Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information	
RFR Number: **(Reference BPO Number)**	J02P1400172
Functional Area **(Enter One Only)**	FA I – Enterprise Service Provider (ESP)
Position Title/s or Service Type/s **(Short term staff or PMP)**	
1. Applications Programmer **(Each Master Contractor can only submit one candidate for the RFR)**	
Anticipated start date	Two weeks after award
Duration of assignment	4 months
Designated Small Business Reserve?(SBR): **(Enter "Yes" or "No")**	No
MBE goal, if applicable	% N/A

Issue Date: mm/dd/yyyy	November 8, 2010	**Due Date:** mm/dd/yyyy	November 15, 2010
		Time (EST): 00:00 am/pm	6:00pm
Place of Performance:	Maryland State Highway Administration (SHA) 707 North Calvert Street Baltimore, MD 21202		
Special Instructions: (e.g. interview information, attachments, etc.)	· Interviews will be held at the place of performance, SHA Headquarters, at the address listed above · Parking will NOT be provided for the interviews or during the duration of the assignment		
Security Requirements (if applicable):	Visitors must obtain a visitor badge upon entering the SHA Headquarters building		
Invoicing Instructions:	· Send all invoices to sha-oit-invoices@sha.state.md.us · Invoices are due by the 15th of each month during the duration of assignment · Invoices must contain the RFR number and Agency POC information listed below		

Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland SHA/ The Administrator's Office (TAO)		
Agency POC Name:	Shereen Batarseh	**Agency POC Phone Number:**	410-545-0409
Agency POC Email Address:	sbatarseh@sha.state.md.us	**Agency POC Fax:**	410-209-5006

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Agency POC Mailing Address:	Maryland State Highway Administration (SHA) 707 North Calvert Street Room 400 Baltimore, MD 21202

Section 3 – Scope of Work

Background

SHA/TAO has implemented QlikView, a Business Intelligence (BI) product manufactured by QlikTech (www.qlikview.com), for one division within SHA. We are now looking to expand QlikView to other divisions and departments as well. These projects are small in scope and a seasoned QlikView developer is needed to create the necessary dashboards.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
1. Applications Programmer	· Create QlikView dashboards that connect to external databases (Oracle, Microsoft Access, etc.), MS Excel worksheets and any other data source · Meet with end users to gather the functional requirements and customize QlikView dashboards to meet their needs · Provide recommendations to SHA/TAO with regards to improving the existing QlikView product after implementations are completed · Provide necessary documentation, functional and transitional, so that the SHA Office of Information Technology (OIT) is able to maintain the QlikView system after the duration of assignment
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. Applications Programmer	For minimum requirements, see CATS II Labor Category for Applications Programmer. Preferred candidates will meet the attached criteria: · Minimum 5 years experience developing QlikView dashboards · Must have experience with SQL, .NET, VB, and ASP programming languages

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Section 4 - Required Submissions
NOTE:
- 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:
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**
1. Demo or screen shots of previously developed QlikView dashboards, if available

Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)
1. Price
2. Experience of proposed personnel
3. Demo or screen shots of previously developed QlikView dashboards

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 # **J02P1400172**

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:	**Applications Programmer**

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] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person (Optional if current employer)]**	*Description of Work...*
[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person]**	*Description of Work...*

<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 2A
RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # J02P1400172

(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. Applications Programmer	$	1000	$
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.