Name:

TO Contractor Contact:

DHR TO Manager:

TO Requesting Agency:

PROJECT PERSONNEL PERFORMANCE RATING*

*Project Personnel must maintain a "Satisfactory" rating for each performance area. The TO Contractor shall take action to address any unsatisfactory rating. At the TO Manager's discretion, employee performance may be rejected and payment withheld pending employee performance mitigation or employee substitution.

Performance Area	Satisfactory	Unsatisfactory
Attendance and Timeliness		
Work Productivity		
Work Quality		
Teamwork		
Communication		
Customer Service		

Employee performance overall is accepted.

Employee performance overall is rejected (for reasons indicated below).

REASON(S) FOR UNSATISFACTORY EMPLOYEE PERFORMANCE RATING/S:

OTHER COMMENTS:

Signature of TO Contractor

Date

Signature of TO Manager

Date

ATTACHMENT 1 A PRICE SHEET

PRICE SHEET FOR CATS+ TORFP # N00B3400402

The total class hours (Column B) are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation.

A year for this task order shall be calculated as one calendar year from NTP. **Labor Rate Maximums:** The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Base Year 1:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate	Total Hours	Total Proposed Price
2.6.5 A.	Engineer, Network (Senior) (KEY POSITION)	\$	1960	\$
2.6.5 B.	Project Manager (KEY POSITION)	\$	1960	\$
2.6.5 C.	Telecommunications Engineer (3 total, 1 is KEY)	\$	5880	\$
2.6.5 D.	Application Developer, Advanced Technology	\$	1960	\$
2.6.5 E.	Architect, Information Technology (Senior)	\$	5880	\$
2.6.5 F.	Business Process Consultant (Senior)	\$	1960	\$
2.6.5 G.	Database Management Specialist (Senior)	\$	1960	\$
2.6.5 H.	Documentation Specialist	\$	1960	\$
2.6.5 I.	Engineer, Facility Operations	\$	1960	\$
2.6.5 J.	Engineer, Information Security	\$	1960	\$
2.6.5 K.	Engineer, Systems	\$	3920	\$
2.6.5 L.	Help Desk Specialist (Junior)	\$	1960	\$
2.6.5 M.	Network Technician (Junior)	\$	1960	\$
2.6.5 N.	Technical Writer/Editor	\$	1960	\$
Base Year 1 Total Price			\$	

Base Year 2:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate	Total Hours	Total Proposed Price
2.6.5 A.	Engineer, Network (Senior) (KEY POSITION)	\$	1960	\$
2.6.5 B.	Project Manager (KEY POSITION)	\$	1960	\$
2.6.5 C.	Telecommunications Engineer (3 total, 1 is KEY)	\$	5880	\$
2.6.5 D.	Application Developer, Advanced Technology	\$	1960	\$
2.6.5 E.	Architect, Information Technology (Senior)	\$	5880	\$
2.6.5 F.	Business Process Consultant (Senior)	\$	1960	\$
2.6.5 G.	Database Management Specialist (Senior)	\$	1960	\$

2.6.5 H.	Documentation Specialist	\$	1960	\$
2.6.5 I.	Engineer, Facility Operations	\$	1960	\$
2.6.5 J.	Engineer, Information Security	\$	1960	\$
2.6.5 K.	Engineer, Systems	\$	3920	\$
2.6.5 L.	Help Desk Specialist (Junior)	\$	1960	\$
2.6.5 M.	Network Technician (Junior)	\$	1960	\$
2.6.5 N.	Technical Writer/Editor	\$	1960	\$
Base Year 2 Total Price			\$	

Base Year 3

Section ID #	CATS+ Labor Categories	Hourly Labor Rate	Total Hours	Total Proposed Price
2.6.5 A.	Engineer, Network (Senior) (KEY POSITION)	\$	1960	\$
2.6.5 B.	Project Manager (KEY POSITION)	\$	1960	\$
2.6.5 C.	Telecommunications Engineer (3 total, 1 is KEY)	\$	5880	\$
2.6.5 D.	Application Developer, Advanced Technology	\$	1960	\$
2.6.5 E.	Architect, Information Technology (Senior)	\$	5880	\$
2.6.5 F.	Business Process Consultant (Senior)	\$	1960	\$
2.6.5 G.	Database Management Specialist (Senior)	\$	1960	\$
2.6.5 H.	Documentation Specialist	\$	1960	\$
2.6.5 I.	Engineer, Facility Operations	\$	1960	\$
2.6.5 J.	Engineer, Information Security	\$	1960	\$
2.6.5 K.	Engineer, Systems	\$	3920	\$
2.6.5 L.	Help Desk Specialist (Junior)	\$	1960	\$
2.6.5 M.	Network Technician (Junior)	\$	1960	\$
2.6.5 N.	Technical Writer/Editor	\$	1960	\$
Base Year 3 Total Price			\$	

Option Year 1

Section ID #	CATS+ Labor Categories	Hourly Labor Rate	Total Hours	Total Proposed Price
2.6.5 A.	Engineer, Network (Senior) (KEY POSITION)	\$	1960	\$
2.6.5 B.	Project Manager (KEY POSITION)	\$	1960	\$
2.6.5 C.	Telecommunications Engineer (3 total, 1 is KEY)	\$	5880	\$
2.6.5 D.	Application Developer, Advanced Technology	\$	1960	\$
2.6.5 E.	Architect, Information Technology (Senior)	\$	5880	\$
2.6.5 F.	Business Process Consultant (Senior)	\$	1960	\$
2.6.5 G.	Database Management Specialist (Senior)	\$	1960	\$
2.6.5 H.	Documentation Specialist	\$	1960	\$
2.6.5 I.	Engineer, Facility Operations	\$	1960	\$
2.6.5 J.	Engineer, Information Security	\$	1960	\$
2.6.5 K.	Engineer, Systems	\$	3920	\$
2.6.5 L.	Help Desk Specialist (Junior)	\$	1960	\$
2.6.5 M.	Network Technician (Junior)	\$	1960	\$
2.6.5 N.	Technical Writer/Editor	\$	1960	\$
Option Year 1 Total Price			\$	

Option Year 2

Section ID #	CATS+ Labor Categories	Hourly Labor Rate	Total Hours	Total Proposed Price
2.6.5 A.	Engineer, Network (Senior) (KEY POSITION)	\$	1960	\$
2.6.5 B.	Project Manager (KEY POSITION)	\$	1960	\$
2.6.5 C.	Telecommunications Engineer (3 total, 1 is KEY)	\$	5880	\$
2.6.5 D.	Application Developer, Advanced Technology	\$	1960	\$
2.6.5 E.	Architect, Information Technology (Senior)	\$	5880	\$
2.6.5 F.	Business Process Consultant (Senior)	\$	1960	\$
2.6.5 G.	Database Management Specialist (Senior)	\$	1960	\$
2.6.5 H.	Documentation Specialist	\$	1960	\$
2.6.5 I.	Engineer, Facility Operations	\$	1960	\$
2.6.5 J.	Engineer, Information Security	\$	1960	\$
2.6.5 K.	Engineer, Systems	\$	3920	\$
2.6.5 L.	Help Desk Specialist (Junior)	\$	1960	\$
2.6.5 M.	Network Technician (Junior)	\$	1960	\$
2.6.5 N.	Technical Writer/Editor	\$	1960	\$
Option Year 2 Total Price			\$	
TOTAL EVALUATED PRICE			\$	

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate is the actual fully-loaded, all-inclusive rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower, and shall include all direct and indirect costs and profit for the Master Contractor to perform under the TO Agreement. Time for travel will not be reimbursed.

ATTACHMENT 1 B WORK ORDER PRICING

FOR CATS+ TORFP # N00B3400402

As described in Section 2.12, DHR may issue Work Orders for T&M Services. To address these needs, the Master Contractor shall complete the T&M Labor Rate Sheet below. The T&M Labor Rate Sheet shall include fixed, fully-loaded rates per labor category, as specified by DHR, for each TO Agreement Period.

This information is only used as a means to obtain an estimated price/cost of work requested under a Work Order. This Rate Sheet shall also govern the cost for any work that requires a TO Agreement modification for additional development, enhancement, or major modifications that exceed the scope of the TO Agreement or available TO Agreement hours. Although DHR expects discounts on the rates proposed, the Master Contractor shall propose the maximum rate per labor category.

Labor Rate Maximums: The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Base Year 1: Section ID #	CATS+ Labor Categories	Hourly Labor Rate
2.1 O	Administrator, Systems	\$
2.1 P	Analyst, Computer Software/Integration (Senior)	\$
2.1Q	Analyst, Computer Systems (Senior)	\$
2.1 R	Analyst, Systems (Senior)	\$
2.1 S	Applications Development Expert	\$
2.1 T	Applications Programmer	\$
2.1 U	Architect, Application (Senior)	\$
2.1 V	Auditor, IT (Senior)	\$
2.1W	Computer Operations Center Specialist	\$
2.1X	Computer Programmer (Senior)	\$
2.1 Y	Computer Specialist	\$
2.1 Z	Computer Specialist (Senior)	\$
2.1 AA	Database Management Specialist (Junior)	\$
2.1 BB	Engineer, Network Security	\$
2.1 CC	Engineer, Systems Design	\$
2.1 DD	Internet/Intranet Site Developer (Junior)	\$
2.1 EE	Internet/Intranet Site Developer (Senior)	\$
2.1 FF	Network Administrator	\$

2.1 GG	Network Technician (Senior)	\$
2.1 HH	Program Manager	\$
2.1 II	Quality Assurance Specialist	\$
2.1 JJ	Security, Data Specialist	\$
2.1KK	Subject Matter Expert	\$
2.1 LL	Systems Analyst, Wireless	\$
2.1 MM	System Security Specialist	\$
2.1 NN	Telecommunications Engineer (Senior)	\$
2.1 OO	Training Specialist/Instructor	\$

Base Year 2:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate
2.1 O	Administrator, Systems	\$
2.1 P	Analyst, Computer Software/Integration (Senior)	\$
2.1Q	Analyst, Computer Systems (Senior)	\$
2.1 R	Analyst, Systems (Senior)	\$
2.1 S	Applications Development Expert	\$
2.1 T	Applications Programmer	\$
2.1 U	Architect, Application (Senior)	\$
2.1 V	Auditor, IT (Senior)	\$
2.1W	Computer Operations Center Specialist	\$
2.1X	Computer Programmer (Senior)	\$
2.1 Y	Computer Specialist	\$
2.1 Z	Computer Specialist (Senior)	\$
2.1 AA	Database Management Specialist (Junior)	\$
2.1 BB	Engineer, Network Security	\$
2.1 CC	Engineer, Systems Design	\$
2.1 DD	Internet/Intranet Site Developer (Junior)	\$
2.1 EE	Internet/Intranet Site Developer (Senior)	\$
2.1 FF	Network Administrator	\$
2.1 GG	Network Technician (Senior)	\$
2.1 HH	Program Manager	\$
2.1 II	Quality Assurance Specialist	\$
2.1 JJ	Security, Data Specialist	\$

2.1KK	Subject Matter Expert	\$
2.1 LL	Systems Analyst, Wireless	\$
2.1 MM	System Security Specialist	\$
2.1 NN	Telecommunications Engineer (Senior)	\$
2.1 OO	Training Specialist/Instructor	\$

Base Year 3:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate
2.1 O	Administrator, Systems	\$
2.1 P	Analyst, Computer Software/Integration (Senior)	\$
2.1Q	Analyst, Computer Systems (Senior)	\$
2.1 R	Analyst, Systems (Senior)	\$
2.1 S	Applications Development Expert	\$
2.1 T	Applications Programmer	\$
2.1 U	Architect, Application (Senior)	\$
2.1 V	Auditor, IT (Senior)	\$
2.1W	Computer Operations Center Specialist	\$
2.1X	Computer Programmer (Senior)	\$
2.1 Y	Computer Specialist	\$
2.1 Z	Computer Specialist (Senior)	\$
2.1 AA	Database Management Specialist (Junior)	\$
2.1 BB	Engineer, Network Security	\$
2.1 CC	Engineer, Systems Design	\$
2.1 DD	Internet/Intranet Site Developer (Junior)	\$
2.1 EE	Internet/Intranet Site Developer (Senior)	\$
2.1 FF	Network Administrator	\$
2.1 GG	Network Technician (Senior)	\$
2.1 HH	Program Manager	\$
2.1 II	Quality Assurance Specialist	\$
2.1 JJ	Security, Data Specialist	\$
2.1KK	Subject Matter Expert	\$
2.1 LL	Systems Analyst, Wireless	\$
2.1 MM	System Security Specialist	\$

2.1 NN	Telecommunications Engineer (Senior)	\$
2.1 OO	Training Specialist/Instructor	\$

Option Year 1:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate
2.1 O	Administrator, Systems	\$
2.1 P	Analyst, Computer Software/Integration (Senior)	\$
2.1Q	Analyst, Computer Systems (Senior)	\$
2.1 R	Analyst, Systems (Senior)	\$
2.1 S	Applications Development Expert	\$
2.1 T	Applications Programmer	\$
2.1 U	Architect, Application (Senior)	\$
2.1 V	Auditor, IT (Senior)	\$
2.1W	Computer Operations Center Specialist	\$
2.1X	Computer Programmer (Senior)	\$
2.1 Y	Computer Specialist	\$
2.1 Z	Computer Specialist (Senior)	\$
2.1 AA	Database Management Specialist (Junior)	\$
2.1 BB	Engineer, Network Security	\$
2.1 CC	Engineer, Systems Design	\$
2.1 DD	Internet/Intranet Site Developer (Junior)	\$
2.1 EE	Internet/Intranet Site Developer (Senior)	\$
2.1 FF	Network Administrator	\$
2.1 GG	Network Technician (Senior)	\$
2.1 HH	Program Manager	\$
2.1 II	Quality Assurance Specialist	\$
2.1 JJ	Security, Data Specialist	\$
2.1KK	Subject Matter Expert	\$
2.1 LL	Systems Analyst, Wireless	\$
2.1 MM	System Security Specialist	\$
2.1 NN	Telecommunications Engineer (Senior)	\$
2.1 OO	Training Specialist/Instructor	\$

Option Year 2:

Section ID #	CATS+ Labor Categories	Hourly Labor Rate
2.1 O	Administrator, Systems	\$
2.1 P	Analyst, Computer Software/Integration (Senior)	\$
2.1Q	Analyst, Computer Systems (Senior)	\$
2.1 R	Analyst, Systems (Senior)	\$
2.1 S	Applications Development Expert	\$
2.1 T	Applications Programmer	\$
2.1 U	Architect, Application (Senior)	\$
2.1 V	Auditor, IT (Senior)	\$
2.1W	Computer Operations Center Specialist	\$
2.1X	Computer Programmer (Senior)	\$
2.1 Y	Computer Specialist	\$
2.1 Z	Computer Specialist (Senior)	\$
2.1 AA	Database Management Specialist (Junior)	\$
2.1 BB	Engineer, Network Security	\$
2.1 CC	Engineer, Systems Design	\$
2.1 DD	Internet/Intranet Site Developer (Junior)	\$
2.1 EE	Internet/Intranet Site Developer (Senior)	\$
2.1 FF	Network Administrator	\$
2.1 GG	Network Technician (Senior)	\$
2.1 HH	Program Manager	\$
2.1 II	Quality Assurance Specialist	\$
2.1 JJ	Security, Data Specialist	\$
2.1KK	Subject Matter Expert	\$
2.1 LL	Systems Analyst, Wireless	\$
2.1 MM	System Security Specialist	\$
2.1 NN	Telecommunications Engineer (Senior)	\$
2.1 OO	Training Specialist/Instructor	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate is the actual fully-loaded, all-inclusive rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower, and shall include all direct and indirect costs and profit for the Master Contractor to perform under the TO Agreement. Time for travel will not be reimbursed.



Maryland Department of Human Resources
Office of Technology for Human Service (OTHS)
Information Technology Policy



USB Restriction Policy & Procedures

Approval Date: 2-13-2013

Revision: 1.1

Revision Date:

Reviewed Date:

Overview

With the implementation of a USB Restriction Policy, we are striving to improve the protection of confidential and sensitive data and to meet audit requirements. The Department of Human Resources (DHR) is home to a lot of confidential information that should never be shared with anyone who is not explicitly authorized to view or use that information. Loss of data and unauthorized access or unauthorized disclosure can have many harmful repercussions such as identity theft, financial penalties, public embarrassment for the Agency, and loss of public confidence. It can also have devastating effects for the employee, including termination, civil suits, and financial penalties. Our best effort to minimize these outcomes is to protect all confidential data.

In order to do so, USB Restriction will be enforced to allow only those devices which are required for business purposes. However, devices that are allowed must be FIPS 140-2 Compliant. This means that any USB devices capable of sharing data must be hardware encrypted to FIPS 140-2 standards. This policy will serve in addition to the rules and regulations set forth by the State of Maryland, Department of Information Technology [Security Policy](#) and the [Electronic Communication Policy](#).

Purpose

The purpose of this document is to establish procedures, requirements, and guidelines for USB restrictions.

Scope

All employees, contractors, vendors or other entities working on behalf of DHR are responsible to read, understand, and comply with this policy.

Responsibilities

The Office of Technology for Human Services (OTHS) Network Security unit is responsible for the monitoring and maintenance of the software and hardware components of the USB Restriction system.

The Local Government Agencies including the Local LAN Administrators at the various Department of Social Services (DSS) and other DHR locations are responsible for reporting devices that must be allowed through the restriction. This group is also responsible for enforcing compliance of this and all other IT Policies including the Acceptable Use Policy within the jurisdiction.

All users of the DHR network and data are responsible for their own actions regarding security and for reading, understanding, and complying with the [DHR's Electronic Communication Policy](#). It is everyone's shared responsibility to make every effort within reason to protect DHR's data from loss.

Implementation

USB ports will be restricted to comply with State and Federal requirements. The OTHS Network Security Unit will maintain a list of excluded devices that are allowed to bypass the USB Restriction. No data sharing USB device shall be allowed to bypass the restriction unless it:

- Is FIPS 140-2 Hardware Encrypted; **or**
- Was purchased with AES 256 bit Encryption prior to implementation; **or**
- Is not capable of sharing data and is needed for business purposes.

Please note: Personal USB Devices are not allowed, regardless of Encryption status. Please see the Acceptable Use Policy for more details. All types of USB devices are affected by the restriction. An automatic allow will be placed on Human Interface Devices (such as Mice and Keyboards). All other devices must be explicitly allowed or will be implicitly denied.

Change Requests

Any device that has a business need to be allowed through the restriction after implementation must be submitted via a work request. Once submitted, the Network Security Unit will assess the request.

- If the request is for a **data sharing USB device that is FIPS 140-2 compliant**, the device will be added to the exclusion list. The device will also be reported to Change Management during the weekly Change Management meetings;
- If the request is for a **data sharing USB device that is not FIPS 140-2 compliant**, the request will be reported to Change Management for review. If the request is approved, the device will be added to the exclusion list. If it is not approved, the request will be denied and the device will not be added to the exclusion list;
- If the request is for a **non-data sharing USB device**, the device will be added to the exclusion list. The device will also be reported to Change Management during the weekly Change Management meetings.

Please note: All requests must include details about the device being requested. No device can be allowed through the exclusion list without all of the following details:

- Hardware ID of the device (please see the Obtaining the Hardware ID section below for instructions on how to acquire the Hardware ID);
- Make and Model of the device;
- An internet link to a page that shows that the device is FIPS 140-2 compliant;
- Business need and use of the device
- Justification why it should be allowed if it is not FIPS 140-2 compliant

Obtaining the Hardware ID

To obtain the hardware ID of a device, please do the following:

- Open Device Manager;
- Plug in the USB Device;
- Find the USB Device in the Device Manager List;
- Right Click on the Device and open Properties;
- Click on the Details Tab;
- On the Details Tab, under the pull down for Property, select Hardware Ids;
- Copy and paste all of the information in the Value box into the request.

Important

Please understand that changes made to the USB Restriction System may take some time to propagate out to the computer systems. This usually happens within 2-3 hours after the change was made, however due to computer system complexity and possible technical issues, it may take longer. In addition, laptops that are not connected to the network will not sync with the system to get the most recent exclusion list from the system. For this reason, please plan in advance for device exclusion requests and discourage USB device use whenever possible.

Also, moving forward, all data sharing USB devices must be purchased with hardware based encryption that is FIPS 140-2 compliant.