

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	CATS II- D38B2400014		
Functional Area (Enter One Only)	Functional Area 7		
Labor Category/s			
Labor category #49.			
49. Computer Security Systems Specialist- 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.			
Anticipated start date	3/15/2012		
Duration of assignment	Up to 6 month contract.		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	02/21/2012	Due Date: mm/dd/yyyy	03/06/2012
		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 3 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 Computer Security Systems Specialist for a special project for that will last approximately 300-400 hours over a period of 4 to 6 months. The majority of the work will be at the beginning of the contract period, prior to the Voting Services Web Application go-live date of July 1, 2012. Additional consultation will be required to assist with selecting a post-production security auditor.</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 of the Projects to Be Assessed: ASP.NET MVC3 project written in VB.NET (4.0 Framework) with some JQuery. Uses both Oracle 11g and SQLite databases, using ADO.Net. Network is a privately hosted cloud, with a separate database server.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
49. Computer Security Systems Specialist	<p>The selected consultant will</p> <ol style="list-style-type: none"> 1. Learn about the special security issues related to the Elections industry and online absentee ballot delivery. 2. Determine the required level of assurance, as specified by the National Institute of Standards and Technology (NIST), in the authentication required for the Voter Services Web Applications. 3. Perform an analysis and risk assessment of the Voter Services Web Applications and specify areas for security improvements, specifically where it has not achieved the required assurance level. This will include performing a review of code already complete as well as advising the developers regarding code in-progress. 4. Perform an analysis of the existing Voter Services network infrastructure and provide concrete ideas for the improvement of security without degrading the ability of the development staff to perform needed tasks. 5. Assist SBE staff in writing an RFP for post-production security audits and penetration testing on the Voter Services Web applications and network. 6. Participate in review of RFP responders to select the best vendor for post-production security audits and penetration testing. 7. While not expected to work on-site, the consultant must be available for face-to-face consultations

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	<p>and meetings both on-site at the Maryland State Board of Elections at 151 West Street, Suite 200 Annapolis, MD 21401 and at the nearby networking hosting site.</p>
<p align="center">Minimum Qualifications</p> <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 specified below.</p>	
<p align="center">Labor Category/s (From Section 1 Above)</p>	<p align="center">Minimum Experience/Knowledge/Skill</p>
<p>49. Computer Security Systems Specialist</p>	<p>For minimum requirements, the <u>CATS II Labor Category #49 for Computer Security Systems Specialist</u> specifies the following:</p> <p>Education: 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 four (4) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.</p> <p>General Experience: This position requires a minimum of six (6) years of experience in analysis and definition of security requirements.</p> <p>Specialized Experience: At least four (4) years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.</p> <p>PREFERRED CANDIDATES WILL ADDITIONALLY MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 1. Have at least three (3) years experience of specialized experience in defining computer security requirements for Web applications. 2. Be able to perform a code review on an application which uses ASP.NET with VB.Net and JQuery, in the MVC framework. (6 months experience) 3. Be able to perform a code review on a Web application which uses ADO.Net to connect to Oracle 11g. (6 months experience) 4. Be able to perform a network security review of a hosted, cloud-based application. (6 months experience) 5. Have experience developing Requests for Proposals (RFPs) and reviewing responders. (6 months experience)

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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
3. Ability to answer interview questions
4. Price
Basis for Award Recommendation
<p>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.</p>

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ATTACHMENT 1 – RFR RESUME FORM

RFR # D38B2400014

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 # D38B2400014

(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.	\$	300*	\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

*Pricing is for evaluation purposes only, it is just an estimate.

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.