

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J00B0400008		
Functional Area (Enter One Only)	FA 9 - IT and Telecommunications Financial and Auditing Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
Computer Security Systems Specialist			
Anticipated start date	February 3, 2010		
Duration of assignment	Not To Exceed 6 months		
Contract Type	Time and Material		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable			%
Issue Date: mm/dd/yyyy	January 7, 2010	Due Date: mm/dd/yyyy	January 19, 2010
		Time (EST): 00:00 am/pm	3:00 PM
Questions	Must be submitted no later than January 13, 2010, 12:00-Noon		
Place of Performance:	Maryland Motor Vehicle Administration 6601 Ritchie Highway Glen Burnie, MD 21015		
Special Instructions: (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. Interviews will be conducted by a panel of three persons using a standardized set of interview questions. 2. List of internal and external entities that will need to be verified and updated – Security Contacts 3. List of systems that will need to be verified and updated – Total Systems 		
Security Requirements (if applicable):	Pass reference checks and obtain State ID Badge		
Invoicing Instructions:	Invoices will be submitted monthly for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		

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Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Motor Vehicle Administration		
Agency POC Name:	Patrick Strauch	Agency POC Phone Number:	410-424-3739
Agency POC Email Address:	pstrauch@mdot.state.md.us	Agency POC Fax:	410-768-7159
Agency POC Mailing Address:	6601 Ritchie Hwy., Glen Burnie, MD 21062		
Section 3 – Scope of Work			
Background			
<p>The MVA is a modal administration of the Maryland Department of Transportation (MDOT), and is responsible for the issuance of Motor Vehicle titles, tags, identification cards and licenses. The database of record for all MVA systems is the Mainframe, DB2 databases on an IBM Z/OS 2086-A04 mainframe.</p> <p>Several internal systems, as well as external systems, agencies and entities access the data stored on the mainframe. As part of an ongoing effort to ensure and enhance the security of the data, the MVA would like to obtain the services of a subject matter expert to document existing interfaces and recommend enhanced security audit capabilities for all systems and entities accessing the Mainframe.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities		
1.	<ul style="list-style-type: none"> • Develop and maintain a Project Management Plan • Obtain a list/matrix of interfaces and a list of interface controls to ensure that significant interface control between the Mainframe and other networks/computers/entities is appropriate. (i.e. is transferred data authorized, complete and accurate?). • Develop Interface Control Document for each interface deemed critical, including data item definitions and data flow. • Document how the users assure business transactions transferred are authorized before being transferred. • Document reconciliation procedures and use of other tools between the application and other systems to help ensure completeness and accuracy. 		

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	<ul style="list-style-type: none"> • Evaluate effectiveness of interface controls. • Obtain information on process for assigning access rights. • Obtain list of users and access rights. Evaluate reasonableness of rights. • Provide weekly status report • Progress reports will be requested on an as needed basis and submitted to the Manager, Project Development Office • Final reports in Microsoft Word format to be submitted electronically as well as one paper copy to the Manager, Project Development Office
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Computer Security Systems Specialist	<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 Multilevel Security problems.</p>
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 One Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o SBR Affidavit o Documents listed below as required by the hiring agency 	
1.N/A	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Work Experience	
2. Training and Education	
3. Price	

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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.**

Section 6 – Required Deliverables

- Develop and maintain a Project Management Plan
- Obtain a list/matrix of interfaces and a list of interface controls to ensure that significant interface control between the Mainframe and other networks/computers/entities is appropriate. (i.e. is transferred data authorized, complete and accurate?).
- Develop Interface Control Document for each interface deemed critical, including data item definitions and data flow.
- Document how the users assure business transactions transferred are authorized before being transferred.
- Document reconciliation procedures and use of other tools between the application and other systems to help ensure completeness and accuracy.
- Evaluate effectiveness of interface controls.
- Obtain information on process for assigning access rights.
- Obtain list of users and access rights. Evaluate reasonableness of rights.
- Provide weekly status report
- Progress reports will be requested on an as needed basis and submitted to the Manager, Project Development Office
- Final reports in Microsoft Word format to be submitted electronically as well as one paper copy to the Manager, Project Development Office

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ATTACHMENT 1 – RFR RESUME FORM

RFR # J00B0400008

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):
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>			

(This form is to be filled out by Master Contractors)
ATTACHMENT 2

RFR PRICE PROPOSAL

RFR # J00B9200008

Proposed Labor Category	Hourly Labor Rate	Estimated Total Hours (Up to 6 Months)	Labor Category Price (Labor Rate x Hours)
1.	\$	1000	\$
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.