

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	R00B8400057		
Functional Area (Enter One Only)	Functional Area #10 - IT Management Consulting Services		
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. Agencies must pursue a concurrent procurement for any positions that may last longer than 6 months, other than the position of MITDP Project Manager. 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. Architect, Information Technology (Senior)			
Anticipated Start Date	March 1, 2018		
Duration of Assignment	Six (6) months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE Goal, if applicable			% 0
Issue Date: mm/dd/yyyy	<i>December 11, 2017</i>		Due Date: mm/dd/yyyy
			January 22, 2018
			Time (EST): 00:00 am/pm
	2:00 PM		
Place of Performance:	Maryland Longitudinal Data System Center System Management Department Nancy S. Grasmick State Education Building 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews, which are a type of oral presentation, will be performed, by phone <u>or</u> in person, for all Offerors meeting minimum qualifications. At the Procurement Officer's discretion, an interview via the web, e.g., Skype, GoToMeeting, WebEx, or Google Hangouts may be held in lieu of an in-person meeting. Substantively, all candidates shall be interviewed in substantially the same manner. The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.</p> <p>In the event that more than ten (10) qualified TO Proposals are received, the TO Procurement Officer may elect to follow a down-select process as follows:</p> <p style="margin-left: 40px;">a. A technical ranking will be performed for all TO Proposals based on the resumes submitted. TO Proposals will be ranked from highest to lowest for</p>		

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	<p>technical merit based on the quality of the resumes submitted and the extent to which the proposed individuals' qualifications align with the position needs as described in this TORFP.</p> <p>b. The top ten (10) TO Proposals identified by the technical ranking will be invited to interviews. All other Offerors will be notified of non-selection for this TORFP.</p> <p>c. Interviews will be conducted at the following location:</p> <p style="padding-left: 40px;">Nancy S. Grasmick State Education Building 200 West Baltimore Street Baltimore, MD 21201</p>		
Security Requirements (if applicable):	<ol style="list-style-type: none"> 1. Pass reference checks 2. Complete a background investigation 3. Obtain a State of Maryland Contractor ID badge 		
Invoicing Instructions			
<ol style="list-style-type: none"> 1. After the end of each month, the Master Contractor shall submit timesheets (for hourly invoicing) and activity reports (for both hourly and annual invoicing) to the Agency Task Order Manager (TO Manager) for review prior to submitting an invoice. 2. The TO Manager shall review, sign, and return to the Master Contractor the timesheets (for hourly invoicing) or the activity reports (for annual invoicing). 3. The Master Contractor shall send a copy of the signed timesheets or activity reports with an invoice to the Agency TO Manager. 4. The Master Contractor shall invoice as follows: <ol style="list-style-type: none"> a. Annual Labor Rate: Task Orders awarded at the Annual Labor Rate shall be invoiced monthly for 1/12 the Annual Labor Rate. b. Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate. 			
Special Invoicing Instructions:	<ol style="list-style-type: none"> 1. Monthly invoices along with the MLDS Center TO Manager approved consultant work log and timesheet should be submitted to Accounts Payable at the address listed above. 		
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland State Department of Education (MSDE) Division of Business Services Administrative Services Branch Procurement Section		
Agency PO Name:	June Dwyer	Agency PO Phone Number:	410-767-0114
Agency PO Email Address:	june.dwyer@maryland.gov	Agency PO Fax:	N/A
Agency PO Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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Section 3 – Scope of Work	
Agency / Project Background	
<p>The objective of this RFR is to hire one (1) Architect, Information Technology (Senior) to collaborate with the Maryland Longitudinal Data Systems Center (MLDSC) and University System of Maryland (USM) research teams to build out a new Oracle 11g/12C data warehouse containing three replicated datasets from an existing data warehouse. These new replicated datasets will be used for federally funded research projects. This position will report to the MLDSC CIO and collaborate with the MLDSC IT technical team and USM Researchers. The scope will focus on elaborating existing Requirements, Design, Development, and Integration and Testing Phases in a highly interactive and iterative system development methodology. All project planning activities have already been completed and this role will focus on execution management and implementation tasks. This project will last six (6) months with no opportunity for extension or renewal.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>Architect, Information Technology (Senior)</p>	<ol style="list-style-type: none"> 1. Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. 2. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. 3. Provides guidance on how and what to data and process model. 4. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services.
Minimum Qualifications	
<p>For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> 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 evaluation.</p>	
Labor Category/s (From Section 1 Above)	Minimum Qualifications
<p>Architect, Information Technology (Senior)</p>	<ol style="list-style-type: none"> a. Education: <ol style="list-style-type: none"> 1. Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or a related field. b. General Experience: <ol style="list-style-type: none"> 1. At least ten (10) years of experience planning, designing, building, and implementing IT systems. c. Specialized Experience: <ol style="list-style-type: none"> 1. At least five (5) years of the required ten (10) years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. 2. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions and be a recognized expert within the IT industry.

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	3. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.
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Preferred Qualifications The additional Experience/Knowledge/Skills listed below are preferred by the State.
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Architect, Information Technology (Senior)	<p>a. Education:</p> <p>1. Master’s degree in Computer Science.</p> <p>b. General Experience:</p> <p>1. Demonstrated experience in successfully implementing Data Warehouses.</p> <p>c. Specialized Experience:</p> <p>1. Oracle 11g or higher experience in gathering requirements, design, development, and integration and testing.</p> <p>2. FERPA Family Educational Rights and Privacy Act of 1974 (FERPA) experience safeguarding Personally Identifiable Information (PII).</p>
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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 as a password protected file with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line. The password must be unique for each candidate e-mail and different from the financial proposal file.

- 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 candidate’s work experience and skills. 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)
- Certification Regarding Investments in Iran (Attachment 3 of this RFR)
- Any other required documentation to demonstrate meeting minimum qualifications.

Email 2 of 2 as a password protected file with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line. The password must be unique for each candidate e-mail.

- Price Proposal (Attachment 2)

The PO will contact Master Contractors to obtain the password to the technical/financial proposal(s) for those candidates that are deemed reasonably susceptible for award. Master Contractors who cannot provide a password(s) that opens the file in question may be considered not susceptible for award. Subsequent submissions of proposal content will not be allowed.

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Section 5 – Evaluation Criteria
Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:
1. Interview Performance
2. Resume (Attachment 1)
3. Reference Checks

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4. 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. In this evaluation, technical merit is considered to have greater weight. 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 # R00B8400057**

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 each Labor Category.

Labor Category Architect, Information Technology (Senior)
(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

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<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?
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LABOR CATEGORY TITLE – Architect, Information Technology (Senior)
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Requirement	Candidate Relevant Experience *
Education: 1. Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or a related field.	Education: 1.
General Experience: 1. At least ten (10) years of experience planning, designing, building, and implementing IT systems.	General Experience: 1.
Specialized Experience: 1. At least five (5) years of the required ten (10) years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. 2. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions and be a recognized expert within the IT industry. 3. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.	Specialized Experience: 1.

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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Instruction: Sign each form.

ATTACHMENT 2 PRICE PROPOSAL

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

Period 1 (one year)				
CATS+ Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	PERIOD 1 Extended Price (B x C)
Architect, Information Technology (Senior)	\$	\$	1000	\$
Total RFR Price (Same as Period 1 Price):				\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

*The Agency reserves the right to award each individual position at either the proposed Annual Labor Rate or proposed Hourly Labor Rate. The Annual Labor Rate requires a minimum of 1920 hours worked annually. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Both 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.

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ATTACHMENT 3 - CERTIFICATION REGARDING INVESTMENTS IN IRAN

Authority: State Finance & Procurement, §§17-701 – 17-707, Annotated Code of Maryland [Chapter 447, Laws of 2012.]

List: The Investment Activities in Iran list identifies companies that the Board of Public Works has found to engage in investment activities in Iran; those companies may not participate in procurements with a public body in the State. “Engaging in investment activities in Iran” means:

- A. Providing goods or services of at least \$20 million in the energy sector of Iran; or
- B. For financial institutions, extending credit of at least \$20 million to another person for at least 45 days if the person is on the Investment Activities In Iran list and will use the credit to provide goods or services in the energy of Iran.

The Investment Activities in Iran list is located at: www.bpw.state.md.us

Rule: A company listed on the Investment Activities In Iran list is ineligible to bid on, submit a proposal for, or renew a contract for goods and services with a State Agency or any public body of the State. Also ineligible are any parent, successor, subunit, direct or indirect subsidiary of, or any entity under common ownership or control of, any listed company.

NOTE: This law applies only to new contracts and to contract renewals. The law does not require an Agency to terminate an existing contract with a listed company.

CERTIFICATION REGARDING INVESTMENTS IN IRAN

The undersigned certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

The undersigned is unable make the above certification regarding its investment activities in Iran due to the following activities:

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date: _____