

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	F50B3400026		
<b>Functional Area (Enter One Only)</b>	7 –Information System Security		
<b>Labor Category</b>			
A single support resource may be engaged for a period not to exceed six months, without renewal options.			
Labor Category #48: Senior Computer Security Systems Specialist			
<b>Anticipated start date</b>	Early December 2012		
<b>Duration of assignment</b>	Up to 6 months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	%0		
<b>Issue Date:</b> mm/dd/yyyy	11/08/2012	<b>Due Date:</b> mm/dd/yyyy	11/28/2012
		<b>Time (EST):</b> 00:00 am/pm	9:00 am
<b>Place of Performance:</b>	45 Calvert Street, Annapolis, MD		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> <li>1. New position, no incumbent</li> <li>2. Candidate <b>must meet all minimum requirements</b> in their labor category to be considered</li> </ol>		
<b>Security Requirements (if applicable):</b>			
<b>Invoicing Instructions:</b>	Time and Materials Contract; invoice submitted monthly (based on approved weekly timesheet) to Contract Manager		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Information Technology, Operations		
<b>Agency POC Name:</b>	Michael Balderson	<b>Agency POC Phone Number:</b>	410-260-7549
<b>Agency POC Email Address:</b>	Mike.Balderson@maryland.gov	<b>Agency POC Fax:</b>	(443) 926-9742
<b>Agency POC Mailing Address:</b>	45 Calvert Street, Room 444A, Annapolis, MD, 21401		

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<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<p>The Maryland Department of Information Technology (DoIT) publishes Information Technology (IT) security policies that Executive Departments and Independent State agencies must comply with in order to protect the confidentiality, integrity and availability of state owned information. DoIT wishes to measure the current compliance efforts of these agencies and the effectiveness of their overall security programs.</p> <p>The objective of this RFR is to obtain one person from a TO Contractor that will function as an independent and objective body that reviews and evaluates information technology (IT) security policy compliance efforts of State agencies. The position ensures that agency management has implemented a security program that supports the State Information Security Policy and any other state or federal regulatory guidelines that may apply.</p> <p>This person will support DoIT Security Compliance Committee by developing, implementing, and managing a statewide IT compliance program to assist agencies in meeting selected minimum security requirements and easily reporting results of agency compliance efforts.</p>	
<b>Job Description/s</b>	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p>Labor Category #48: Senior Computer Security Systems Specialist</p>	<p>Develops, initiates, maintains, and revises policies and procedures for the general operation of a Compliance Program and its related activities and manages day-to-day operation of the Program.</p> <p>Monitors the performance of the Compliance Program and reviews activities on a continuing basis, taking appropriate steps to improve its effectiveness.</p> <p>Establish cooperative relationships with agencies to monitor agency compliance with State security policies, standards and guidelines.</p> <p>Develop, maintain, and perform an annual audit plan to review and test existing agency information technology security programs for compliance with State information security policies.</p> <p>Compose and issue reports to the agency on the results of these reviews identifying all exceptions or violations with IT security policy and regulations.</p>

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	<p>Provide guidance or assistance to the agency to resolve the reported exceptions and violations in order to achieve compliance with State policies.</p> <p>Recommend improvements or oversee the development of controls necessary to monitor agency compliance.</p> <p>Provide the Security Compliance Committee with periodic status reports and updates regarding the Program's performance and results, statewide agency compliance efforts and recommended changes to State Information Security Policy.</p> <p>Develop, monitor, and review reporting compliance requirements.</p> <p>The State will furnish an appropriate work space, hardware, and software to perform this task.</p> <p>Desirable qualifications include experience and/or familiarity with all or most of the following:</p> <ul style="list-style-type: none"><li>• Microsoft Office Professional Suite</li><li>• Google Mail</li><li>• Excellent communication and customer service skills</li></ul>
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<b>Minimum Qualifications</b>	
For resource minimum qualifications, see the labor category description in the CATS II RFP for the RFR labor category in question. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Minimum Experience/Knowledge/Skill</b>
#48: Senior Computer Security Systems Specialist	<p><b>Education:</b> 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. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.</p> <ul style="list-style-type: none"> <li>○ This position requires a minimum of eight (8) years of experience in analysis and definition of security requirements.</li> <li>○ At least five (5) 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.</li> <li>○ Current certification in one of the following: <ul style="list-style-type: none"> <li>● Certified Information Systems Auditor (CISA)</li> <li>● Certified Information Systems Security Professional (CISSP)</li> <li>● Certified Internal Auditor (CIA).</li> </ul> </li> <li>○ Minimum <u>two</u> (2) years of experience developing and deploying IT policies and procedures.</li> <li>○ Minimum <u>one</u> (1) year experience with the following IT Security guidance: <ul style="list-style-type: none"> <li>● COBIT information technology governance and control framework published by ISACA (Information Systems Audit and Control Association).</li> <li>● FISMA requirements and NIST 800 series special publications, in particular; SP 800-30 rev.1, SP 800-53 rev.3 &amp; 4, SP 800-53A rev.1 and SP 800-55 rev.1</li> <li>● Center for Strategic &amp; International Studies (CSIS) Consensus Audit Guidelines for Critical Security Controls.</li> </ul> </li> </ul>

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**Section 4 - Required Submissions**

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NOTE:

- o Master Contractors may propose only one candidate for the position requested.
- o - 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 II web site.

- o - 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 with “Technical: RFR Number, Master Contractor Name, & Candidate Name” in the subject line**

- o Resume for the labor category described in the RFR (Attachment 1)
- o Three recent reference contact names, telephone numbers and email addresses for use in verifying the experience provided in response to Minimum Qualifications.

**Email 2 with “Financial: RFR Number, Master Contractor Name, & Candidate Name” in the subject line**

- o Price Proposal (Attachment 2)
- o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- o Living Wage Affidavit (Attachment I in the CATS II RFP)

**Section 5 – Evaluation Criteria –**

**(Provide a list of evaluation criteria in descending order of importance)**

1. Meets or exceeds Minimum Qualifications.
2. Experience with IT policy compliance efforts in a similar support environment, as verified by the references.
3. Response to 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 # F50B3400026

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): Labor Category #48: Senior Computer Security Systems Specialist
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 2**

**RFR PRICE PROPOSAL – ONE POSITION**

RFR # F50B3400026

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

<b>Job Title</b>	<b>Proposed CATS II Labor Category</b>	<b>Candidate Name</b>	<b>Hourly Labor Rate</b>	<b>Total Hours / Resources (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
Senior Computer Security Systems Specialist	Labor Category #48: Senior Computer Security Systems Specialist		\$	1,000*	\$
<b>Total Evaluated RFR Price (Sum of Labor Category Prices):</b>					\$

\*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

\_\_\_\_\_  
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 is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive 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.