

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	RFR# R95B6400003		
Functional Area (Enter One Only)	Functional Area 10-IT Management Consulting Services		
Labor Category/s			
<i>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.</i>			
<i>Enter the labor category/s to be provided:</i>			
1. DATABASE MANAGEMENT SPECIALIST(SENIOR)			
Anticipated Start Date	Mid-August 2015		
Duration of Assignment	Up to Six (6) Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE Goal, if applicable	0%		
Issue Date: mm/dd/yyyy	07/13/15 update	Due Date: mm/dd/yyyy	08/03/2015 update
		Time (EST): 00:00 am/pm	2:00 pm EST
Place of Performance:	Baltimore City Community College (BCCC) 2901 Liberty Heights Ave., Baltimore, MD 21215		
Special Instructions: (e.g. interview information, attachments, etc.)	<p><i>Describe any special instructions or attachments for the RFR. For example, an organizational chart, the interview location, or instructions to notify the PO below upon arrival.</i></p> <ol style="list-style-type: none"> Interview Location: 2901 Liberty Heights Avenue, Suite 200-D Baltimore, MD 21215 Contact: Kemberly Henderson ERP Organization Chart Attached. 		
	<ol style="list-style-type: none"> As a member of Information Technology & Services, the Contractor will have exposure and/or access to protected staff or student information (FERPA), confidential research data, or personally identifiable information (PII) as part of the normal duties. Access to data within systems that contain significant portions of confidential student, research, or medical records will be necessary to perform the job; however, viewing of that information is typically incidental, for example, to troubleshoot. Regarding HIPPA and protection of patients' privacy, it is the responsibility of each Information and Technology Services employee to limit viewing of PHI to the absolute minimum as necessary to perform assigned duties. In addition to PHI, Contractor will have exposure and/or access to sensitive financial, employee, or student data. This data should be treated as confidential and access and viewing of this data should be limited. 		
Special Invoicing Instructions:	<p><i>Describe any special invoicing instructions beyond those described above and in Section 2.8 of the CATS+ RFP (See "Contract Award Information" under "CATS+ Master Contract Links" on the CATS+ website).</i></p> <ol style="list-style-type: none"> All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period, unless specified differently in the TORFP/RFR, and include the following information: <ul style="list-style-type: none"> Name and address of the State agency being billed, Vendor name, 		

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	<ul style="list-style-type: none"> • Remittance address, • Federal taxpayer identification or(if owned by an individual) his/her social security number, • Invoice period, • Invoice date, • Invoice number, • Amount due, • Retainage (if applicable), and • Purchase order number(s) being billed. <p>Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.</p> <p>The Master Contractor shall submit the invoices to the agency identified in the TORP/RFR. The State is generally exempt from Federal excise taxes, District of Columbia sales taxes and transportation taxes. The Master Contractor(s), however, is/are not exempt from such sales and use taxes and may be liable for the same.</p> <p>Additional invoicing requirements for T&M, Fixed Price, Business Beneficial and Revenue Neutral will be established in each TORFP/RFR.</p> <p>Material invoices can only be approved for cost. No additional fees or markups shall be allowed. All material invoices must be signed and dated by the Master Contractor and the original supplier's invoice shall be submitted and attached along with the applicable monthly invoice.</p>
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Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Baltimore City Community College (BCCC) Office of Procurement		
Agency PO Name:	BENITA F. SCOTT	Agency PO Phone Number:	(410) 209-6011
Agency PO Email Address:	bscott@bccc.edu	Agency PO Fax:	(410) 209-6094
Agency PO Mailing Address:	3100 TOWANDA AVE., SUITE 116, BALTIMORE, MD 21201		

Section 3 – Scope of Work

Agency / Project Background

Baltimore City Community College is an innovator in providing accessible education for a diverse population of students to meet the challenges in an ever-changing competitive workforce and environment. This is a new position that will support the new ERP System that will be implemented at BCCC. This is a professional position responsible for supervising the database administration and implementation of the new ERP System.

The ERP system will be an integrated system. The new position will be effected during Phase 4 of SDLC to support BCCC's Strategic Goal 4.2.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. DATABASE MANAGEMENT SPECIALIST (SENIOR)	<ol style="list-style-type: none"> 1. Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security and recoverability are built into the DBMS applications. 2. Performs application and database development functions to include analyzing requirements, designing, developing, testing, deploying and maintaining the ERP's applications and database in a development and test and production environment; 3. Performs the creation of databases; defines user requirements, develops data definitions and maintains the repository of the Departments databases; 4. Reviews technical literature and attends workshops, seminars and training classes to remain updated on the latest developments in database management systems and related data processing technology; and

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	5. Maintains and oversees the configuring, restructuring, troubleshooting and capacity analysis of databases.
Minimum Qualifications	
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 full evaluation.	
Labor Category/s (From Section 1 Above)	Minimum Qualifications
1. DATABASE MANAGEMENT SPECIALIST (SENIOR)	<p>a. Education:</p> <ol style="list-style-type: none"> 1. 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. <p>b. General Experience:</p> <ol style="list-style-type: none"> 1. Must have six (6) years of experience in DBMS systems analysis and programming. 2. At least five (5) years of experience with setting up and maintaining database links and integrating SQL Server Databases with other SQL Server and Oracle Databases; 3. At least five (5) years of experience with Oracle 10g or 11g; 4. At least five (5) years of experience working in an environment of higher education; 5. At least five (5) years of knowledge of Oracle 12c desirable. <p>c. Specialized Experience:</p> <ol style="list-style-type: none"> 1. At least three (3) years of experience in using current DBMS intervals. At least three (3) years of experience in designing, developing, implementing, maintaining and controlling database management systems for computers in an Oracle environment, Microsoft SQL environment, or other similar database experience. 2. At least five (5) years of experience with LINUX 3. At least five (5) years of experience with UNIX 4. At least five (5) years of experience with Windows 5. At least five (5) years of experience with PL/SQL 6. AT LEAST FIVE (5) YEARS OF EXPERIENCE WITH SHELL SCRIPTING, POWERSHELL AND PYTHON
Preferred Qualifications	
The additional Experience/Knowledge/Skills listed below are preferred by the State.	

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Section 4 - Required Submissions

NOTE:

1. Master Contractors may propose only one candidate for each position requested.
2. 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.
3. 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

1. Resume for each labor category described in the RFR (Attachment 1)
2. Three (3) current references that can be contacted for performance verification of the submitted consultant's work experience and skills. Telephone number and email address of reference is needed.
3. Provide proof of certification such as : Microsoft SQL Server Certification (2005, 2008 or 2012)
4. ITIL Certification
5. Oracle Database 10g or 11g Administrator Certified Associate Certification

Email 2 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line

1. Price Proposal (Attachment 2)
2. Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
3. Living Wage Affidavit (Attachment I in the CATS+ RFP)

List any other required documents to be submitted by Master Contractors, for example, copies of professional certifications, school / training transcripts, company references, etc.

1.

2.

3.

4.

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:

(Provide a list of evaluation criteria in descending order of importance)

1. Technical (this will carry more weight than price)

2. Educational Background or Work History

3. Price

4. Professional Certificates or Certifications

5. References

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# R95B6400003

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 proposed candidate.

Labor Category: Database Management Specialist (Senior)

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]
 [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>			

**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 – Database Management Specialist (Senior)	
Requirement	Candidate Relevant Experience *
Education: 1. 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.	Education: 1.
General Experience: <i>Briefly describe preferred general experience as needed</i> 1. <i>Must have six (6) years of experience in DBMS systems analysis and programming.</i>	General Experience: 1.
Specialized Experience: 1. At least three (3) years of experience in using current DBMS intervals. At least three (3) years of experience in designing, developing, implementing, maintaining and controlling database management systems for computers in an Oracle environment, Microsoft SQL environment, or other similar Database experience.	Specialized Experience: 1.
<p>The information provided on this form for this labor category is true and correct to the best of my knowledge:</p> <p>Master Contractor Representative:</p> <p>_____</p> <p>Print Name _____ Signature _____ Date _____</p> <p>Proposed Individual:</p> <p>_____</p> <p>Signature _____ Date _____</p> <p><i>Instruction: Sign each form.</i></p>	

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**ATTACHMENT 2
PRICE PROPOSAL**

RFR#R95B6400003(This form is to be filled out by Master Contractors - Submit with the Financial Response)

	A	C	D
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

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.