

**Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply**

Section 1 – General Information			
RFR Number: (Reference BPO Number)	BPO#M00B4400523		
Functional Area (Enter One Only)	Functional Area 5 – Software Engineering		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS+ RFP.			
Enter the labor category/s to be provided:			
1. Application Developer, Advanced Technology			
Anticipated Start Date	April 30, 2014		
Duration of Assignment	Up to Four Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE Goal, if applicable	0%		
Issue Date: mm/dd/yyyy	03/12/2014	Due Date: mm/dd/yyyy	04/03/2014
		Time (EST): 00:00 am/pm	2:00 a.m. local time
Place of Performance:	MD Department of Health and Mental Hygiene Office of Information Technology 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		
Special Invoicing Instructions:			
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland Department of Health and Mental Hygiene, Department of Information Technology, Applications Division		
Agency PO Name:	John Gullucci, CPPB	Agency PO Phone	410-767-5823

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		Number:	
Agency PO Email Address:	<i>John.gullucci@maryland.gov</i>	Agency PO Fax:	<i>410-333-5958</i>
Agency PO Mailing Address:	201 West Preston St, Room 416, Baltimore, MD 21201		

Section 3 – Scope of Work

Agency / Project Background

The Maryland Environmental Public Health Tracking (EPHT) Program is a Centers for Disease Control and Prevention (CDC) federally funded cooperative agreement activity within the Maryland Department of Health and Mental Hygiene (DHMH) that has the objective to develop a vehicle for the exchange, analysis, and reporting of environmental public health tracking data. EPHT data include measures of environmental hazards, chronic diseases/health outcomes and laboratory measures of blood, urine or other samples that indicate the presence of some environmental hazard in a person’s body. EPHT data are now available from the Maryland Tracking Network (MTN) public and secure internet portals. The MTN Information Technology (IT) architecture includes an upgraded 10g Oracle secure database, as the primary storage for all EPHT datasets and measures, ESRI ArcGIS Server 10.2 and ArcSDE 10.2, other ESRI Geographic Information System (GIS) software, PC SAS and R statistical analysis programs, and locally developed computer programs that permit fast and efficient data updates and the spatial aggregation of smaller geographic areas into larger polygons to attain pre-set event and/or population criteria. All computations are done in real-time in locally developed computation modules.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. <i>Application Developer, Advanced Technology</i>	<p>This position is for an Internet Programmer/Database Administrator /GIS and limited data display person, who will have the two primary responsibilities for Internet SharePoint Programming required to maintain or modify the MTN Internet site and the associated DHMH environmental health website and to maintain the Oracle database. Other primary responsibilities will include: (1) creating profiles for approved users of the MTN secure portal; (2) preparing and maintaining all EPHT metadata files and; (3) general environmental health website maintenance and design. Another secondary responsibility will be maintaining GIS software, ESRI ArcGIS Server and ArcSDE. This position will also involve activities related with the development, implementation, maintenance, security, and documentation of the Oracle database and GIS software. This person will work closely with the EPHT Coordinator/Epidemiologist to complete IT, metadata and data analysis activities critical to the maintenance or modification of the MTN public and secure portals and the Environmental Health (EH) EH landing web site. The specific duties of the Internet Programmer/Database Administrator components of this position include:</p> <ul style="list-style-type: none"> • Internet programming and website maintenance using SharePoint resources. • Monitor database performance and make modifications to the Oracle database architecture, storage methods and management system software to fine tune the database to attain optimum response time. • Monitor database capacity and allocate space according to overall needs of system users, available data storage and database management system requirements. • Troubleshoot problems related to making data available to system users, space allocation, database software, data flow and data storage. • Coordinate the database management system interface with all other MTN data

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	<p>processing activities.</p> <ul style="list-style-type: none"> • Evaluate technical data processing information needs and make recommendations regarding procedures, software and hardware for managing the database. • Prepare long- and short-range plans for feasibility of conversion to database management systems from existing file structures. • Maintain ArcGIS server and ArcSDE spatial database. • Maintain the MTN public and secure portals, and secondarily the EH web site. • Complete monthly usage statistics on the MTN and EH portals. • Develop new data displays and maintain currently available GIS-based indicators. • Create and update all metadata files using the CDC Metadata Creation Tool. • Actively participate in bi-weekly MTN utilization meetings, CDC organized workgroups in monthly conference calls, and CDC sponsored EPHT Workshops/ Conferences held out-of-state. • Prepare oral and/or posters for presentations at CDC sponsored scientific meetings. • Participate in the writing of CDC reports and publishable scientific manuscripts.
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Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates must meet the minimum qualifications specified below. **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
1. <i>Application Developer, Advanced Technology</i>	<p>Education:</p> <ul style="list-style-type: none"> • A 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. <p>General Experience:</p> <ul style="list-style-type: none"> • Must have two (2) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and equipment analysis. <p>Specialized Experience:</p> <ul style="list-style-type: none"> • At least one (1) year of experience developing applications using advanced technologies, such as Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java. • Oracle 9i or higher DBA certification or successful completion of at least two Oracle 9i or higher DBA courses. • At least three (3) years of successful work experience as an Internet programmer using: <ul style="list-style-type: none"> ○ CSS ○ XHTML ○ XML • At least one (1) year of work experience with: <ul style="list-style-type: none"> ○ Oracle 10g ○ ArcGIS Server 10.2

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	<ul style="list-style-type: none"> ○ ArcSDE 10.2 ○ MS Visual Studio 2010 ○ SQL Server 2008 ● At least one (1) year of work experience with <ul style="list-style-type: none"> ○ SharePoint Designer 2010* ○ SharePoint 2010* ● *NOTE: SharePoint 2010 certification can be used as equivalent for the one year SharePoint 2010 work experience. ● At least six (6) months of work experience with: <ul style="list-style-type: none"> ○ ASP.NET ○ C#
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Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

<p>1. <i>Application Developer, Advanced Technology</i></p>	<p>Education:</p> <ul style="list-style-type: none"> ● A graduate degree in an Information Technology related field such as Computer Sciences, Information Systems, or Health Informatics from an accredited university in the United States. <p>General Experience:</p> <ul style="list-style-type: none"> ● Excellent public speaking and technical writing skills. <p>Specialized Experience:</p> <ul style="list-style-type: none"> ● At least three (3) years of successful work experience as an Internet programmer using HTML. ● At least two (2) years of work experience with Javascript. ● At least one (1) year of IT work experience working with Environmental Public Health data in a public health environment.
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Section 4 - Required Submissions

NOTE:

- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing not to propose in response to the RFR must submit a “Master Contractor Feedback Form” via the “Master Contractor Login” on the CATS+ web site.
- Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:

Email 1 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line

- Resume for each labor category described in the RFR (Attachment 1)
- Three (3) current references that can be contacted for performance verification of the submitted consultant’s work experience and skills. Telephone number and email address of reference is needed.

Email 2 of 2 with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
- Living Wage Affidavit (Attachment I in the CATS+ RFP)

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|---|
| 1. Resume showing proof of minimum qualifications in Section 3. |
| 2. Price Proposals (Attachment 2A) with statement that rate is all inclusive. |

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3. Two (2) current references that can be contacted for performance verification of the proposed candidate's work experience and skills.

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:

1. Specific relevant work experience as detailed in Attachment 1
2. Education and Certifications
3. Interview
4. Price

Basis for Award Recommendation

The Agency PO 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 PO will initiate and deliver a Task Order 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 # M00P4405801

Instructions: Enter 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

Labor Category: Application Developer, Advanced Technology

Candidate Name:

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. Starts 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]

<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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LABOR CATEGORY PERSONNEL RESUME SUMMARY

(ATTACHMENT 1 CONTINUED)

*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
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LABOR CATEGORY TITLE – Application Developer, Advanced Technology

Requirement	Candidate Relevant Experience *
Education: <ul style="list-style-type: none"> Enter the minimum required education for this position as described in Section 2.10 of the CATS+ RFP. 	Education:
General Experience: <ul style="list-style-type: none"> Enter the minimum required general experience for this position as described in Section 2.10 of the CATS+ RFP. 	General Experience:
Specialized Experience: <ul style="list-style-type: none"> Enter the minimum required specialized experience for this position as described in Section 2.10 of the CATS+ RFP. 	Specialized Experience:
Describe additional professional experience, knowledge, and skills required for this position.	

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

Print Name

Signature

Date

Proposed Individual:

Signature

Date

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ATTACHMENT 2

PRICE PROPOSAL

RFR # M00B4400523

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

	A	C	D
<i>Application Developer, Advanced Technology</i>	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Proposed rates must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA. Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.