

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	P00B1400204		
<b>Functional Area (Enter One Only)</b>	FA5 – Software Engineering		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. <b>Advanced Technology Senior Application Developer</b> - SharePoint Portal Developers Senior. <i>A Master Contractor may only submit four candidates for this RFR.</i>			
<b>Anticipated start date</b>	March 1, 2011		
<b>Duration of assignment</b>	Six Months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	1/26/2011	<b>Due Date:</b> mm/dd/yyyy	2/11/2011
		<b>Time (EST):</b> 00:00 am/pm	2:00 p.m.
<b>Place of Performance:</b>	1100 N. Eutaw Street Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<p>Interviews will be conducted at 1100 N. Eutaw Street, Baltimore, MD 21201. 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 <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a> under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The State's System Development Life Cycle (SDLC) methodology;</li> <li>• The State Information Technology Security Policy and Standards;</li> <li>• The TO Contractor shall follow the project management</li> </ul>		

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	<p>methodologies that are consistent with the Project 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 (<a href="http://doit.maryland.gov">http://doit.maryland.gov</a> (search: nva (non-visual access))</p>		
<b>Security Requirements (if applicable):</b>	<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 <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a></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>		
<b>Invoicing Instructions:</b>	<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>		
<b>Section 2 – Agency Point of Contact (POC) Information</b>			
<b>Agency / Division Name:</b>	<p>Department of Labor, Licensing, &amp; Regulation (DLLR) Office of Information Technology</p>		
<b>Agency POC Name:</b>	Latesa Thomas Procurement Officer	<b>Agency POC Phone Number:</b>	410-230-6031
<b>Agency POC Email Address:</b>	lthomas@dllr.state.md.us	<b>Agency POC Fax:</b>	410-767-8899
<b>Agency POC Mailing Address:</b>	<p>DLLR, Office of Contracts and Procurement, 500 North Calvert Street, Room 477, Baltimore, MD 21202</p>		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
<p>The Department of Labor, Licensing and Regulation (DLLR) protects and empowers Marylanders by safeguarding workers, protecting consumers, providing a safety net and cultivating a thriving workforce that can meet the demands of Maryland's dynamic economy.</p> <p>The DLLR's World Wide Web site provides improved information and services to the Citizenry of Maryland about the Office of the Secretary, Division of Unemployment Insurance, Division of Financial Regulation, Division of Labor &amp; Industry, Division of Occupational &amp; Professional Licensing, Division of Workforce Development and Adult Education, Maryland Racing Commission</p>			

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and Governor's Workforce Investment Board including all mission critical on-line functions. DLLR's web sites average about 8.6 million hits each month. In addition, DLLR has achieved an 82% Web Enabled percentage and this percentage reflects the most "Mission Critical" agency functions.

Some of the major on-line services offered to the public are:

- Obtaining Unemployment Insurance benefits.
- Obtaining information concerning job placement and job training.
- Obtaining and filing unemployment tax information.
- Obtaining, renewing, and inquiring into occupational and professional licenses.
- Obtaining consumer credit, occupational and professional licensee status.
- Obtaining professional licensee test results.
- Obtaining helpful information on foreclosure processes.
- Obtaining, renewing, and inquiring about financial sector licenses.
- Obtaining, renewing, and inquiring into racing licenses, including interfaces into a national database.
- Obtaining registration for professional licensing examinations
- Obtaining employment opportunities within DLLR.
- Obtain GED training and testing services.
- Obtain educational training within correctional facilities.
- Obtaining, renewing and inquiring about work permits

DLLR is seeking to acquire four (4) Advanced Technology Application Developer–Senior technical resources on a time and material basis to convert DLLR's HTML website to a DLLR award winning ease of navigation SharePoint 2010 Portal as directed by DLLR. It is anticipated that all four of the technical resources may not be needed for the entire six month period.

#### Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
Four (4) Advanced Technology Senior Application Developer	<p>The work to be accomplished by the Contractor personnel under this RFR includes the following:</p> <p>A. Contractor to assign Team leader status to one of the Advanced Technology Developers -Senior</p> <p>B. <u>Review Current and Redesign Requirement Documentation</u> Meet with DLLR Manager to review and understand the current &amp; redesign documentation, and provide input/updates to the redesign requirement documentation.</p> <p>C. <u>Develop the DLLR SharePoint Portals</u></p> <p>§ Provide plan to implement the DLLR SharePoint 2010 Portal within 6 months.</p> <p>§ Develop DLLR SharePoint portal using SharePoint 2010.</p> <p>§ Implement a SharePoint front-facing portal that includes all DLLR Division content.</p> <p>§ Convert all current DLLR HTML pages to</p>

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	<p>SharePoint.</p> <ul style="list-style-type: none"> <li>§ Implement navigation plan, as approved by the DLLR Manager.</li> <li>§ Develop a DLLR homepage that provides public access to all DLLR Division content within two clicks in as many cases as possible.</li> <li>§ Develop workflows that enforce the DLLR SharePoint Governance Plan.</li> <li>§ Develop DLLR portals as outlined in requirements documents and as directed by DLLR Manager</li> </ul> <p>D. <u>Attend meetings with DLLR Manager as requested.</u></p>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
<p>Advanced Technology Senior Application Developer</p>	<p><b>For minimum requirements, see CATS II Labor Category for Advanced Technology Senior Application Developer. Preferred candidates will also meet the following criteria:</b></p> <p><b>Education</b> 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 (5) years of equivalent experience in a related field. A Master's Degree is preferred.</p> <p><b>General Experience</b></p> <ul style="list-style-type: none"> <li>· Five (5) years of experience in web development</li> <li>· Seven (7) years of web application development experience in technical environments, developing applications using Microsoft best practices. <ul style="list-style-type: none"> <li>○ Must include 4 years of experience or knowledge of application development using SharePoint technology and .NET technologies.</li> </ul> </li> <li>· Exemplary grammar and proofreading skills.</li> <li>· Excellent verbal and written communication skills.</li> <li>· Understand and follow established processes and procedures including Change Management, Work Tracking and Time Management.</li> <li>· Carry out assigned tasks with a professional demeanor reflected in excellent written and oral communication skills, listening skills, patience, analytical reasoning and problem solving abilities.</li> <li>· Ability to meet timelines, milestones, and deliverables and provide timely (weekly) status</li> </ul>

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	<p>updates.</p> <ul style="list-style-type: none"><li>· Communicate technical information verbally and in writing to technical and non-technical users.</li><li>· A considerable understanding of current and emerging IT products, services, processes, and methodologies, along with a continuing understanding of the business function and process.</li><li>· Be familiar with and adhere to all phases of the system development life cycle (SDLC) methodology established by the Department of Information Technology (DoIT) for all major information system efforts.</li></ul> <p>Must demonstrate expertise as the following:</p> <p>§ <b>Application Developer</b></p> <ul style="list-style-type: none"><li>○ Microsoft SharePoint Server 2010/2007 (3 yrs.)</li><li>○ Microsoft SharePoint Workflow (2 yrs.)</li><li>○ Microsoft InfoPath (2 yrs.)</li><li>○ ASP.NET Web Parts, VB.Net (3 yrs.)</li><li>○ Microsoft InfoPath (2 yrs.)</li><li>○ Microsoft Internet Information Server (6 yrs.)</li><li>○ Microsoft.NET Framework 2.0/3.0/3.5 (5 yrs.)</li><li>○ Microsoft SharePoint Server Farm installation, configuration and/or migration experience – preferably SharePoint 2010.</li><li>○ Microsoft SQL Server Reporting Services (2 yrs.)</li><li>○ Microsoft SQL Server 2005/2008 (5 yrs.)<ul style="list-style-type: none"><li>§ Includes experience of writing SQL queries, stored procedures and other CRUD methods.</li></ul></li><li>○ WCF, Web Services (3 yrs.)</li><li>○ HTML, DHTML, XHTML (7 yrs.)</li><li>○ Java Script/AJAX (5 yrs.)</li><li>○ JQuery (2 yrs.)</li><li>○ CSS (5 yrs.)</li><li>○ XML, XLST (5 yrs.)</li><li>○ Search Engine Optimization (2 yrs.)</li></ul> <p>§ <b>Application Designer</b></p> <ul style="list-style-type: none"><li>○ Adobe Photoshop (2 yrs.)</li><li>○ Adobe Flash (2 yrs.)</li><li>○ Adobe Fireworks (1 yr.)</li><li>○ Graphic Design (2 yrs.)</li><li>○ Video Editing (1 yr.)</li></ul>
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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 or 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. Copy of professional certificate for the positions requiring demonstrated skills for the software ASP.Net

**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).
2. Knowledge, skills, and training as defined by the resume, candidate interview, and writing sample.
3. Price

**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 # P00B1400204

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 # P00B1400204

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

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
<b>1. Advanced Technology Application Developer - Senior</b>	\$	<b>996</b>	\$
<b>2. Advanced Technology Application Developer - Senior</b>	\$	<b>996</b>	\$
<b>3. Advanced Technology Application Developer - Senior</b>	\$	<b>996</b>	\$
<b>4. Advanced Technology Application Developer - Senior</b>	\$	<b>996</b>	\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

\_\_\_\_\_  
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.