

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	MOOB1400515		
Functional Area (Enter One Only)	10 – IT Management and Consulting Services		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
1. Systems Analyst – Health Care Reform Exchange			
Anticipated start date	May 1, 2011		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	4/11/11	Due Date: mm/dd/yyyy	4/19/11
		Time (EST): 00:00 am/pm	5:00 PM
Place of Performance:	MD Department of Health and Mental Hygiene 201 W. Preston St., Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 4-5 persons using a standardized set of interview questions.		
Security Requirements (if applicable):	Selected individual must pass background checks and obtain State ID badges		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet 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:	Maryland Department of Health and Mental Hygiene, Department of Information Technology		
Agency POC Name:	Saleem Sayani	Agency POC Phone Number:	410-767-2234
Agency POC Email Address:	ssayani@dhmh.state.md.us	Agency POC Fax:	
Agency POC Mailing Address:	201 W. Preston St., Room 415, Baltimore, MD 21201		

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Section 3 – Scope of Work	
Background	
<p>The Patient Protection and Affordable Care Act of 2010 (ACA) – the national health care reform law – provides Maryland with the opportunity to dramatically improve health care for MD across a number of areas: insurance & coverage, health care delivery, quality and control, and information systems. One major area of focus both under ACA and for DHMH, is to avail the reform opportunity around Maryland’s Medicaid program. To this end, policy, operations and key information systems are a top focus. There are three immediate priorities in implementing key information systems to support ACA implementation around Medicaid for MD: developing an eligibility and enrollment interface, migrating an existing health system of record (case management), and establishing the marketplace for individuals and small businesses to select care options. As a recipient of a federal innovator grant, Maryland will provide updates on its progress in defining and implementing key information systems strategies across these three areas to the US Department of Health and Human Services as well as other states on an ongoing basis. Maryland expects to be a leader in implementing health care reform and the Systems Analyst will play a critical role in ensuring MD’s success.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Systems Analyst	<p>The Systems Analyst role provides a unique opportunity for the selected candidate to influence the technology decisions for ensuring timely deployment of the Health Care Reform Exchange. Immediately, the individual would provide a systems view for DHMH on the underlying new eligibility enrollment system for Maryland and begin working on the systems analysis for interfacing with the CARES System (legacy system), MMIS (Medicaid Management Information System) and the new Health System of Record / Case Management DB. The role involves evaluating all DHMH requirements, considering solutions proposed by COTS vendors and identifying the best fit for DHMH requirements. The individual will also be responsible for ensuring proper interaction between various systems in a large, complex, multi-technology collaborative service oriented environment. This position promises to be an exciting and rewarding opportunity by being at the forefront of activities related to Health Care Reform in the United States.</p> <p>It is expected that the individual has experience in architecting large scale enterprise systems</p>

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	<p>implementation and understands the key technical aspects of the software development and deployment process.</p> <p>Architect DHMH's solution deployments</p> <ul style="list-style-type: none">• Lead the research, design and architecture of the deployed solution• Design and deliver key system blue print maps of all three focus areas: Eligibility and Enrollment systems, health System of Record / Case Mgmt, and Exchange system(s).• Facilitate design solutions that provide framework, interfaces and services that can be extended• Work with Project Manager, development and deployment teams in developing solutions that meet performance, scalability, and reliability goals.• Review test plans and test scripts.• Participate in all aspects of solution development, including gathering of requirements and communicating design via Use Cases and UML diagrams.• Flexibility and willingness to take other responsibilities and assignments as required.• Could work as a member of a virtual development team where members of the team may be physically located in different parts of the country. <p>Other Responsibilities</p> <ul style="list-style-type: none">• Participate actively in the preparation of contracts, RFP's and future grant applications to ensure that technical requirements are properly specified• Ensure a smooth handoff of artifacts/deliverables and knowledge transfer to as part of project close-out.• Identify changes in policies that may affect deployment activities• Identify changes in technologies that may affect successful deployment of the solution
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Minimum Qualifications	
For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Systems Analyst	<ul style="list-style-type: none"> • Education: Bachelor’s Degree Required. Computer Sciences / Information Technology related Management / Science / Engineering major preferred • Work Experience: 10+ years experience in requirements analysis, design, deployment and systems testing of scalable, distributed, fault-tolerant applications in Windows / Linux / UNIX environments. • Experience in both J2EE and .Net environments is a requirements. • 8+ years of hands-on web solution deployment • 5+ years of hands-on experience in high volume, high transaction web based enterprise or consumer applications, particularly in the CRM space. • Must have excellent understanding of delivering solutions utilizing service oriented architectures • Working knowledge of iterative software development processes • Must be comfortable in a virtual team environment • A “can do” resilient attitude, high energy, and creativity are required along with an ability to work unsupervised while handling multiple priorities • Must have demonstrated commitment to task and tolerance of ambiguity. • Experience implementing major enterprise software solution (CRM, ERP, MED, EDMS, etc.) or consumer solutions (eCommerce, marketplaces, social networks) • Familiarity with regulatory requirements for deploying systems in state government departments preferred but not required. • Successful candidates should have excellent communication skills, excellent writing skills, as well as problem-solving and brainstorming skills. • Strong decision-making skills.

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	<ul style="list-style-type: none"> • Candidates should exhibit persistence, creativity, and strong attention to detail • Enjoys working in an entrepreneurial environment for a newly emerging service – “can do” attitude, a do-er, not a delegator, hands-on, “fire in the belly” • Quick learner and able to apply new concepts, skills, and domain expertise • Require little direction to get the results needed
<p align="center">Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> 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 <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!! 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 Any documents listed below as required by the hiring agency 	
<p>1. Evidence of required training or education.</p>	
<p align="center">Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</p>	
<p>1. Work experience</p>	
<p>2. Training and education</p>	
<p>3. Price</p>	
<p align="center">Basis for Award Recommendation</p> <p>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.</p>	

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ATTACHMENT 1 – RFR RESUME FORM

RFR # M00B1400515

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):
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 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # M00B1400515

(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.	\$	1,000	\$
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.