

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	W00B0400034		
Functional Area (Enter One Only)	Functional Area 1 – Enterprise Service Provider (ESP)		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Starlims Senior Technician: Deliver development, implementation, integration, and maintenance support for COTS Starlims Laboratory Information			
Anticipated start date	05/01/2010		
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	03/18/2010	Due Date: mm/dd/yyyy	04/12/2010
		Time (EST): 00:00 am/pm	2:00 pm
Place of Performance:	Maryland State Police / Forensic Sciences Division, 221 Millford Mill Rd, Pikesville, MD 21208		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by panel of three persons using a standardized set of interview questions. Experience with the COTS Starlims system is expected to be demonstrated.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain State ID Badges. Candidates should expect polygraph exams.		
Invoicing Instructions:	Invoices will be submitted with every fourth timesheet 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 State Police / Forensic Sciences Division, 221 Millford Mill Rd, Pikesville, MD 21208		
Agency POC Name:	Michael Roosa	Agency POC Phone Number:	410-653-8968
Agency POC Email Address:	mroosa@mdsp.org	Agency POC Fax:	N/A
Agency POC Mailing Address:	Attn: Michael Roosa – Office of Technology Management 1201 Reisterstown Rd, Pikesville, MD 21208		

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Section 3 – Scope of Work	
Background	
The MSP/FSD has purchased and performed the initial implementation of the COTS application Starlims. This is a laboratory information management system. The subsequent rollout of the LIMS software needs further technical assistance in development, implementation, integration, and maintenance support.	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Starlims Senior Technician	Enhancements to existing system in preparation to: 1) System stabilization 2) Module implementation 3) Scientific Equipment Integration 4) System Maintenance
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Starlims Senior Technician	Possess minimum of 5 years of advanced Starlims: 1) implementation experience 2) Development experience 3) System Integration 4) System Maintenance
Section 4 - Required Submissions	
NOTE:	
<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) 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. 3 Professional References	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Technical expertise with above requirements and qualifications	
2. Pass State and Federal and Agency background checks, to include polygraph	
3. Hourly Rates	

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4. Relevant Qualifications
5. Relevant Expertise
6. References

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ATTACHMENT 1 – RFR RESUME FORM

RFR # W00B0400034

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]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[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 # W00B040034

(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.	\$		\$
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.