

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	P00B4400102		
Functional Area (Enter One Only)	Functional Area 5 – Software Engineering		
Labor Category/s			
<i>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.</i>			
<i>Enter the labor category/s to be provided:</i>			
1. Analyst, Systems (Senior)			
Anticipated Start Date	June 12, 2014		
Duration of Assignment	Not to exceed (6) months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE Goal, if applicable	% 0		
Issue Date: mm/dd/yyyy	5/12/2014	Due Date: mm/dd/yyyy	6/2/2014
		Time (EST): 00:00 am/pm	10:00 AM
Place of Performance:	Department of Labor, Licensing and Regulation, 1100 N. Eutaw Street, Baltimore, MD 21021.		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw Street Room #303, Baltimore, MD 21201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State’s System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and 		

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	<p>Standards;</p> <ul style="list-style-type: none"> The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute’s Project Management Body of Knowledge Guide. TO Contractor’s staff and sub-Contractors are to follow a consistent methodology for all TO activities. <p>The State of Maryland ADA Policies and Standards (http://doit.maryland.gov (search: nva (non-visual access)).</p>		
Security Requirements (if applicable):	<p>Selected personnel must pass background checks and obtain State ID Badges.</p> <p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</p> <p>B. Selected personnel shall not connect any of its own equipment to an Agency’s LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p>		
Special Invoicing Instructions:	Refer to purchase order resulting from RFR award.		
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Department of Labor, Licensing, & Regulation & Regulation (DLLR)		
Agency PO Name:	Sandy Crisafulli Procurement Officer	Agency PO Phone Number:	410-230-6026
Agency PO Email Address:	sandy.crisafulli@maryland.gov	Agency PO Fax:	410-767-8899
Agency PO Mailing Address:	DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, Baltimore, Maryland 21202		
Section 3 – Scope of Work			
Agency / Project Background			
DLLR Information Technology provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. Services provided include: System development, personal computer support, telecommunication and local area network support to the various DLLR units. In addition, web site development, web site content support and system engineering support to all DLLR programs is provided. DLLR recognizes that technology, software products and industry.			
Job Description/s			
Labor Category/s (From Section 1 Above)	Duties / Responsibilities		
1. Analyst, Systems (Senior)	The proposed individual would perform work over the course of six (6) months. Work days shall be determined by the DLLR Manager.		

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	<p>The work to be accomplished:</p> <ul style="list-style-type: none"> • Serves as a computer systems expert on assignments that typically involve establishing automated systems, where concern is with overall life cycle structure; and conducts feasibility studies from design, implementation and post-implementation evaluation from a number of possible approaches. Design criteria must be established to accommodate changes in legislation, mission, or functional program requirements. • Solves application and process related problems by creating detail process and system design specifications; and works with other areas across the business units to support a total solution approach. Communicates business requirements for reports and applications development. Facilitates collaboration within and across business units and across IT functions. Resolves problems and improves business units' technical environments. • Develops the structure, methodology and use for major elements of an information technology discipline for use across hardware and software such as data element dictionary, operating system customization user screen definition and use, program development tools and program generators; • Defines databases including defining user requirements, developing data definitions, data flow diagrams and maintaining the data dictionary; • Develops logical and physical database designs and ensures appropriate modifications to the design models or schema; • Establishes initializing procedures and data element naming conventions; • Advises management in matters related to designated area of specialization to maintain efficient and effective information support functions by recommending solutions or alternatives to problems, new projects and changes in objectives in consideration of factors such as availability of resources, cost effectiveness and overall program policies and objectives; <p>Performs other related duties as assigned.</p>
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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.**

<p align="center">Labor Category/s (From Section 1 Above)</p>	<p align="center">Minimum Qualifications</p>
<p>1. Analyst, Systems (Senior)</p>	<p>Education:</p> <p>Bachelor's Degree from an accredited college or university in Computer Science, Systems Analysis, Information Systems or a related field.</p> <p>General Experience:</p> <p>A minimum of eight (8) years of experience in information technology systems analysis.</p> <p>Specialized Experience:</p> <p>At least five (5) years of the experience in the design of business applications on complex IT systems. Requires a broad knowledge of data sources, data flow, system interactions, advanced computer equipment and software</p>

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	<p>applications, and advanced systems design techniques to develop solutions to unyielding complex problems and to advise officials on systems design and IT forecasts. Must possess demonstrated excellence in written and verbal communication skills.</p> <ol style="list-style-type: none"> 1. At least five (5) years' experience in the following technologies: <ol style="list-style-type: none"> a. Microsoft Visual Studio. NET 2005/2008/2010 b. Microsoft Visual Basic. NET c. Microsoft ASP. NET d. Microsoft SQL Server 2005/2008 2. At least two (2) years expertise in the following technologies: <ol style="list-style-type: none"> a. Crystal Reports. NET <p>Microsoft Reporting Services</p>
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<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>

<p>1. Analyst, Systems (Senior)</p>	<ol style="list-style-type: none"> 1. Master's degree in a related field of IT is preferred. 2. At least five (5) years expertise in the following technologies: <ol style="list-style-type: none"> a. Windows Presentation Foundation b. Windows Workflow Foundation c. Microsoft Internet Information Services 6 d. Microsoft.NET Framework 2.0/3.0/3.5 e. Microsoft Visual SourceSafe/team foundation server
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<p>Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> – 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: <p>Email 1 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> • 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. <p>Email 2 of 2 with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> • 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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2.	
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Section 5 – Evaluation Criteria

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

1. Relevant experience
2. Training and education
3. References
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 # P00B4400102**

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: **Analyst, Systems (Senior)**

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 – Analyst, Systems (Senior)

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 general 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 # P00B4400102**

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

	A	C	D
Analyst, Systems (Senior)	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.