

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	CATS II- D38B2400006		
Functional Area (Enter One Only)	Functional Area 2		
Labor Category/s			
Labor category #59. A single award for a Major IT Development Project Manager 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 II RFP.			
59.Internet/Intranet Site Developer Senior			
Anticipated start date	12/1/2011		
Duration of assignment	Up to 6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	11/10/2011	Due Date: mm/dd/yyyy	11/29/2011
		Time (EST): 00:00 am/pm	3:00 p.m.
Place of Performance:	Maryland State Board of Elections 151 West Street, Suite 200 Annapolis, MD 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 2 persons using a standardized set of interview questions.		
Security Requirements (if applicable):			
Invoicing Instructions:	Invoices will be submitted		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland State Board of Elections, Voter Registration Division		
Agency POC Name:	Whitney Faust	Agency POC Phone Number:	410-269-2863
Agency POC Email Address:	wfaust@elections.state.md.us	Agency POC Fax:	410-974-2019
Agency POC Mailing Address:	PO Box 6486 Annapolis, MD 21401-0486		
Section 3 – Scope of Work			

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Background	
<p>The purpose of this Request for Resume is to acquire the short term services of an Internet/Intranet Site Developer Senior for a special project for approximately 240 hours. Either full or part-time work to be negotiated after vendor selection.</p> <p>Also, the candidate must:</p> <ol style="list-style-type: none"> 1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. 2. Articulate clear and concise responses to the interview questions. 3. Possess good interpersonal communication skills and proper attire. <p>Brief Technical Description: ASP.NET MVC3 project written in VB.NET (4.0 Framework) with some JQuery. Front-end accesses an Oracle 11g database via Oracle ODP.NET.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>59. Internet/Intranet Site Developer Senior</p>	<p>The selected developer will</p> <ol style="list-style-type: none"> 1. Create Spanish version of web application(s) (we will provide translation, consultant to provide ability to switch from English to Spanish). 2. The website must be in English regardless of browser localization settings unless the user chooses to switch languages. The user can switch languages at any point and not just on the first page of the website. 3. The website should be setup so that additional languages could be easily added at anytime. 4. The language change will have to be reflected on controls, text, titles, documents, etc. 5. The selected developer will also provide training to the in-house web developers on the techniques used to create the translations. 6. If the time permits, developer may be asked to assist in other aspects of the web development, such as finding opportunities for performance and security enhancements. 7. Must be available on-site at the Maryland State Board of Elections at 151 West Street, Suite 200 Annapolis, MD 21401 sometime between December 1, 2011 – January 31, 2012.
Minimum Qualifications	
<p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications</p>	

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specified below.	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
59. Internet/Intranet Site Developer Senior	<p>For minimum requirements, see <u>CATS II Labor Category #59 for Internet/Intranet Site Developer Senior</u>.</p> <p>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:</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. 2. Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration 3. At least three (3) years of experience designing, developing, and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases. 4. Must have three (3) years experience in VB.NET or C# 5. Must have three (3) years experience with ASP.NET. 6. Must have experience in making websites available to users who need a different language.
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “Master Contractor Feedback Form” via the “Master Contractor Login” on the CATS II web site. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!! o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o Any documents listed below as required by the hiring agency 	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Work Experience	
2. Training and Education	

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3. Ability to answer interview questions
4. Price
Basis for Award Recommendation
RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC 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 POC will initiate and deliver a RFR 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 # D38B2400006

Instructions: Insert 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.

Candidate Name:	Labor Category (from Section 1 of the RFR):
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. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[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>			

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ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # D38B2400006

(This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.