

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	F50B5400042		
Functional Area (Enter One Only)	FA 2- Web and Internet Systems		
Labor Category/s			
<i>A single support staff or support groups of up to five members may be engaged for up to <u>six months without renewal options</u>. An RFR is limited to only labor categories defined in the CATS+ RFP.</i>			
<i>Enter the labor category/s to be provided:</i>			
Analyst, Systems (Senior) (one position)			
Anticipated Start Date	June 2015		
Duration of Assignment	Up to six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE Goal, if applicable	% 0.0		
Issue Date: mm/dd/yyyy	May 4,2015	Due Date: mm/dd/yyyy	May 18, 2015
		Time (EST): 00:00 am/pm	10:00am
Place of Performance:	Department of Information Technology (DoIT), 45 Calvert St. Annapolis, MD 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	This is a new position. In-person interviews are <u>required</u> . There will be <u>no</u> telephone interviews.		
Security Requirements (if applicable):	Selected personnel shall pass background checks and obtain State ID badges		
Special Invoicing Instructions:	Refer to purchase order; issued upon award		
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Department of Information Technology, Procurement Office, 45 Calvert St. Annapolis, MD 21401		
Agency PO Name:	Michael E. Balderson	Phone Number:	410-260-7549
Agency PO Email Address:	Mike.Balderson@maryland.gov	PO Fax:	410-974-5615
Agency PO Mailing Address:	Same as above		

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Section 3 – Scope of Work

Agency / Project Background

The Department of Information Technology (DoIT), Web Systems operates a web shared platform using SharePoint 2010 and WordPress. The platform hosts 70 agency sites and news blogs, and 150 agency content managers including the Department of Budget and Management, the Governor’s Office and coordinating offices, Maryland Emergency Management Administration, the Department of Natural Resources and the Department of Agriculture.

The Senior Systems Analyst will support the maintenance and operations of DoIT Web Systems’ shared platform, in collaboration with the Web Systems staff and contractors, and agency customers. The candidate must work on-site at DoIT ‘s address, during normal business hours (Monday – Friday, 9am – 5pm) with some remote work during non-business hours in support of weekly change management schedule.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Analyst, Systems (Senior)	<p>The Senior Systems Analyst will provide technical strategy and adhere to agency standards in support of the software maintenance and operations of DoIT Web Systems shared platform. Duties include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Collaborate with existing managed services team, Web Systems team, and agency customers to provide technical solutions for advanced software issues and projects. 2. Review work and provide technical leadership to Web Systems programmers and developers. 3. Recommend, plan and apply system updates in accordance with security standards, server platform, and configuration management process. <p>Development of custom web components using Microsoft .NET Framework 3.0+, PHP, XML, JavaScript, JQuery/JSON, SQL Server, MySQL and integrated third party components.</p>

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
Analyst, Systems (Senior)	<ol style="list-style-type: none"> 1. Education: <ol style="list-style-type: none"> a. <u>Bachelor’s Degree</u> from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. 2. General Experience: <ol style="list-style-type: none"> a. <u>At least eight years</u> of experience in information technology systems analysis. 3. Specialized Experience: <ol style="list-style-type: none"> a. <u>At least five years</u> of experience in analysis and design of business applications for large-scale or mid-tier computer systems.

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- b. **At least five years** of experience in multiple data sources, data flow, system interactions and advanced design techniques to develop complex solutions.
- c. **At least five years** of experience in designing solutions for migration, content deployment, and site features and templates in SharePoint Server 2007 or higher.
- d. **At least two years** of experience in WordPress administration tasks including plug-in management, upgrades and security enhancements.
- e. **At least five years** of experience in database administration and programming in either SQL Server or MySQL server, using advanced techniques to resolve complex solutions.
- f. **At least five years** programming experience in ASP.NET (C#), JQuery/JSON, XML, CSS, and JavaScript.
- g. **At least five years** of experience with analysis, design, testing, debugging and troubleshooting tasks in support of an enterprise or web farm solution in mission critical IT environment.
- h. **At least seven years** of experience as systems architect, designing software solutions using third party tools, APIs, web services or custom application development.
- i. Microsoft Certification in SharePoint Server 2007 or 2010.
- j. Microsoft certification in SQL Server.
- k. Microsoft Certified Software Developer, .NET Framework.

Section 4 - Required Submissions

NOTE:

1. Master Contractors may propose only one candidate for the 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 F50B5400042, & 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.
 - I. Proof of
 - i. Microsoft Certification in SharePoint Server 2007 or 2010.
 - ii. Microsoft certification in SQL Server.
 - iii. Microsoft Certified Software Developer, .NET Framework.

Email 2 of 2 with "Financial": Master Contractor Name, RFR number F50B5400042, & 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. Resume showing evidence of all skills listed in Section 3, Scope of Work, Completed in Attachment 1

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2. Three (3) current references as listed in Technical response email.

3. Proof of

- i. Microsoft Certification in SharePoint Server 2007 or 2010.
- ii. Microsoft certification in SQL Server.
- iii. Microsoft Certified Software Developer, .NET Framework.

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. Specific work experience and relevant technical expertise as indicated in Attachment 1 and in the interview

2. Price

3. 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 # F50B5400042

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

Labor Category: Analyst, Systems (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]

<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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**ATTACHMENT 2
PRICE PROPOSAL
RFR # F50B5400042**

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

	A	C	D
Analyst, Systems (Senior)	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.