Request for Resume (RFR)
CATS II Master Contract

Section 1 –General Information	
RFR Number: (Reference BPO Number)	F50B3400033
Functional Area (Enter One Only)	10 – IT Management Consulting Services
Position Title	
Position Title: Labor Category 10, Applications Programmer: SQL Server Developer Two potential awards	
Anticipated start date	January 2013
Duration of assignment	Up to 6 months
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No

MBE goal, if applicable		%zero

Issue Date:	November 28, 2012	**Due Date:** mm/dd/yyyy	December 19, 2012
		Time (EST): 00:00 am/pm	10:00 AM

Place of Performance:	301 West Preston Street, Baltimore, MD 21201
Special Instructions: (e.g. interview information, attachments, etc.)	1. An in-person interview will be required. 2. Contractors may submit up to two (2) resumes, one for each potential position. 3. The award may be up to (2) resources. 4. New positions, no incumbents 5. Candidates **must meet all minimum requirements** to be considered 6. Please note that the Master Contractor awarded this TO Agreement may NOT submit proposal(s) in response to any subsequent Statewide Personnel System solicitation(s) for the direct implementation of the planned HR system**.**
Security Requirements (if applicable):	
Invoicing Instructions:	Time and Material Contract, invoice monthly (weekly time sheet to Program Manager)
Section 2 – Agency Point of Contact (POC) Information	

Agency / Division Name:	Department of Information Technology for the Department of Budget and Management		
Agency POC Name:	Mike Balderson	**Agency POC Phone Number:**	(410) 260-7549
Agency POC Email Address:	mike.balderson@maryland.gov	**Agency POC Fax:**	(443) 926-9742
Agency POC Mailing Address:	45 Calvert Street, Annapolis, MD 21401		

Section 3 – Scope of Work

Background

The Department of Budget and Management (DBM), in a joint effort with the Department of Information Technology (DoIT) launched the Statewide Personnel System (SPS) Project in November 2007 to replace the Personnel, Benefits and Time Keeping (LAS, TESS, MDTIME) systems. The SPS team is championing the Data Consolidation effort to make data available to the potential Offeror in a timely manner for data conversion.

The SPS Data Consolidation project aims to :

- Create a single, unified SQL Server based staging repository of State personnel information to provide for the SPS project.

- All State data should be accessible and available in a central repository at one place, in one system. All personnel assigned to analyze, cleanse and provide Sate data sets for the SPS solution should be able to access the Staging database.

- Provide a Unified single repository for historical Information

The Department of Budget and Management (DBM) in Baltimore is seeking a Sql Server developer to take on key role in the SPS Data Consolidation Project.

Given the sensitivity of data associated with this project, the TO Contractor personnel assigned to this project must comply with the requirements of CATS II RFP Section 2.4.3.2 and sign a non-disclosure affidavit as provided as Attachment 7 and Attachment 8.

Please note that the Master Contractor awarded this TO Agreement may NOT submit proposal(s) in response to any subsequent Statewide Personnel System solicitation(s) for the direct implementation of the planned HR system.

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
SQL Server Developer (up to two candidates)	The successful candidate will act as a key resource in designing, configuring, developing, testing and performing Data Consolidation activities using Sql Server; utilizing extensive knowledge of Sql Server to design, develop data consolidation technical requirements.
	This position requires the ability to recommend and influence best practice solutions for data consolidation. This position will perform duties as assigned by the Project Manager that will generally include, but are not limited to the following: - Facilitate requirements gathering and documentation efforts; - Refine any requirements to include: prioritization, elimination and consolidation;

	- Document Validation test Cases and scripts; - Identify, document and escalate risks and issues; - Adhere to project protocols and guidelines, reporting to the project manager; - Develop, test, and maintain complex SSIS/DTS packages; - Deliver code on time in a dynamic, fast-paced environment - Follow a pre-defined SDLC process; - Write complex stored procedures for applications and back end processes; - Ability to prioritize tasks and multi-task; - Ability to communicate and enforce stored procedure coding standards; - Ability to work independently with minimal supervision. **The ideal candidate for this position:** excellent written and verbal communication skills; ability to foster and maintain strong relationships with peers and leaders; ability to multi-task and prioritize duties to achieve most critical business needs first; and must be detail oriented, as well as being able to see big picture. Must have working knowledge of Visio, MS Project, Word and Excel.

Minimum Qualifications	

Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
SQL Server Developer **(up to two candidates)**	**Minimum Qualifications:** **Education:** 1. Preference for a Bachelor's or Master's Degree in Computer Science, Information Systems, or other related field or equivalent work experience. **General Experience:** 2. At least five (5) years of IT and business/industry work experience. **Specialized Experience:** 3. Minimum of seven (7) years of Sql Server development experience, including at least 3 yrs of Sql Server 2005/2008 experience. 4. At least one (1) years of public sector project experience. 5. Minimum of one (1) years of Sql Server 2005/2008 Data Base Administration (DBA). 6. 5+ years work experience with Transact - SQL 7. 3+ years work experience with Sql Server Integration Services (SSIS), and Sql Server Reporting Services (SSRS) 8. 2+ years of Data Mining, OLAP and Sql Server Analytical Services (SSAS). 9. 3+ years of Data Warehouse experience in Sql Server 2005/2008 10. 2+ years of data conversion experience for ERP (PeopleSoft, SAP, Oracle EBS) projects.

Section 4 - Required Submissions

NOTE:
- Master Contractors may propose only one candidate for each position requested.
- - 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.
- - 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, and in the subject line**
  - o Resume for the labor category described in the RFR (Attachment 1)
  - o Attachment 1A
  - o Three (3) current references that can be contacted for performance verification of the submitted candidate(s) work experience and skills. Telephone number and email address of reference is needed.

- **Email 2 with "Financial": RFR number, Master Contractor Name, & candidate name, and 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)

- personnel's qualifications and experience performing the duties as specified in Section 2

- understanding of the work to be accomplished
- If requested, acceptable requirements writing sample/documentation

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.**

Request for Resume (RFR)
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ATTACHMENT 1 – RFR RESUME FORM
RFR # **F50B3400033**
Labor Category 11, Applications Development Expert: Senior SQL Server Developer/DBA

Instructions: Insert resumes 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):
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)   *Description of Work…*
(Title / Role)
(Period of Employment / Work)
(Location)
(Contact Person (Optional if current employer))

(Organization)   *Description of Work…*
(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

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ATTACHMENT 1A
LABOR CATEGORY PERSONNEL RESUME MATRIX

RFR # F50B340033

Minimum Requirements	Candidate Relevant Experience. How does the proposed individual meet each requirement?
Master Contractor:	**Proposed Candidate's Name:**
Education: Preference for a Bachelor's or Master's Degree in Computer Science, Information Systems, or other related field or equivalent work experience.	
Minimum Required Experience: At least five (5) years of IT and business/industry work experience.	
Minimum Required Experience: Minimum of seven (7) years of Sql Server development and administration experience, including at least 3 yrs of Sql Server 2005/2008 experience.	
Minimum Required Experience: At least one (1) year of public sector project experience.	
Minimum Required Experience: Minimum of one (1) years of Sql Server 2005/2008 Data Base Administration (DBA).	
Minimum Required Experience: 5+ years work experience with Transact - SQL	
Minimum Required Experience: 3+ years work experience with Sql Server Integration Services (SSIS), and Sql Server Reporting Services (SSRS)	
Minimum Required Experience: 2+ years of Data Mining, OLAP and Sql Server Analytical Services (SSAS).	
Minimum Required Experience: 3+ years of Data Warehouse experience in Sql Server 2005/2008	
Minimum Required Experience: 2+ years of data conversion experience for ERP (PeopleSoft, SAP, Oracle EBS) projects.	

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The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor:

_____   _____
Signature   Date

Proposed Individual:

_____   _____
Signature   Date

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MUST SUBMIT WITH RFR TECHNICAL RESPONSE

ATTACHMENT 2

RFR PRICE PROPOSAL - Labor Category 11, Applications Development Expert: Senior SQL Server Developer/DBA
RFR # F50B3400033

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

	Hourly Labor Rate	Hours	(Labor Rate x Hours)
#1 $		1,040*	$
#2 $		1,040*	$
		Total RFR Price	$

*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.