

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

| <b>Section 1 – General Information</b>   |   |                                   |                     |
|--|---|-----------------------------------|---------------------|
| <b>RFR Number:</b><br>(Reference BPO Number)   | M00B5400254   |                                   |                     |
| <b>Functional Area</b><br>(Enter One Only)   | <b>Functional Area 5 - Software Engineering</b>   |                                   |                     |
| <b>Labor Category/s</b>  |   |                                   |                     |
| <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. 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. Software Engineer   |   |                                   |                     |
| <b>Anticipated Start Date</b>  | February 2015   |                                   |                     |
| <b>Duration of Assignment</b>  | Not to exceed Six (6) Months  |                                   |                     |
| <b>Designated Small Business Reserve?(SBR):</b><br>(Enter "Yes" or "No")   | Yes   |                                   |                     |
| <b>MBE Goal, if applicable</b>   | N/A   |                                   |                     |
| <b>Issue Date:</b>   | December 15, 2014   | <b>Due Date:</b><br>mm/dd/yyyy    | January 7, 2015     |
|  |   | <b>Time (EST):</b><br>00:00 am/pm | 02:00 pm Local Time |
| <b>Place of Performance:</b>   | <b>Department of Health and Mental Hygiene<br/>Maryland Board of Pharmacy<br/>4201 Patterson Avenue<br/>Baltimore, MD 21215</b>                   |                                   |                     |
| <b>Special Instructions:</b><br>(e.g. interview information, attachments, etc.)  | <b>The Interview will take place at the MD Board of Pharmacy at location with a three person panel using standard set of interview questions.</b> |                                   |                     |
| <b>Security Requirements (if applicable):</b>  | <b>Will be issued a temporary ID badge after showing of proof of identify (e.g., drivers license)</b>   |                                   |                     |
| <b>Special Invoicing Instructions:</b>   | <b>Monthly payments upon receipt of invoices and supporting documentation</b>   |                                   |                     |
|  |   |                                   |                     |

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**Section 2 – Agency Procurement Officer (PO) Information**

|                                   |  |                                |                     |
|-----------------------------------|--|--------------------------------|---------------------|
| <b>Agency / Division Name:</b>    | <i>DHMH / MD Board of Pharmacy (Information Technology)</i>          |                                |                     |
| <b>Agency PO Name:</b>            | <i>John Gullucci</i>   | <b>Agency PO Phone Number:</b> | <i>410-767-5823</i> |
| <b>Agency PO Email Address:</b>   | <i>John.gullucci@maryland.gov</i>                                    | <b>Agency PO Fax:</b>          | <i>410 333-5958</i> |
| <b>Agency PO Mailing Address:</b> | <i>DHMH-OPASS, 201 W Preston Street ,RM 416, Baltimore, MD 21201</i> |                                |                     |

**Section 3 – Scope of Work**

**Agency / Project Background**

The MD Board of Pharmacy (Board) provides licensure for Pharmacies, Distributors, Pharmacists, Pharmacist Technicians, Students, and Sterile Compounding facilities doing business in the state of Maryland. It currently has over 20,000 licensees. The office is located in the Metro building at 4201 Patterson Avenue in Baltimore (21215). The board replaced its internal license processing program with a java based application on a SQL database platform. But the Board’s mobile inspection employees are still using an old Microsoft Access based system which has become unstable and does not synchronize with the current SQL database.

The Board is seeking an individual to alter an Inspection program created by a DHMH OIT programmer. It will be altered to cater to the business needs of the board for use by Field Inspectors at the Board assigned to inspect facilities (pharmacies and wholesale distributors). The software will replace a non-functioning, off-the-shelf SQL-based mobile inspection software application. MD Board of Pharmacy replaced its Microsoft Access-based databases with a SQL- based off-the-shelf software application product called MyLicense Office Suite. The suite is comprised of multiple databases all linked together in an SQL based database structure. Application components in the Suite include: **MyLicense Office** (main license data), **Egov** (online renewals of licenses/permits), **Verification** website (to verify statuses of licensees), **Documentum** (stores & indexes documents uploaded via the MyLicense application), and **E-Mobile Inspection** (intended to provide real time access to permit information and entry of inspection data from the field). The suite was designed to allow: Board licensing staff and license/permit holders to access certain data and enter application data required for the issuance of a new or renewal license/permit; all Board staff to process permit application information and store data related to licensees or permit holders; and Board inspection staff to access licensee/permit holder information, and remotely transmit field inspection information (in real time) to the MyLicense Office Suite.

The E-Mobile inspection component is not functional in meeting the Board’s business requirements and thus was never utilized. Consequently, the field inspectors have been required to use a Microsoft-based software application that inadequately records and reflects updated Board business rules and functions. After entering data into the MS Access-based system during inspections, a MS Access report is then created from the entered inspection data, and then manually scanned into the individual records for each facility in the MyLicense application. The process of manually uploading scanned inspection reports into each record is similar to using a manual “middleware” in that it allows inspection results to be merged with other data within a facility’s file/record.

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| Job Description/s   |   |
|---|---|
| Labor Category/s<br>(From Section 1 Above)  | Duties / Responsibilities                           |
| <i>Software Engineer</i>  | <i>Job duties and responsibilities listed below</i> |
| <p><b>Duties/Responsibilities:</b></p> <p>The selected individual must have the abilities to customize an inspection program, previously created by DHMH OIT, to reflect the Board’s inspection information processes for pharmacies and wholesale distributors. The selected individual will be required to create software that: alters or add features to an existing inspection program (see Appendix B); is securely accessible by Board Inspectors in real-time while in the field using a laptop or tablet web browser ; synchronizes or imports entered inspection data into the Board’s MyLicense SQL- based database. The selected individual will also be required to create a new database(s) and tables (as necessary) for the mobile inspection program; and create inspection templates for each type of inspection using Microsoft InfoPath (The templates should be able to be easily altered or copied by MD Board of Pharmacy IT staff to accommodate changes or new inspection requirements.). The system should have the capability to create reports that Board staff can access on demand (see appendix C). The selected candidate will work closely with the Board’s MIS staff and Database Specialist to transfer technical knowledge of the program and provide end-user training</p> <p><b>Description of System capabilities at end of project:</b></p> <p><b>I. Data Collection using SQL based database</b><br/>Currently use 2 SQL servers to store licensing data. The mobile inspection database will be hosted on one of the two servers.</p> <p><b>II. Comprehensive Inspection Template creation and manageability</b><br/>Creation of inspection templates that reflect the formats of currently used Inspection forms (PDF and Microsoft Word formats). The templates created should allow Board MIS staff the flexibility to modify required inspection information to accommodate new/revised regulations and law changes.</p> <p><b>III. Synchronization of data with Current SQL Back-end Systems</b><br/>The customized software should have the capability to synchronize inspection information from the proposed mobile program’s data or database, to the Board’s back end MyLicense SQL database. Once an inspection is completed by an inspector, the results should be able to be accessed, seen, and printed by any inspector or internal Compliance office user. Data should be synchronous between the Board’s current MyLicense database to the new inspection program, and from the new the new inspection program to the MyLicense database. The current MyLicense software vendor will provide assistance with any questions related to fields and tables. The original programmer for the inspection software, will also be made available to provide information about with any aspect of the earlier programming.</p> <p><b>IV. Can be a Web based Application</b><br/>Currently, Board inspectors have to connect to the MyLicense Office suite network, via vpn, in order to access data. A mobile inspection software accessible through a BOP <u>secure</u> website</p> |   |

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would allow Inspectors to access the software through a browser with a simple internet connection. A web server already in use can be employed to host the application.

**V. Summary and Signature Capture at end of Inspection**

Mobile inspection application should allow inspectors users to type or write extensive comments related to that inspection at the end of the inspection before it is signed-off on by representatives at the facilities. The Inspection report should allow a signature to be captured at the end of the inspection summary. Board inspectors have mobile devices that include tablets or laptops with pens/stylus capable of signing on-screen.

**VI. Inspection Report Printing**

The customized inspection program should allow the retrieval of Inspection reports for printing. All licensed facilities receive printed copies of the inspection report (created from portable printers) at the conclusion of the field inspection.

**VII. Reporting features**

Facilities eligible for inspections should be able to be grouped in regions based on the zip code, county, or the type of facility. The product should contain strong reporting features that can give the MD Board of Pharmacy reports on inspection data. (See Appendix B). The system should provide notifications, reminders, or alerts for scheduled inspection tasks that are automatically displayed to the Inspectors or their management.

**VIII Track Facility Violations**

The selected programmer should be able to add the Board's list of inspection violations into this system, and track the history of violations that occur for a facility. There should be a place to add comments to violations sighted in an inspection, and summarized violation comments at the end of the inspection report when completed.

**IX. Inspection documents**

The program should allow the saved inspection summaries to be uploaded into the system for retrieval. When uploaded, the document should be associated with the permit holder's inspection record.

**X. End User ease of use**

The program should be easy to use by our field inspectors. Mobile inspectors are experienced at inspecting pharmacies and wholesale distributor facilities that conduct business in the state of Maryland. The application should not be difficult to use or disruptive to business during busy periods when the facilities are serving customers. Screen shots, providing instructions for using the program to conduct an inspection are desirable.

**XI. Licensee/Permit holder lookup within the inspection**

Importance of this feature: In Maryland, facilities and individuals hold certain licenses or permits related to the Pharmacy profession. When inspecting a hospital or a facility with multiple-licensed individuals, the ease of having a mobile product that searches licensed individuals, and associates them with the

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facility being inspected is crucial and saves time during the inspection process. The program should be intuitive enough to do real-time data searches (after synchronization) of permit holders and statuses that can be added to the inspection.

**XII. Integrate or synchronize with current back-end system database.**

A method should be provided to synchronize data from the inspection program’s database to our main Licensing SQL database. Our current software vendor can supply data dictionary assistance. Our current backend software also has the ability to import bulk data from external sources.

**XIII. Knowledge Transfer (system maintenance)**

The selected individual will work closely with the Board’s Database Specialist throughout the project to transfer of knowledge and details of the programming steps. The programmer selected should also be able to provide recommended solutions from database maintenance and troubleshooting, **to any SQL database problems related to the program for up to 2 months following implementation and use of the software product.** The programmer chosen should also be able to work with our System Automation vendor (via Board MIS staff) to obtain any relative database information necessary to ensure data from the inspection program will accurately transfer to the Licensing database as well.

**XIV. Up-to-date and current documentation of product.**

MD Board of Pharmacy will require comprehensive, product documentation for IT System administration (**training and instructions for front-end Inspector users desirable**).

**XV. Experience (see appendix A)**

| <b>MD Board of Pharmacy Inspection Features &amp; Programmer Experience</b> |     |    |
|---|-----|----|
| <b>Programmer Experience (see appendix A)</b>                               | Yes | No |
| Visual Studio 2010 or higher (minimum 2 years)                              |     |    |
| Experience SSRS reporting services 2008/2012                                |     |    |
| InfoPath (minimum 2 years)  |     |    |
| SQL Server 2008/2012  |     |    |
| .NET 4.0 or higher (minimum 2 years)  |     |    |
| .NET development  |     |    |
| C#  |     |    |
| Windows Communication Framework (WCF)/Web services                          |     |    |
| Microsoft Sync Framework 2.1 - (minimum 2 years)                            |     |    |
| Requirements Analysis and Database Design (to understand existing system)   |     |    |
| Requested Features  |     |    |
| Inspection summary report can be created in a digital format.               |     |    |
| Inspection summary report can be printed.                                   |     |    |
| Completed Inspections accessible by all desired staff                       |     |    |

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|   |  |  |
|---|--|--|
| Secure Web Based access to Inspection program                                       |  |  |
| Accept written screen signatures  |  |  |
| Can immediately print a completed Inspection  |  |  |
| Manually enter comments about inspection violations                                 |  |  |
| Provide comprehensive System Administration documentation                           |  |  |
| Program capable of attaching documents to an inspection                             |  |  |
| Notifications or alerts of outstanding Inspection items                             |  |  |
| Inspection program able to add licensed pharmacy employees to a facility inspection |  |  |
| Candidate can provide user instructions/help guides with program                    |  |  |
| Candidate can provide portfolio of past successful implementations                  |  |  |
| Facilities will be grouped and assigned to Inspectors by region.                    |  |  |
| Reporting features (see appendix C)   |  |  |
| Can group facilities in desired regions by zip code                                 |  |  |
| Can group facilities in desired regions by county                                   |  |  |
| Can group facilities in desired regions by facility name                            |  |  |
| Can Track facility violations   |  |  |

**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<br>(From Section 1 Above) | Minimum Qualifications   |
|--|--|
| 1. <i>Software Engineer</i>                | <p>At least 2 <b>years' experience</b> in each of the following</p> <ul style="list-style-type: none"> <li>• Visual Studio 2010 or higher</li> <li>• SSRS reporting services 2008/2012</li> <li>• InfoPath</li> <li>• SQL Server 2008/2012</li> <li>• .NET 4.0 or higher</li> <li>• .NET development</li> <li>• C#</li> <li>• Windows Communication Framework (WCF)/Web services</li> <li>• Microsoft Sync Framework 2.1</li> <li>• Requirements Analysis and Database Design (to understand existing system)</li> </ul> |

**Preferred Qualifications**

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

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|                                    |  |
|------------------------------------|--|
| <p>2. <i>Software Engineer</i></p> | <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• <i>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 years of equivalent experience in a related field of Information, programming, or database technology.</i></li> </ul> <p><b>General Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Must have three (3) years of experience as a software engineer. Candidate should have experience completing a project involving building or enhancing a software product individually, or in a team environment.</i></li> </ul> <p><b>Preferred Experience:</b><br/><b>At least 2 years’ experience in SQL, or third/fourth generation languages in the design and implementation of systems. This experience should include the following.</b></p> <ul style="list-style-type: none"> <li>• <b>Visual Studio 2010 or higher</b></li> <li>• <b>SSRS reporting services 2008/2012</b></li> <li>• <b>InfoPath</b></li> <li>• <b>SQL Server 2008/2012</b></li> <li>• <b>.NET 4.0 or higher</b></li> <li>• <b>.NET development</b></li> <li>• <b>C#</b></li> <li>• <b>Windows Communication Framework (WCF)/Web services</b></li> <li>• <b>Microsoft Sync Framework 2.1</b></li> <li>• <b>Requirements Analysis and Database Design (to understand existing system)</b></li> </ul> |
|------------------------------------|--|

**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. Telephone number and email address of reference is needed.
- Copies of educational/training and professional certifications
- Company references

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

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

1.

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2.

**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. **The amount of knowledge with the preferred experiences.**
2. **Education**
3. **Interview**
4. **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.**



## Request for Resume (RFR) CATS+ Master Contract

### ATTACHMENT 1 RFR RESUME FORM RFR # M00B5400254

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: *Software Engineer*

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> |                       |                   |                   |

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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.

|  |  |
|--|--|
| <b>Proposed Individual’s Name/Company:</b> | <b>How does the proposed individual meet each requirement?</b> |
|--|--|

#### LABOR CATEGORY TITLE – Software Engineer

| Requirement  | Candidate Relevant Experience * |
|--|---------------------------------|
| <b>Education:</b> <ul style="list-style-type: none"> <li><i>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 years of equivalent experience in a related field of Information, programming, or database technology.</i></li> </ul>   | <b>Education:</b>               |
| <b>General Experience:</b> <ul style="list-style-type: none"> <li><i>Must have three (3) years of experience as a software engineer. Candidate should have experience completing a project involving building or enhancing a software product individually, or in a team environment.</i></li> </ul>   | <b>General Experience:</b>      |
| <b>Specialized Experience:</b><br><b>At least 2 years’ experience in the following:</b> <ul style="list-style-type: none"> <li><b>Visual Studio 2010 or higher</b></li> <li><b>SSRS reporting services 2008/2012</b></li> <li><b>InfoPath</b></li> <li><b>SQL Server 2008/2012</b></li> <li><b>.NET 4.0 or higher</b></li> <li><b>.NET development</b></li> <li><b>C#</b></li> <li><b>Windows Communication Framework (WCF)/Web services</b></li> <li><b>Microsoft Sync Framework 2.1</b></li> <li><b>Requirements Analysis and Database Design (to understand existing system)</b></li> </ul> | <b>Specialized Experience:</b>  |
| <i>Describe additional professional experience, knowledge, and skills required for this position.</i>  |                                 |

The information provided on this form for this labor category is true and correct to the best of my knowledge:

**Master Contractor Representative:**

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Proposed Individual:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**ATTACHMENT 2**

**PRICE PROPOSAL**

RFR # MOOB5400254

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

|                                    | A                                    | C                   | D                           |
|------------------------------------|--------------------------------------|---------------------|-----------------------------|
| <b>Software Engineer</b>           | Fully Loaded<br>Hourly<br>Labor Rate | Evaluation<br>Hours | Evaluation Price<br>(A x C) |
| (Enter the proposed resource name) | \$                                   | 1000                | \$                          |

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
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.

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## Appendix A

### **Skill Sets and Experience Desired:**

**At least 2 years' experience in the following**

- **Visual Studio 2010 or higher**
- **SSRS reporting services 2008/2012**
- **InfoPath**
- **SQL Server 2008/2012**
- **.NET 4.0 or higher**
- **.NET development**
- **C#**
- **Windows Communication Framework (WCF)/Web services**
- **Microsoft Sync Framework 2.1**
- **Requirements Analysis and Database Design (to understand existing system)**

## Appendix B

The Program to be altered was built using the following technologies:

1. Visual Studio 2010/2012
2. .NET 4.0/4.5
3. C#
4. WCF (Windows Communication Framework)
5. Microsoft Sync Framework
6. ASP.NET
7. AJAX 4.0
8. SQL Server 2008 R2/Express
9. SQL Server Reporting Services
10. Microsoft InfoPath 2010

[Program description: Inspection System will be installed as a standalone client on a laptop or Tablet PC. Inspection Activities will be stored in local database residing on a laptop or Tablet PC. This data will be synchronized with Master Database in the SQL server. The synchronization transport will be over https. Inspection Data can be synchronized automatically when a connection to the SQL server is detected. Or inspectors can manually synchronize with the SQL server to get the schedule and uploading of completed inspections. The inspection forms are developed in Microsoft InfoPath and will be stored as xml/pdf. It will be accessible from Inspection website.]---see screen shot below.

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**MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE**  
 AUTHORITY: Health - General Article 21-211-21-313 and 21-214, Annotated Code of Maryland  
**Food Processing Plant Inspection Report**

Time In: 06/13/2012 11:40:00 AM  
 Time Out: 06/13/2012 11:40:00 AM  
 Purpose of Inspection: Routine inspection

Establishment: CATRUS Bakery INC 158 HARTWOOD RD LA VALE MD 21155  
 License Number: 4-0224  
 License Holder: CATRUS BAKERY INC  
 Telephone: 301-752-8188

**CRITICAL ITEMS**  
 Check appropriate box for V, C, and R. Violation CODE is corrected unless during inspection. R is repeat violation.

| V                                   | C                        | R                        | Code | Description  | Code | R |
|-------------------------------------|--------------------------|--------------------------|------|--|------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1    | Food obtained from approved source   |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2    | Food separated and protected from adulteration, spillage, and contamination  |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3    | Effective hand washing; absence of illness transmissible through food        |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4    | Hand/foot hygiene provided; other required proper control at critical points |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5    | Equipment adequate for proper processing and sanitation                      |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6    | Food packaged and labeled for safety; storage labeling                       |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7    | Protective hot and cold running water provided                               |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8    | Garbage disposed in accordance with applicable state and local codes         |      |   |

**GOOD MANUFACTURING PRACTICES**

| V                                   | C                        | R                        | Code | Description   | Code | R |
|-------------------------------------|--------------------------|--------------------------|------|---|------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9    | Refrigerate foods handled, stored, and transported to prevent deterioration               |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10   | Provide protection of food, food contact surfaces, and food packaging materials           |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11   | Sanitary, accurate, durable, complete, not misleading                                     |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12   | Food in storage protected; storage area   |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13   | Measurement devices provided; used; calibrated  |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14   | Personnel health; disease free; eating/drinking; personal storage                         |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15   | Clean water supply; proper fire protection; no jewelry                                    |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16   | Facilities properly cleaned   |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17   | Used in accordance with OSHA and manufacturer's instructions                              |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18   | Non-product surfaces and equipment properly designed, constructed, stored, and maintained |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19   | Proper wall, area and emission  |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20   | Deforestation and control provided and maintained   |      |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21   | Test strips for sanitizers; provided and used   |      |   |

Inspector: [Signature]  
 Supervisor: Anne Marie Heston  
 Follow-up Date: 07/13/2012 08:00 AM

DHMH Form #4432 Released 2/11

## Appendix C

### Compliance Inspection Reporting: Monthly reports:

- \* Inspections performed for each of the different types of facility categories and inspection types: (E.g.--Community, hospital, Sterile, Distributor, Repository, Openings, Comprehensive care, Investigations-follow ups, waived pharmacies(i.e.: pharmacies with a Pharmacy Waiver permit))
- \*Total opening inspections for the same above categories
- \*Total number of inspections for: relocations, change of ownership, closings and opening for that whole month.
- \*Run a report or some kind of system to alert inspectors that a facility has changed their address and/or hours of operation.

## **Request for Resume (RFR) CATS+ Master Contract**

### **Quarterly reports:**

\*For the entire MD to show which facilities have been inspected and which ones are still pending inspection. Would like the flexibility to have this sorted by each inspector's current territory and as well as a whole.

\*Report of all new opened facilities

\*report on the facilities which are under investigation to alert inspectors not to inspect these facilities; as well as some kind of system "flag" or notification should be built into the program so inspectors will know not to inspect them.

### **Yearly reports:**

\*A report of all facilities in each county as well as by zip code.

\*Want to be able to divide all facilities so that each inspector will have their own territory (an easy that we can come up with the division of territories for the inspectors).