

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	W00B3400001		
Functional Area (Enter One Only)	Functional Area 1 – Enterprise Service Provider (ESP)		
Position Title/s or Service Type/s (Short term staff or PMP)			
<p>Applications Programmer (Labor Category 10)</p> <p>Starlims Senior Technician to deliver division-wide coordination, system development, implementation, integration, and maintenance support for COTS Starlims Laboratory Information</p>			
Anticipated start date	8/21/2012		
Duration of assignment	Up to 6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	07/12/2012	Due Date: mm/dd/yyyy	07/26/2012
		Time (EST): 00:00 am/pm	2:00 p.m.
Place of Performance:	Maryland State Police / Forensic Sciences Division, 221 Millford Mill Rd, Pikesville, MD 21208 (performing duties remotely will be permitted every other week – THERE WILL BE NO TRAVEL REIMBURSEMENT ALLOWANCE UNDER THIS CONTRACT)		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Resumes must be emailed to Debi Chronister, Agency Procurement Specialist, @ Deborah.chronister@maryland.gov</p> <p>DIRECT ALL QUESTIONS OR INQUIRES TO:</p> <p>Debi Chronister, C.P.M. Agency Procurement Specialist Quartermaster Division Maryland State Police 7745 Washington Blvd Jessup, MD 20794 Phone: (410) 799-2900 EXT 342 Deborah.chronister@maryland.gov</p> <p>Interviews will be conducted by panel of three persons using a standardized set of interview questions. Experience with the</p>		

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	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		
Section 3 – Scope of Work			
Background			
<p>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.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short term services of an Applications Programmer to assist with the development, implementation, integration, and maintenance support of the rollout of the LIMS software.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)		Duties / Responsibilities	
Applications Programmer – Starlims Senior Technician		<p><u>TECHNICAL SUPPORT</u></p> <ol style="list-style-type: none"> 1) Responsible for the administrative and technical support of the Forensic Sciences Division (FSD)StarLims/DNA Sample Tracking system applications. 2) Responsible to configure and support the StarLims/DNA Sample Tracking applications throughout FSD and agencies serviced by FSD. 3) Coordinate and communicate with the assigned IT Dbase Administrators on all system changes, direction, planned upgrades and other matters pertaining to StarLims/DNA Sample Tracking or other assigned applications. 4) Responsible for working within the Department's structure on quality control, work flow operations and table changes within StarLims/DNA Sample 	

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	<p>Tracking applications.</p> <ol style="list-style-type: none">5) Responsible to provide training to FSD and allied agency users, system administrators and other personnel on StarLims/DNA Sample Tracking operations.6) Responsible to monitor change activities to StarLims/DNA Sample Tracking products as they are implemented into production, and report change successes and failures.7) Responsible to develop and write reports and templates, to include the utilization of Crystal Reports, to assist Department personnel in querying StarLims/DNA Sample Tracking or other assigned applications.8) Responsible to perform initial, preliminary problem diagnosis.9) Responsible to perform basic problem resolution and restoration of service or operations.10) Responsible to identify and assign administrative and user rights and permissions.11) Responsible to provide application support for FSD personnel using StarLims/DNA Sample Tracking and other assigned application systems.12) Responsible for the proper configuration and implementation of StarLims/DNA Sample Tracking modules, security, tables, workflow and related functions throughout various FSD disciplines.13) Identify and respond to faults and performance degradations14) Responsible to mentor, train and provide administrative and technical support to all Department/unit/installation/division/ allied agency System Administrators.15) Works closely with the Information Technology Division to resolve performance issues, hardware problems, network related issues and schedule changes within the StarLims/DNA Sample Tracking system applications. <p><u>ADMINISTRATION</u></p> <ol style="list-style-type: none">1) Responsible for the global administration of StarLims web-based, automated work flow applications designed for management of all FSD forensic processes and evidence management.2) Responsible for conducting work flow/business process analysis and reviews and make recommendations as to the applicability of StarLims, DNA Sample Tracking or other automated system applications.
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	<ol style="list-style-type: none">3) Responsible for the design and develop of all scope of work and/or project plans regarding StarLims or other application implementation within any Department Unit/Installation/Division.4) Responsible for updating and maintaining all program standard operating procedures, related manuals and/or resource material for StarLims.5) Assists with the creation, enforcement and implementation of FSD policies and procedures for user logons, server and internet access, and other necessary functions as set forth by the Information Technology and FSD Directors.6) Responsible to advise FSD personnel on opportunities to utilize new modules within StarLims/DNA Sample Tracking applications to increase operational efficiencies.7) Create, update and publish global standard operating policies and procedures for the use of StarLims and DNA Sample Tracking products within the FSD.8) Designated Project Manager during any implementation phase of any StarLims/DNA Sample Tracking application or update. <p><u>SYSTEM SECURITY AND MAINTENANCE</u></p> <ol style="list-style-type: none">1) Monitor StarLims/DNA Sample Tracking applications for security breaches, identify and resolve security-related events and follow established reporting procedures.2) Responsible for the overall maintenance and security of StarLims/DNA Sample Tracking applications.3) Responsible for implementing, maintaining and scheduling application system's audit program to ensure system security, integrity and compliance with established departmental policy and procedures, ASCLD/LAB Accreditation or NDIS standards.4) Responsible for ensuring FSD user compliance with work flow application systems standard operating procedures.5) Responsible for suspending and terminating user accounts as required.6) Responsible for providing, updating, coordinating and scheduling all StarLims/DNA Sample Tracking application training.7) Responsible for providing administrative support, technical guidance and management on all matters
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	<p>related to StarLims or DNA Sample Tracking applications.</p> <p>8) Responsible for collecting and managing all reports or customized queries developed for the StarLims/DNA Sample Tracking applications.</p> <p>9) Responsible for any other duties assigned by the IT/FSD Directors.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Starlims Senior Technician	<p>Possess at least 5 years of advanced application support of the Starlims platform.</p> <p>1) At least 3 years StarLIMS implementation experience</p> <p>2) At least 3 years StarLIMS development and configuration experience</p> <p>3) At least 2 years SQL database experience (development and maintenance)</p> <p>4) At least two years experience in Crystal Reports</p>
Section 4 - Required Submissions	
<p>NOTE:</p> <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: 	
<p><u>Email 1 with "Technical": Master Contractor Name, RFR number, & candidate name, and in the subject</u></p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) <p><u>Email 2 with "Financial": Master Contractor Name, RFR number, & candidate name, and in the subject line</u></p> <ul style="list-style-type: none"> o Price Proposal (Attachment 2) 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 	
1. 3 Professional References	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
Only certifications, references, education, experience referenced on the resume and attachments thereto will be considered.	
1. Technical expertise with the StarLIMS application, with above requirements and qualifications as documented on the resume, to include pertinent technical certifications.	
2. Pass State and Federal and Agency background checks, to include polygraph	

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3. Documented professional and technical experience will be weighed above financial data.
4. Documented relevant qualifications pertaining specifically to the StarLIMS application
5. Relevant expertise / experience specifically with the StarLIMS application
6. References

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**ATTACHMENT 1 – RFR RESUME FORM
W00B340001**

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
W00B3400001

RFR PRICE PROPOSAL - SUPPORT STAFF

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

Proposed Labor Category	Hourly Labor Rate	Estimated Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1.	\$	1040	\$
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.