

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B0400012		
Functional Area (Enter One Only)	Functional Area 17 - Documentation/Technical Writing		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Technical Writer			
Anticipated start date	May 17, 2010		
Duration of assignment	Six months from Notice to Proceed		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	May 4, 2010	Due Date: mm/dd/yyyy	May 10, 2010
		Time (EST): 00:00 am/pm	2:00PM
Place of Performance:	300 West Preston Street, Baltimore MD		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Virtual applicants will be considered. Susceptible candidates must be available to interview on May 12th, 13th, or 14th. Interviews may be conducted via telephone. Master contractors should pre-screen candidates.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain State ID Badges.		
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:	Department of Budget and Management, Central Collection Unit		
Agency POC Name:	Mike Balderson	Agency POC Phone Number:	(410) 260-7549
Agency POC Email Address:	mike.balderson@doit.state.md.us	Agency POC Fax:	(410) 974-5615

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Agency POC Mailing Address:	45 Calvert Street Annapolis, MD
Section 3 – Scope of Work	
Background	
Reporting to the project manager, the technical writer is responsible for writing and editing technical software engineering documentation for the project. The selected candidate must have excellent research skills, strong organizational skills, and be proficient in the translation of technical terms into language that can be easily comprehended by non-technical individuals.	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Technical Writer	<ol style="list-style-type: none"> 1. The TO Contractor Technical Writer's working hours shall be consistent with those of the DBM staff that they support. Regular DBM business hours are Monday through Friday, 8 AM to 5 PM, Eastern Standard Time. It is expected that when needed, the Technical Writer will work evenings, nights, weekends, holidays, and other non-standard work hours to complete the tasks outlined in this RFR. Services requiring non-standard work hours may include but are not limited to: issue resolution and research, work required to meet established deliverable due dates, and other activities that must occur outside regular DBM business hours to meet the needs of this RFR. 2. Turn drafts into smooth, tight writing that eliminates verbosity and ambiguity and results in easier reading and better understanding. 3. Edit written material for clarity, flow, proper English and unobtrusive grammar. 4. Take hand-drawn illustrations (e.g. workflow diagrams), re-draw them to MS Visio, and embed them into Microsoft Word documents. 5. Scan documents, add meta tags, and store in the Microsoft Sharepoint project repository. 6. Interview team members, research topics and incorporate findings into documents. 7. Other duties as assigned by the project manager.

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Technical Writer	<p>For minimum requirements, see CATS II Labor Category for Technical Writer / Editor. Preferred candidates will meet the following criteria:</p> <ol style="list-style-type: none"> 1. Bachelors degree in English, technical writing, Computer Science or equivalent experience in a technical field. 2. Ten (10) years technical writing experience in technical environments, developing technical documentation such as requirements specification, design documents, and production support documents. 3. Exemplary grammar and proofreading skills. 4. Excellent verbal and written communication skills. 5. Experience writing RFP's and technical requirements for the State of Maryland technical support services. 6. Familiarity with Strunk and White.
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "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 position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) 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 Documents listed below as required by the hiring agency 	
<p>1. For Technical Writers – Two writing samples demonstrating the candidate's writing skills. Each sample should be no longer than five (5) double-spaced pages in length along with a reference for the samples. Please do not provide user manuals or training documentation as writing samples.</p>	

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Specific work experience and relevant technical expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).
2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing sample.
3. Required submission (see Section 4).
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 # F50B0400012

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR): Technical Writer / Editor
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 Required 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 2 - RFR PRICE PROPOSAL

RFR # F50B0400012

(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. Technical Writer	\$	1000 *	\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

***for evaluation purpose only**

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.