Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information	
RFR Number: **(Reference BPO Number)**	M00B2400492
Functional Area **(Enter One Only)**	Functional Area 5 - Software Engineering

Labor Category/s	
A single support staff may be engaged for up to six months without renewal options. An RFR is limited to only labor categories defined in the CATS II RFP.	
CATS II Labor Category:	*Contractor must recommend an appropriate Labor Category – ONE ONLY*

Anticipated start date	April 30, 2012
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	03/28/2012	**Due Date:** mm/dd/yyyy	04/13/2012
		Time (EST): 00:00 am/pm	04:00 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 3-4 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 by the 15th of every month (to cover work done the prior month) 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, Applications Division		
Agency POC Name:	Brendan Clifford	**Agency POC Phone Number:**	410-767-3550
Agency POC Email Address:	cliffordb@dhmh.state.md.us	**Agency POC Fax:**	
Agency POC Mailing Address:	201 W. Preston St., Room 416, Baltimore, MD 21201		

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Section 3 – Scope of Work

Background
The Maryland Immunization Registry ImmuNet contains more than 1,000,000 patient records and 12,000,000 vaccinations. Currently used in more than 900 offices, ImmuNet tracks children in need of vaccination, assists in vaccine management, consolidates immunization records, and provides practices with the capability to print reminders.

ImmuNet currently allows healthcare providers to submit immunization data using three methods: (1) manual data entry, (2) direct upload, (3) secure file transfer protocol. The EHR Incentive Program is expected to increase the number of providers and hospitals submitting immunization data to DHMH, as well as adopt HITECH standards for these data submissions. DHMH is also expecting various pharmacies in Maryland to start submitting immunization data to ImmuNet. There is a need to increase staff support to manage these data submissions and work with each provider/pharmacy through each phase (from testing, quality assurance and on to production).

Functional/Business Requirement:
1. Enable healthcare providers hospitals, and pharmacies to submit public health data electronically using national HITECH standards
2. Meet DHMH program area goals to increase transition from paper or manual data entry to electronic data submission
3. Maintain DHMH specifications for Immunization messaging standards and adopt HITECH standards as they are developed

Work to be accomplished by the Contractor Personnel under this RFR shall consist of (but is not limited to) the following:
1. Collaborate and communicate with medical providers, hospitals, pharmacies, software vendors, and the HIE regarding individual electronic systems and public health electronic data programming requirements, specifications, and process
2. Collaborate and communicate with various administrations and program areas within DHMH and other state and local agencies (MDE, local health departments, etc.) to ensure electronic data routing to the appropriate system in the appropriate format, etc.
3. Programming for new or changed data exchange requirements, specifications, or processes
4. Troubleshoot and research programming issues that may arise in an electronic system's encoding of HL7 messages

Job Description/s	
Labor Category (From Section 1 Above)	**Duties / Responsibilities**
1. *Appropriate Labor Category recommended by Contractor*	1. Develop or refine HL7 interfaces to allow for electronic public health data transfer from external partners (healthcare providers, hospitals, laboratories, pharmacies, and/or health information exchange) to the state immunization registry, infectious disease surveillance system, and syndromic surveillance system. 2. Use Orion's Rhapsody integration engine to translate, transform, test, and archive HL7 messages. 3. Use CDC PHIN vocabulary to create and maintain code mappings, when necessary, for translating codes of sending partners' HL7 messages, for example, CVX codes.

4. Assist with PHIN-MS, web services, or secure file transfer protocol in receiving and sending electronic reportable data and case notifications.
5. Assist in the maintenance of ImmuNet, the state immunization registry, including SQL Programming for workflows and reports, and working towards incorporation of electronic data submissions (including quality assurance where necessary) from various partners' Electronic Health/Medical Record Systems (EHRs).
6. Maintain, upgrade and troubleshoot Oracle databases and Oracle Internet Application Server (OIAS) middleware as required.
7. Perform upgrades on database and applications when required.
8. Support general Division IT needs, including responding to specific issues and troubleshooting of IT applications.
9. Collaborate with the Office of Information Technology (OIT) staff to troubleshoot any hardware and networking issues.
10. Perform job duties with little oversight and prepare status reports for supervisor.
11. Give concise presentations to staff and management.
12. Monitor, troubleshoot, and resolve any networking/connectivity issue among DHMH IT systems.
13. 24/7 support of production database services to ensure the highest standards of availability, resilience, integrity, security and performance required by our business systems.
14. Performance monitoring, reporting, and tuning of Oracle databases.
15. Interact with DHMH IT systems' contractors/vendors on all aspects to ensure maximum uptime and best use experience.
16. Support other public health systems' requirements as needed, for example, geocoding with GIS, form building, etc.
17. Work with Microsoft SQL Server (2005 or 2008) databases in conjunction with Oracle as needed.
18. Work with Maryland's statewide Health Information Exchange (HIE) Chesapeake Regional Information System for our Patients (CRISP) as required.
19. Work with Oracle Internet Application Server middleware infrastructure as required.
20. Work with Microsoft Internet Information Services (IIS) and/or Apache Tomcat web servers as needed
21. Work with Extensible Markup Language (XML) formatted data feeds and perform conversions and transfers per XML specification as required.
22. Work with Apache Tomcat

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 must meet the minimum qualifications specified below.

Labor Category (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. *Appropriate Labor Category recommended by Contractor*	**EXPERIENCE:** **MANDATORY MINIMUM Experience:** • **One year** experience working with HL7 messages in a healthcare setting

	• **Two years** experience working with Oracle (10g) Database Administration • **One year** experience administrating Microsoft Windows Server 2003 or 2008 **EDUCATION REQUIREMENT:** • Bachelors degree in Computer Science, Information Science, or related field

Section 4 - Required Submissions

NOTE:
   - 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:
       ○ Resume for each labor category described in the RFR (Attachment 1)
       ○ Price Proposal (Attachment 2 <u>or</u> 2A) – **This must be a separate file!!**
       ○ MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
       ○ Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
       ○ Living Wage Affidavit (Attachment I in the CATS II RFP)
       ○ **Any documents listed below as required by the hiring agency**

1. Resume showing evidence of all experience and education listed in Section 3 - Scope of Work.
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2A for the Price Proposals
3. Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills

Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Work experience – Candidate must provide resume in accordance with Section 3 to be considered for an interview – after review of all resumes, only candidates deemed "most qualified" will be interviewed. **Mandatory Minimum Experience and Education Requirement MUST BE DOCUMENTED in resume.**
2. Training and education – Candidate must meet minimum skills in Section 3 to be considered for an interview.
3. Price rankings of the proposals

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 # M00B2400492

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] **[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>			

ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # M00B2400492
(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. *Appropriate Labor Category recommended by Contractor*	$	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.