

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	P00B1400100		
Functional Area (Enter One Only)	Functional Area 2 – Web and Internet Systems		
Position Title/s or Service Type/s (Short term staff or PMP)			
Apprenticeship and Training Site Developer			
(A Master Contractor can only submit one candidate for this RFR)			
Anticipated start date	May 2, 2011		
Duration of assignment	500 hours		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	none		
Issue Date: mm/dd/yyyy	March 7, 2011	Due Date: mm/dd/yyyy	March 14, 2011
		Time (EST): 00:00 am/pm	02:00 p.m.
Place of Performance:	Department of Labor, Licensing, and Regulation 1100 N. Eutaw Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw 3rd floor, Room 303, Baltimore, MD 20201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State's System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The TO Contractor shall follow the project management methodologies that are consistent with the Project 		

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	<p>Management Institute's Project Management Body of Knowledge Guide. TO Contractor's staff and sub Contractors are to follow a consistent methodology for all TO activities.</p> <p>The State of Maryland ADA Policies and Standards (http://doit.maryland.gov (search: nva (non-visual access))</p>		
Security Requirements (if applicable):	<p>Selected personnel must pass background checks and obtain State ID Badges.</p> <p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</p> <p>B. Selected personnel shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p>		
Invoicing Instructions:	<p>Invoices will be submitted at the end of each 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.</p>		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Labor, Licensing, & Regulation		
Agency POC Name:	Brenda Lee, Procurement Officer	Agency POC Phone Number:	(410) 230-6027
Agency POC Email Address:	blee@dllr.state.md.us	Agency POC Fax:	410-767-8899
Agency POC Mailing Address:	<p>DLLR, Office of Contracts and Procurement, 500 N. Calvert Street, Room 481 Baltimore, MD 21202</p>		
Section 3 – Scope of Work			
Background			
<p>DLLR's Office of Information Technology (OIT) provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. Services provided include: system development, personal computer support, telecommunication and local area network support to the various DLLR units. In addition, web site development, web site content support and system engineering support to all DLLR programs is provided.</p> <p>The objective of this RFR is to acquire the services of one qualified individual who will work with OIT Central Systems staff located at 1100 N. Eutaw Street, Baltimore, MD to develop the</p>			

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Apprenticeship and Training on-line application.	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Internet/Intranet Site Developer Senior	<p>For purposes of estimating, the proposed individual will perform 500 hours of work over the course of this RFR. This will include the Contractor's proposed individual working five eight hour days per week (weekends and State holidays excluded) for the duration of this RFR.</p> <p>The work to be accomplished by the Contractor personnel under this RFR includes the following:</p> <ul style="list-style-type: none"> A. Attend meetings with DLLR's TO Manager as requested. B. Develop, test & successfully implement the .NET software code for all aspects of the Apprenticeship and Training website, as directed by DLLR's TO Manager. C. Provide ongoing technical support and communications as required by DLLR's TO Manager. D. Develop user and technical documentation on developed application. All documentation produced will become the property of DLLR.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Internet/Intranet Site Developer Senior	<p><u>Education:</u> Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. Strong technical writing skills highly desirable.</p> <p><u>General Experience:</u> Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration. Must have at least 10 years of experience of general information technology experience. Must have worked in all aspects of the application lifecycle. Must demonstrate document analysis experience. Exemplary grammar and proofreading skills. Excellent verbal and written communication skills.</p> <p><u>Specialized Experience:</u> At least three (3) years of</p>

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	<p>experience designing, developing and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases. Must have a minimum of seven (7) years of specialized experience in the following:</p> <ul style="list-style-type: none"> · .Net development experience in technical environments, developing applications using Microsoft best practices. · Strong database development skills. · A considerable understanding of current and emerging IT products, services, processes, and methodologies, along with a continuing understanding of the business function and process. · A familiarity with and adherence to the system development life cycle (SDLC) methodology established by the Department of Information Technology (DoIT) for all major information system efforts. · Expertise in the following technologies: <ul style="list-style-type: none"> a. Microsoft Visual Studio.NET 2005/2008 b. Microsoft Visual Basic.NET c. Microsoft ASP.NET d. Windows Presentation Foundation e. Windows Workflow Foundation f. Microsoft Internet Information Services 6 g. Microsoft.NET Framework 2.0/3.0/3.5 h. Microsoft SQL Server 2005/2008 i. Microsoft Visual SourceSafe j. Crystal Reports.NET k. Microsoft Reporting Services
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Section 4 - Required Submissions

NOTE:

- Master Contractors electing not 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 must submit the following documents:
 - o Resume for each position / service type described in the RFR (Attachment 1)
 - o Price Proposal (Attachment 2)
 - o Conflict of Interest Affidavit (Attachment 3)
 - o **Documents listed below as required by the hiring agency**

Section 5 – Evaluation Criteria –

(Provide a list of evaluation criteria in descending order of importance)

1. Specific work experience and relevant technical expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).

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2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing sample.
3. Price
<p style="text-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 # P00B1400100

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>			

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ATTACHMENT 2

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # P00B1400100

(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. Internet/Intranet Site Developer Senior	\$	500	\$
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.

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ATTACHMENT 3 – CONFLICT OF INTEREST AFFIDAVIT/DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. THE BIDDER OR OFFEROR HEREBY WARRANTS THAT, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____
(Authorized Representative and Affiant)