

**Request for Resume (RFR) – N00B7400059
CATS+ Master Contract**

Section 1 – General Information			
RFR Number: (Reference BPO Number)	N00B8400059 OTHS/MDTHK-18-006-S		
Functional Area (Enter One Only)	Functional Area 10 – IT Management Consulting Services		
Labor Category/s			
Enter the labor category/s to be provided:			
1. Project Manager (Senior) Quantity - 1			
Anticipated Start Date	September 18, 2017		
Duration of Assignment	Three year base period with no renewal options.		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	Yes		
MBE Goal, if applicable	0%		
Issue Date: mm/dd/yyyy	07/27/2017	Due Date: mm/dd/yyyy	08/07/2017
		Time (EST): 00:00 am/pm	2:00 pm
Place of Performance:	Department of Human Services (Agency or DHS) 311 West Saratoga Street, Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>1. DHS intends to award this RFR for one (1) Project Manager resource to a Master Contractor that proposes a candidate that can best satisfy the RFR requirements. Master Contractors may submit only one (1) resume for consideration.</p> <p>2. In the event that more than ten (10) responsive proposals are received, the TO Procurement Officer may elect to follow a down-select process as follows:</p> <p style="margin-left: 40px;">A. An initial review will be performed for all technically qualified proposals based on evaluation criterion A through D in Section 7 of the RFR.</p> <p style="margin-left: 40px;">B. Proposals will be ranked from highest to lowest for technical merit based on evaluation criterion A through D in Section 7.</p>		

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	<p>C. No less than the top five (5) ranked Offerors will be notified of interviews. All other Offerors will be notified of non-selection for this RFR.</p> <p>3. The in-person interviews will be conducted at 311 West Saratoga Street, Baltimore, MD 21201. The specific date and time will be furnished to the top five (5) ranked Master Contractors. Candidates submitting resumes must be available for an interview on the assigned date. Interviews will be conducted using a standardized set of interview questions for all candidates.</p> <p>4. Federal Funding Acknowledgement</p> <p>A. There are programmatic conditions that apply to the TO Agreement due to federal funding (see Attachment 4).</p> <p>B. The total amount of federal funds appropriated for DHS is \$1.828 billion for Maryland State Fiscal Year 2018. Of this 3.57% of all funds is budgeted for OTHS in that fiscal year. This does not necessarily represent the amount of funding available for any particular grant, contract, or solicitation.</p> <p>C. The source of these federal funds is State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (CFDA 10.561), Foster Care – Title IV-E (CFDA 93.658), Child Support Enforcement – Title IV-D (CFDA 93.563), Temporary Assistance for Needy Families Block Grant (CFDA 93.558) and Medical Assistance Program (CFDA 93.778). The conditions that apply to all federal funds awarded by the Department are contained in Federal Funds Attachment 4. Any additional conditions that apply to this particular federally-funded TO Agreement are included as Attachments 4A through 4C; and Master Contractors are to complete and submit these attachments with their response as instructed in the attachments. Acceptance of this agreement indicates the Master Contractor’s intent to comply with all conditions, which are part of the TO Agreement.</p>
<p>Security Requirements (if applicable):</p>	<p>1. Selected personnel shall pass a background check.</p> <p>2. Unless otherwise determined by DHS, and in compliance with the below, the selected personnel shall provide their own laptop (hardware) and software. The selected personnel’s hardware and software shall meet or exceed DHS’s standards for virus protection and security. All deliverables produced shall be produced in a version of software that is compatible with DHS’s version. For example Microsoft Office 2003 - MS Word, PowerPoint, Excel, and Adobe Pro Version 7.</p> <p>3. When visiting State facilities, the selected personnel shall adhere to all State security requirements. This includes presenting photo ID when inside State facilities and presenting ID upon request at any time. The selected personnel shall:</p> <p>A. Abide by the State’s Security policies and procedures in force at</p>

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	<p>each site.</p> <p>B. Agree to enter into a connectivity agreement with DHS. The agreement shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Refraining from connecting any non-State owned or unapproved computers to any State network without prior permission and assurances that the State security standards are met. Commercially available diagnostic tools may receive a blanket approval for use on the network, State owned PCs or other equipment as necessary to diagnose and resolve incidents. 2. Meeting or exceeding State security standards. 3. Once established, not modifying security provisions for firewalls, client, and server computers without written State approval. 4. Maintaining current updated virus software and virus definition files that are enabled to perform real time scans on all selected personnel supplied hardware. 5. Disallowing dialup modem use while attached to the State network. 6. Refraining from installing or utilizing remote control or file sharing software unless explicitly approved by the State in writing. 7. Signing any documents that are reasonably necessary to keep the Contractor in compliance with the State IT Security Policies. <p>Failure to comply with State security requirements on the part of the selected personnel will be regarded as a breach of the TO Agreement and may be followed by termination for default.</p>
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Required Project Policies, Guidelines and Methodologies

The Project Manager shall keep informed of and comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects applicable to activities and obligations under the TO Agreement, as those laws, policies, standards and guidelines may be amended from time to time. The Project Manager shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution and it shall obtain and maintain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the TO Agreement. These may include, but are not limited to:

A.	The State’s Agile SDLC methodology at: http://doit.maryland.gov/SDLC/Pages/Agile-sdlc.aspx
B.	The State’s IT Security Policy and Standards at: www.DoIT.maryland.gov - keyword: Security Policy.
C.	The State’s IT Project Oversight at: www.DoIT.maryland.gov - keyword: IT Project Oversight.
D.	The State of Maryland Enterprise Architecture at www.DoIT.maryland.gov - keyword: MTAF (Maryland Technical Architecture Framework).

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Invoicing Instructions

1. Invoices shall be submitted by the 15th business day of the month following the month the services were provided and shall be accompanied by status reports that account for all hours billed and the activity that was being performed. Upon verification and acceptance of the invoices, payment will be made to the Master Contractor.
2. The Master Contractor shall invoice as follows:
 - Annual Labor Rate: Task Orders awarded at the Annual Labor Rate shall be invoiced monthly for 1/12 the Annual Labor Rate.
 - Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.
 - Except as provided herein, payments to the Master Contractor shall be governed by the terms and conditions defined in the CATS+ Master Contract. Invoices for payment shall contain the Master Contractor's Federal Employer Identification Number (FEIN), as well as the information described below:
 - A. The DHS/OTHS, labor category, associated TO Agreement number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
 - B. An original of each invoice and supporting documentation submitted for payment to:
Attention: Leah Hinson
 Department of Human Services/OTHS
 1100 Eastern Blvd.
 Essex, MD 21221
 Email: leah.hinson@maryland.gov

Copies of invoices shall also be submitted to DHS CTO, Mr. Subramanian Muniasamy at Mdthink.finance@Maryland.Gov for payment approval.
3. Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the Contract. In no event shall any invoice be submitted later than sixty (60) calendar days from the TO Agreement end date.

Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Maryland Department of Human Services, Office of Technology for Human Services		
Agency PO Name:	Leah Hinson	Agency PO Phone Number:	(410) 238-1339
Agency PO Email Address:	leah.hinson@maryland.gov	Agency PO Fax:	(410) 238-1941
Agency PO Mailing Address:	Department of Human Services/OTHS 1100 Eastern Blvd, Room 58-A Essex, MD 21221 Office Number: (410) 238-1339		

Section 3 – Scope of Work

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Agency / Project Background	
<p>DHS is an executive branch of the government of Maryland that provides human services and is the agency issuing the RFR. DHS is embarking on a project to build a new shared health and human services platform called Maryland Total Human Services Integration Network (MD THINK), capable of supporting multiple programs and creating a data system that can support a more integrated, client-centric approach to health and human services delivery and management. The resources to be secured under this RFR will serve in a lead project governance capacity as part of the State’s project team and support throughout the project life cycle. This Senior Project Manager will regularly interface with State, local and federal governmental personnel, internal stakeholders, subject matter experts, DevOps team, testers and development team members.</p>	
<p>1. Role Definitions - The purpose of this section is to distinguish among the roles interacting with the Project Manager procured through this RFR.</p>	
A.	Task Order (TO) Procurement Officer – State staff person responsible for managing the RFR process up to the point of TO award.
B.	TO Manager – State staff person who oversees the Project Manager’s work performance and administers the TO once it is awarded.
C.	TO Contractor – The CATS+ Master Contractor awarded a TO Agreement as a result of this RFR. The TO Contractor shall provide the Project Manager resource and be accountable for the Project Manager’s work performance under the TO Agreement.
D.	Project Manager (Senior) – The person(s) selected as a result of this RFR. The Project Manager is responsible for overall project planning and execution and for performing the duties and responsibilities described below and for completing all assigned tasks and deliverables under the TO Agreement. The Project Manager reports directly to the TO Manager and shall oversee and direct the project team made up of State and contractual personnel.
E.	Product Owner – The Product Owner is the person who is responsible for defining Stories and prioritizing the project team’s backlog to streamline the execution of program priorities.
F.	Other State contractors and personnel – Individuals assigned to work on other projects who are under a separate contract with the Agency. These contractors report to their respective Project Manager with oversight by the TO Manager.
<p>2. Project Manager (Senior) - Duties and Responsibilities</p>	
<p>The Project Manager must be able to fulfill the following roles and responsibilities:</p> <ul style="list-style-type: none"> A. Participate in Project Planning and Management. B. Assist in team development and leveraging organizational resources to improve capacity for project work. C. Participate in process improvement initiatives to implement best practices for Agile Project Management. <p>The Project Manager shall report to the TO Manager and perform the tasks described in the table below and shall be capable of performing all assigned tasks with self-sufficiency and minimal guidance from the TO Manager. The Project Manager shall:</p>	
2.1	<u>Project Planning and Management</u> – Define project scope and schedule while focusing on regular and timely delivery of value; organize and lead project status and working meetings; prepare and distribute progress reports; manage risks and issues; correct

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	<p>deviations from plans and perform delivery planning for assigned projects. The Project Manager shall define and develop initiatives for continuous business process improvements and monitoring, manage the team in making business decisions relating to system implementation, modification and maintenance; and develop and update business process documentation for testing and training management.</p>
2.2	<p><u>Team Management</u> – Assist in team development while holding teams accountable for their commitments; removing roadblocks to their work; leveraging organizational resources to improve capacity for project work; and mentoring and developing team members.</p>
2.3	<p><u>Product Owner Support</u> – Support the Product Owner in managing customer expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance.</p>
2.4	<p><u>Process Management and Improvement</u> – Define and manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices for agile project management.</p>
2.5	<p><u>Team Building</u> – Ensure that each team member is fully engaged in the project and making a meaningful contribution; and encourage a sustainable working pace in order to achieve the highest quality of work.</p>
2.6	<p>Deliver an agile transformation plan to move from current state to a desired state.</p>
2.7	<p>Conduct meetings with the MD Think team to ensure an understanding of current practices and methods used.</p>
2.8	<p>Use standard project performance metrics to assess and evaluate the program.</p>
2.9	<p>Aid in the implementation and facilitation of the use of agile tools, guidelines and metrics in order to achieve a standardized approach to agile team project execution.</p>
2.10	<p><u>Agile Investment and Impact Report</u> - Draft an Agile Investment and Impact Report that describes the actual outcomes of the Agency’s agile program effort to include the outcomes against the approved plan, goals and objectives.</p>
2.11	<p><u>Agile Maturity Assessment</u> - Review and report on the Agency’s agile program and process to determine the current state of agile maturity within the Agency. This review shall specifically address the project and program teams; integrated program teams; stakeholders’ involvement; organization, processes and organizational structure; and tools at both the Project and Program Office levels. The Project Manager shall document their findings and the current state of agile maturity of the Agency. Following completion of the Agile Maturity Assessment, the Project Manager shall draft an Agile Assessment Report that outlines findings in terms of people, processes, tools and technology portfolio, to include identification of strengths.</p>
2.12	<p><u>General Management Activities</u> – Be responsible for monitoring the overall cost, control, adherence to schedules, and technical quality of work; support any needed requirements reviews; and provide procurement support as needed.</p>
2.13	<p>Propose and conduct periodic discussions (both formal and informal, telecom and face-to-face) with Agency stakeholders (and/or delegates) in the form of Technical Exchange Meetings, collaborative development sessions, program reviews and design reviews as required. The Project Manager shall create meeting minutes summarizing the discussions held in the meetings.</p>
2.14	<p>Prepare and provide technical analysis reports as directed by the Agency to support</p>

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	discussions.		
2.15	Upon approval by the Agency, coordinate with external organizations, as necessary, to support their development activities.		
3. Work Hours			
	The Project Manager will work a minimum eight-hour day between the hours of 8:00 AM and 7:00 PM, Monday through Friday, and, when directed by TO Manager, On evenings, weekends, State holidays, Service Reduction days or during other office closures.		
4. Project Manager Deliverables and Time of Performance			
ID #	Deliverable Description	Acceptance Criteria	Time of Performance
4.1	Charter	The Charter defines the “Why” of the project or the reason for the project’s existence; the mission the “What” of the project and what will be done in the project to achieve its higher purpose; and success criteria.	30 days from NTP and updated as directed by the TO Manager
4.2	Vision Statement	A summary that communicates how the solution supports the organization's strategies and articulate the goals for the solution.	15 days from NTP and updated as directed by the TO Manager
4.3	Definition of Done	Drives the quality of work and is used to assess when a User Story has been completed.	15 days from NTP and updated as directed by the TO Manager
4.4	Responsibility Matrix	Describes the participation by various roles in completing tasks or deliverables for a project or business process.	15 days from NTP and updated as directed by the TO Manager
4.5	Epic Solution Document – Lightweight Business Case	Describes the results of initial analysis and includes the description, success criteria, estimates of implementation and program impact.	30 days from NTP, updated as directed by the TO Manager
4.6	Master Schedule/Road map	Includes all project management activities with sufficient detail to manage the project, including overseeing appropriate updates to the Project Management Plan and related project components as outlined in the SDLC. • The schedule should include milestones, deliverables, periods of performance, degrees of completion, and assigned resources for all project activities. • The duration of the activities in the Master Schedule should be at appropriate levels of granularity to manage and track project progress.	60 days from NTP and updated as directed by the TO Manager
4.7	Risk	At a minimum, the RMP shall:	60 days from

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	Management Plan and Risk Registry (RMP)	<ul style="list-style-type: none"> • Identify and prioritize potential risks to successful completion of the SDLC phases; • Incorporate pertinent risk information found in the Master Project Status Report; and • Include a Risk Registry of all project risks that will be updated throughout the project. 	NTP and updated as directed by the TO Manager
4.8	Cost Management Plan and Cost Reporting	MS Word document (or agreed upon format) that establishes the activities and criteria for planning, structuring and controlling project costs. The Cost Management Plan and Cost Reporting document should comply with Maryland's SDLC, the Agency's governance model.	60 days from NTP and updated as directed by the TO Manager
4.9	Requirements Traceability Matrix (RTM) Development and Updates	<p>The RTM describes and provides a numbering system for all project requirements for traceability through testing. The RTM process is part of the Quality Assurance Plan and shall include test scenarios and acceptance criteria for all technical and functional requirements.</p> <p>The Project Manager shall:</p> <ul style="list-style-type: none"> A. Ensure that the TO Contractor's team participates in requirements development as needed and traces requirements through testing and implementation via updates to the RTM. B. Ensure that RTM updates are in conjunction with weekly requirements / design reviews. C. Work closely with the project team and any contractors to develop or review and update detailed project requirements. Requirements activities may include: <ul style="list-style-type: none"> ▪ Stakeholder interviews ▪ Documenting before and after business processes ▪ Review of existing requirements documentation ▪ Joint Application Development (JAD) sessions ▪ COTS software "gap fit analysis" ▪ Demonstrations of existing similar systems (benchmarking) ▪ Requirements walkthroughs 	30 days from NTP and updated as directed by the TO Manager
4.10	Agile Maturity Assessment/ Matrix	Develop an initial Agile Maturity Assessment/Matrix and review and report on the progress of agile projects and ongoing efforts to show maturity throughout the process.	60 days from NTP and updated as directed by the TO Manager
4.11	Software Development Iterations/ Program Increments/	Establish and follow best practices for agile development; and develop a schedule of software iterations/increments and sprints based on Product Owner priorities and User stories.	At each Program Increment and updated as directed by the TO Manager

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	Sprint Planning		
4.12	Status Report and Timesheet	MS Word document (or mutually agreed upon document) that captures and tracks ongoing project management activities and status. The report will capture activities completed in the past reporting period, activities planned for the following reporting period, and the completion status of project deliverables. The report will describe issues and impediments on the project and the status of the efforts to resolve issues/impediments.	Every month, by 7 th of the month
4.13	Master Status Report	MS Word document (or mutually agreed upon document) that captures and tracks ongoing project activities and status. The report will capture activities completed in the past reporting period, activities planned for the following reporting activities, the completion status of project deliverables and a status of project costs (planned vs. actual). The report will describe issues and impediments on the project and the status of the efforts to resolve issues/impediments and mitigate risks. The report will have sections describing necessary updates to the Master Schedule/Roadmap and Risk Registry. The report will document lessons learned from the project and any other pertinent status information.	Once every quarter; due within the first ten (10) business days after the end of the reporting period
4.14	Procurement Management Plan	Describes how a project team will acquire goods and services. Information within this document may be used when completing the specific acquisition or purchase.	30 days after NTP and updated as directed by the TO Manager

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Section 4 - Minimum Qualifications

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
Project Manager (Senior)	<p>Education:</p> <ul style="list-style-type: none"> ● Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Business, Information systems or a related discipline. <p>General Experience:</p> <ul style="list-style-type: none"> ● The proposed candidate must have at least 5 years of experience in project management. <p>Specialized Experience: The proposed candidate must have:</p> <ul style="list-style-type: none"> ● At least 5 years of experience in managing IT related projects and must demonstrate a leadership role in at least 3 successful projects that were delivered on time and on budget. ● At least 5 years of experience in information system design and development experience in one or more general purpose programming language development such as JavaScript and Java. ● Knowledge in system integration using Application Program Interface (API) management technologies, and a working knowledge of the RESTful APIs platform, API design and development on the cloud as well as on-premise environments. ● Experience in RDBMS and NoSQL database development experience with strong fundamentals in algorithm design, problem solving, and complexity analysis. ● At least 5 years of experience in managing Agile scrum team with developers, testers and DevOps team using Agile processes and practices. ● Experience working with public agency interfaces.
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
Project Manager (Senior)	<ul style="list-style-type: none"> ● A Master’s Degree or project management certification. ● At least 5 years of programming experience in Java, JavaScript, JBOSS Fuse, Angular JS. ● Experience in health and human services domains such as eligibility, enrollment, Medicaid, child welfare, child support systems. ● Experience building complex software systems with one or more general purpose programming languages. ● Knowledge of best practices for the full Agile SDLC, including

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	<p>coding standards, code reviews, source control management, build processes, testing, and operations.</p> <ul style="list-style-type: none">● Integration experience with financial management systems.● Experience working with two or more from the following: web application development, mobile application development, information retrieval, developing large software systems, and/or security software development.
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Section 5 – Substitution of Personnel

1.	<p><u>Directed Personnel Replacement</u></p> <p>A. The Agency TO Manager may direct the Master Contractor to replace any contractor personnel who, in the sole discretion of the TO Manager, are perceived as being unqualified, non-productive, unable to fully perform the job duties, disruptive, or known, or reasonably believed, to have committed a major infraction(s) of law or Agency, Contract, or RFR requirement.</p> <p>B. If deemed appropriate in the discretion of the TO Manager, the TO Manager shall give written notice of any personnel performance issues to the Master Contractor, describing the problem and delineating the remediation requirement(s). The Master Contractor shall provide a written Remediation Plan within 3 days of the date of the notice. If the TO Manager rejects the Remediation Plan, the Master Contractor shall revise and resubmit the plan to the TO Manager within 5 days of the rejection, or in the timeframe set forth by the TO Manager in writing. Once a Remediation Plan has been accepted in writing by the TO Manager, the Master Contractor shall immediately implement the Remediation Plan.</p> <p>C. Should performance issues persist despite the approved Remediation Plan, the TO Manager will give written notice of the continuing performance issues and either request a new Remediation Plan within a specified time limit or direct the removal and replacement of the contractor personnel whose performance is at issue. A request for a new Remediation Plan will follow the procedure described in Paragraph B.</p> <p>D. In circumstances of directed removal, the Master Contractor shall provide a suitable replacement for TO Manager approval within 15 days of date of the notification of directed removal, or the actual removal, whichever occurs first. However, if the TO Manager determines that the State’s best interests require removal of the contractor personnel with less than 15 days’ notice, the TO Manager can direct removal in shorter timeframe, including immediate removal.</p> <p>E. Normally, a directed personnel replacement will occur only after prior notification of problems with requested remediation, as described above. However, the TO Manager reserves the right to direct immediate personnel replacement without utilizing the remediation procedure described above.</p> <p>F. Replacement or substitution of contractor personnel under this section shall be in addition to, and not in lieu of, the State’s remedies under the RFR or which otherwise may be available at law or in equity.</p>
2.	<p><u>Substitution of Personnel Prior to Execution of TO Agreement Execution (and up to 30 days after execution)</u></p> <p>Prior to execution of the TO Agreement or within thirty (30) days after execution, the Master Contractor may substitute proposed candidate only under the following circumstances: vacancy occurs due to the sudden termination, resignation, or approved leave of absence due to an Extraordinary Personnel Event, or death of such personnel. To qualify for such substitution, the Master Contractor must describe to the State's satisfaction the event necessitating substitution and must demonstrate that the originally proposed personnel are full-time employees with the Master Contractor (subcontractors, temporary staff or 1099 contractors do not qualify). Proposed substitutions shall be of comparable caliber or higher, in the State's sole discretion. Proposed</p>

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	<p>substitutes deemed by the State to be less qualified than the originally proposed individual may be grounds for pre-award disqualification or post-award termination.</p> <p>An Extraordinary Personnel Event – means Leave under the Family Medical Leave Act; an incapacitating injury or incapacitating illness; or other circumstances that in the sole discretion of the State warrant an extended leave of absence, such as extended jury duty or extended military service.</p>
3.	<p><u>Substitution Thirty (30) Days Post Execution of the TO Agreement</u></p> <p>The procedure for substituting personnel after TO Agreement execution is as follows:</p> <p>A. The Master Contractor may not substitute personnel without the prior approval of the Agency TO Manager.</p> <p>B. To replace any personnel, the Master Contractor shall submit resumes of the proposed individual specifying the intended approved labor category. Any proposed substitute personnel shall have qualifications equal to or better than those of the replaced personnel.</p> <p>C. Proposed substitute individual shall be approved by the Agency TO Manager. The Agency TO Manager shall have the option to interview the proposed substitute personnel and may require that such interviews be in person. After the interview, the Agency TO Manager shall notify the Master Contractor of acceptance or denial of the requested substitution. If no acceptable substitute personnel is proposed within the time frame established by the Agency TO Manager, the TO Agreement may be cancelled.</p>

Section 6 - Required Submissions

NOTE:

- o Master Contractors may propose only one candidate for the position requested.
- o 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.
- o 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.

- Up to one resume for the labor category described in the RFR (Attachment 1).
- Three current references that can be contacted for performance verification of the submitted candidate’s work experience and skills. Telephone number and email address of reference is needed.
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP).
- Living Wage Affidavit (Attachment I in the CATS+ RFP).
- Certification Regarding Investments in Iran (Attachment 3 of this RFR).
- Federal Funds Attachment (Attachment 4 of this RFR).
- Any other required documentation to demonstrate meeting minimum qualifications.

Email 2 of 2 as a password protected file with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line. The password must be unique for each candidate e-mail.

- Price Proposal (Attachment 2)

The TO Procurement Officer will contact Master Contractors to obtain the password for the Financial Proposal for those candidates that are deemed reasonably susceptible for award. Master Contractors who cannot provide a password that opens the file will be considered not susceptible for award. Subsequent submissions of financial content will not be allowed.

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Section 7 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 4 above will be evaluated for overall best value, as follows:

- A. Candidate’s understanding and experience in business process reengineering and developing business requirements, business process reengineering methodologies and system design
- B. Specialized experience and domain knowledge in health and human services
- C. Knowledge of agile IT project management practices and understanding of the Agile SDLC from business process reengineering perspective
- D. Education and Training
- E. References
- F. Price

Basis for Award Recommendation

The TO Procurement Officer 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. In this evaluation, technical merit is considered to have greater weight. The TO Procurement Officer will deliver a TO 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 # N00B8400059**

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 each Labor Category.

Labor Category **Project Manager (Senior Project Manager role)**

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]
[Contact Person]

<add lines as needed>

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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>			

**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 – PROJECT MANAGER (Senior Project Manager role)

Requirement	Candidate Relevant Experience *
<p>a. Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Business, Information Systems or a related field.</p>	<p>Education: 1.</p>
<p>b. General Experience: The proposed candidate must have at least 5 years of experience in project management.</p>	<p>General Experience: 1.</p>
<p>Specialized Experience: c. Specialized Experience: The proposed candidate must have: At least 5 years of experience in managing IT related projects and must demonstrate a leadership role in at least 3 successful projects that were delivered on time and on budget. At least 5 years of experience in information system design and development experience in one or more general purpose programming</p>	<p>Specialized Experience: 1.</p>

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<p>language development such as JavaScript and Java.</p> <p>Knowledge in system integration using Application Program Interface (API) management technologies, working knowledge of the RESTful APIs platform, API design and development on the cloud as well as on-premise environments.</p> <p>Experience in RDBMS and No SQL database development experience with strong fundamentals in algorithm design, problem solving, and complexity analysis.</p> <p>At least 5 years of experience in managing Agile scrum team with developers, testers and dev ops team using Agile processes and practices.</p> <p>Experience working with public agency interfaces.</p>	
<p>d. Preferred Experience/Knowledge/Skills :</p> <p>A Master’s Degree or project management certification.</p> <p>At least 5 years of programming experience in Java, JavaScript, JBOSS Fuse, Angular JS.</p> <p>Experience in health and human services domains such as eligibility, enrollment, Medicaid, child welfare, child support systems.</p> <p>Experience building complex software systems with one or more general purpose programming languages.</p> <p>Knowledge of best practices for the full Agile SDLC, including coding standards, code reviews, source control management, build processes, testing, and operations.</p> <p>Integration experience working with financial management systems.</p>	

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Experience working with two or more from the following: web application development, mobile application development, information retrieval, developing large software systems, and/or security software development.

Candidate must have experience in understanding business concepts and technical system processes to provide software design feasibility and recommendations.

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

Master Contractor Representative:

_____ Signature _____ Date _____

Proposed Individual:

_____ Date _____

Instruction: Sign each form.

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ATTACHMENT 2 - PRICE PROPOSAL

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

Base Period 1 (one year)				
CATS+ Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (B x C)
Project Manager (Senior Project Manager Role)	\$	\$	2000	\$
Total Base Period 1 Evaluation Price:				\$
Base Period 2 (one year)				
CATS+ Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (B x C)
Project Manager (Senior Project Manager Role)	\$	\$	2000	\$
Total Base Period 2 Evaluation Price:				\$
Base Period 3 (one year)				
CATS+ Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (B x C)
Project Manager (Senior Project Manager Role)	\$	\$	2000	\$
Base Period 3 Evaluation Price:				\$
Total RFR Price (Sum of Periods 1-3 Prices):				\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

*The Agency reserves the right to award each individual position at either the proposed Annual Labor Rate or proposed Hourly Labor Rate. The Annual Labor Rate requires a minimum of 1920 hours worked annually. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Both 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.

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ATTACHMENT 3 - CERTIFICATION REGARDING INVESTMENTS IN IRAN

Authority: State Finance & Procurement, §§17-701 – 17-707, Annotated Code of Maryland [Chapter 447, Laws of 2012.]

List: The Investment Activities in Iran list identifies companies that the Board of Public Works has found to engage in investment activities in Iran; those companies may not participate in procurements with a public body in the State. “Engaging in investment activities in Iran” means:

- A. Providing goods or services of at least \$20 million in the energy sector of Iran; or
- B. For financial institutions, extending credit of at least \$20 million to another person for at least 45 days if the person is on the Investment Activities In Iran list and will use the credit to provide goods or services in the energy of Iran.
- C.

The Investment Activities in Iran list is located at: www.bpw.state.md.us

Rule: A company listed on the Investment Activities In Iran list is ineligible to bid on, submit a proposal for, or renew a contract for goods and services with a State Agency or any public body of the State. Also ineligible are any parent, successor, subunit, direct or indirect subsidiary of, or any entity under common ownership or control of, any listed company.

NOTE: This law applies only to new contracts and to contract renewals. The law does not require an Agency to terminate an existing contract with a listed company.

CERTIFICATION REGARDING INVESTMENTS IN IRAN

The undersigned certifies that, in accordance with State Finance & Procurement Article, §17-705:

- (i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and
- (ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

The undersigned is unable make the above certification regarding its investment activities in Iran due to the following activities:

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date: _____

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ATTACHMENT 4 - FEDERAL FUNDS ATTACHMENT

A Summary of Certain Federal Fund Requirements and Restrictions

[Details of particular laws, which may levy a penalty for noncompliance, are available from the Department of Health and Mental Hygiene.]

1. Form and rule enclosed: 18 U.S.C. 1913 and Section 1352 of P.L. 101-121 require that all prospective and present sub-grantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form “Certification Against Lobbying.” It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.

2. Form and instructions enclosed: “Form LLL, Disclosure of Lobbying Activities” must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.

3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a “Certification Regarding Environmental Tobacco Smoke,” required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, education, or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.

4. In addition, federal law requires that:

OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations requires that grantees (both recipients and sub-recipients) which expend a total of \$300,000 or more (\$500,000 for fiscal years ending after December 31, 2003) in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 and the Office of Management and Budget (OBM) Circular A-133. All sub-grantee audit reports, performed in compliance with the aforementioned Circular shall be forwarded within 30 days of report issuance to the Contract Manager.

B) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).

C) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ,

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advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- b) The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.
- c) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- f) The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation-programs, activities, and facilities and employment. It states, among other things, that:

Grantees that provide health ... services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

- D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.
- E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration) or NIH (National Institute of Health) are prohibited from paying any direct salary at a rate more than Executive Level 1 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants.)
- F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.
- G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

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H) For research projects, a form for Protection of Human Subjects (Assurance/ Certification/ Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

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ATTACHMENT 4A: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Award No.	Organizational Entry
Name and Title of Official Signing for Organizational Entry	Telephone No. Of Signing Official
Signature of Above Official	Date Signed

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ATTACHMENT 4B: DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. Contract b. Grant c. Cooperative Agreement d. Loan e. Loan guarantee f. Loan insurance	2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award	3. Report Type: a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, <i>if known</i> :	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a) (last name, first name, MI):</i>	
11. Amount of Payment <i>(check all that apply)</i> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment <i>(check all that apply)</i> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment <i>(check all that apply)</i> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind, specify: _____ nature _____ value:		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:		

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(attach Continuation Sheet(s) SF-LLLA, if necessary)

15. Continuation Sheet(s) SF-LLLA attached: Yes No

16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ Date: _____

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**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING
ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
10. (b) Enter the full names of the individual(s) performing services, and include full address

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if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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ATTACHMENT 4C: DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service
Health Resources and
Service Administration
Rockville, MD 20857

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro Children Act of 1994, Part C Environmental Tobacco Smoke, requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the Offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

SIGNATURE OF AUTHORIZED CERTIFYING INDIVIDUAL