

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	DEXB2400018		
Functional Area (Enter One Only)	Functional Area 2 - Web and Internet Systems		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. 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.			
1. Advanced Technology Application Developer			
Anticipated start date	1/30/2012		
Duration of assignment	Up to Six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%
Issue Date: <small>mm/dd/yyyy</small>	12/19/2011	Due Date: <small>mm/dd/yyyy</small>	1/13/2012
		Time (EST): <small>00:00 am/pm</small>	3:00 pm
Place of Performance:	Work under this RFR may be performed off-site. Regular meetings, whether online or in-person at GOCCP, may be necessary to define and satisfy the requirements of this project.		
Special Instructions: (e.g. interview information, attachments, etc.)	GOCCP reserves the right to conduct interviews using a standardized set of interview questions.		
Security Requirements (if applicable):	Pass background and reference checks.		
Invoicing Instructions:	Invoices will be submitted at the end of each month for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Governor's Office of Crime Control & Prevention, Juvenile Justice Division		
Agency POC Name:	Shane Houghton	Agency POC Phone Number:	410-821-2828
Agency POC Email Address:	SHoughton@goccp.state.md.us	Agency POC Fax:	410-321-3116
Agency POC Mailing Address:	300 E. Joppa Road, Suite 1105 Towson, MD 21286		

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Section 3 – Scope of Work	
Background	
<p>The Governor’s Office of Crime Control & Prevention (GOCCP) has assumed a progressive stance in the collection, validation and reporting of juvenile justice compliance monitoring data as required under the Juvenile Justice and Delinquency Prevention Act (JJDP). The state established its first online Compliance Monitoring Data Collection System in 2010 to satisfy the Office of Juvenile Justice and Delinquency Preventions (OJJDP) ongoing demands for data collection. This system contains data on every juvenile offender held (securely or non-securely) in an adult jail, adult lockup, or juvenile correctional or detention facility throughout the State and is essential in determining compliance with the first three core protections of the JJDP.</p> <p>To efficiently address the increase in reporting requirements for juvenile justice compliance monitoring data, GOCCP seeks to enhance and transition its current Compliance Monitoring Universe (CMU), a Microsoft Access database which contains detailed data on all juvenile justice compliance monitoring facilities monitored throughout the State, to a web based system which will interface with its existing web-based compliance monitoring data collection system. The data collection system consists of 8 custom data collection forms designed and coded using the following technologies: HTML, CSS, PHP, Javascript, MySQL</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of One (1) Advanced Technology Application Developer to enhance and integrate the two existing systems.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Advanced Technology Application Developer</p>	<p>Compliance Monitoring Universe Transition the Compliance Monitoring Universe, a contacts and organizations management system developed in Microsoft Access, to a web based system</p> <p>Online Data Collection System Enhance existing data collection forms by incorporating data validation and business logic.</p> <p>Provide a framework/interface to search, analyze, and export collected data.</p> <p>Design and develop an interface that will allow the user to manage the system scope without programming intervention.</p> <p>Create new data collection forms and reports as business needs dictate.</p> <p>Interface the Online Data Collection System with the Compliance Monitoring Universe.</p> <p><i>Sample data collection forms available upon request.</i></p>

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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 specified below.</p>	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Advanced Technology Application Developer	<p>For minimum requirements, see CATS II Labor Category #17 for Advanced Technology Application Designer.</p> <p>Preferred candidates will meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum three (3) years of web application development experience using standard development languages, technologies, and development methods including: PHP, HTML, XML, CSS, JavaScript • Minimum three (3) years database development/programming experience using MySQL (or similar) relational database management system
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. Technical Expertise with above requirements and qualifications.	
2. Work Experience	
3. 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 # DEXB2400018

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>			

**Request for Resume (RFR)
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ATTACHMENT 2A**

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # DEXB2400018
(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.	\$	1040	\$
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.