

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

Section 1 – General Information			
<b>RFR Number:</b> (Reference BPO Number)	P00B5400101		
<b>Functional Area</b> (Enter One Only)	Functional Area Five - Software Engineering		
<b>Labor Category/s</b>			
<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. Application Developer Advanced Technology (Senior)			
<b>Anticipated Start Date</b>	3/23/2015		
<b>Duration of Assignment</b>	Not to exceed (6) months		
<b>Designated Small Business Reserve?(SBR):</b> (Enter "Yes" or "No")	Yes		
<b>MBE Goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	1/27/2015	<b>Due Date:</b> mm/dd/yyyy	2/17/2015
		<b>Time (EST):</b> 00:00 am/pm	10:00 AM
<b>Place of Performance:</b>	Department of Labor, Licensing and Regulation, 1100 N. Eutaw Street, Baltimore, MD 21201.		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw Street, Room #303, Baltimore, MD 21201.</p> <p>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 <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a> under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The State’s System Development Life Cycle (SDLC) methodology;</li> <li>• The State Information Technology Security Policy and Standards;</li> <li>• The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute’s Project Management</li> </ul>		

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	<p>Body of Knowledge Guide. TO Contractor's staff and sub-Contractors are to follow a consistent methodology for all TO activities;</p> <ul style="list-style-type: none"> <li>The State of Maryland ADA Policies and Standards (<a href="http://doit.maryland.gov">http://doit.maryland.gov</a> (search: nva (non-visual access)).</li> </ul>		
<b>Security Requirements (if applicable):</b>	<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. <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a></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>		
<b>Special Invoicing Instructions:</b>	Refer to purchase order resulting from RFR award.		
<b>Section 2 – Agency Procurement Officer (PO) Information</b>			
<b>Agency / Division Name:</b>	Department of Labor, Licensing, & Regulation & Regulation (DLLR)		
<b>Agency PO Name:</b>	Sandy Crisafulli Procurement Officer	<b>Agency PO Phone Number:</b>	410-230-6026
<b>Agency PO Email Address:</b>	sandy.crisafulli@maryland.gov	<b>Agency PO Fax:</b>	410-767-8899
<b>Agency PO Mailing Address:</b>	DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, 4 <sup>th</sup> Floor, Baltimore, Maryland 21202		
<b>Section 3 – Scope of Work</b>			
<b>Agency / Project Background</b>			
<p><b>Agency Background:</b>            DLLR Information Technology provides services to all DLLR program units, which in turn provide services to the citizens of Maryland. The Office is comprised of Client Services Development, Information Technology, Mini and Mainframe Development, Operations, PC Support, and Production Support.</p> <p><b>Project Background:</b>            The current Appeals software application is over 20 years old. The application is built on an outdated platform and cannot be installed on newer desktop computers with current operating systems. Additionally, due to the fragile nature of the application, the Office of Information Technology (OIT) cannot update and/or make any changes to current capabilities without placing the application at great risk of failure. These factors have resulted in non-compliance with changes in Maryland law and/or U.S. Department of Labor (USDOL) reporting requirements.</p> <p>The goal of the project is to implement a replacement Appeals Software to support current Appeals processes and be in compliance with Maryland Law and/or USDOL Reporting requirements.</p> <p><b>DLLR Approach:</b>            DLLR intends to acquire specific skills to expedite the development process due to strict time line (September 2015 Go-Live) and high risk of current Appeals Application failure. DLLR will develop new Appeals application by augmenting its internal resources with multiple contractors to ensure timely delivery and risk mitigation.</p>			

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<b>Job Description/s</b>	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p>1. Application Developer, Advanced Technology (Senior)</p>	<p>The proposed individual would perform work over the course of six (6) months. Work days shall be determined by the DLLR OIT Manager.</p> <p>The work to be accomplished:</p> <ul style="list-style-type: none"> <li>• Must be able to translate applications requirements into web-based solutions using available technology.</li> <li>• Must be able to apply new and emerging technologies to the software development process.</li> <li>• Apply existing technologies to the software development process.</li> <li>• Responsible for developing business, data, systems, and infrastructure models.</li> <li>• Code, test and debug application programs to create new business applications and interfaces or maintains/modifies existing business applications according to program specifications.</li> <li>• Perform unit and/or modular testing and integration testing for new application</li> <li>• Write and execute programs to extract, transform, and load data for system conversions.</li> <li>• Assist in database design, development, maintenance and management related activities for business applications.</li> <li>• Coordinate application design, development, implementation and testing processes with other OIT staff to implement application design specifications.</li> <li>• Understand and consistently apply the attributes and processes of current application development methodologies.</li> </ul>

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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. Application Developer, Advanced Technology (Senior)	<p><b>Education:</b> 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 five (5) years of equivalent experience in a related field.</p> <p><b>General Experience:</b> Must have three (3) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.</p> <p><b>Specialized Experience:</b></p> <ul style="list-style-type: none"> <li>• At least one (1) year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java.</li> <li>• At least two (2) years of performing in a lead role designing complex business applications.</li> <li>• At least five (5) years expertise in the following technologies: <ul style="list-style-type: none"> <li>○ Windows Presentation Foundation</li> <li>○ Windows Workflow Foundation</li> <li>○ Microsoft.NET Framework 2.0/3.0/3.5</li> <li>○ Development experience in Visual Basic .NET 2005+</li> <li>○ Development experience in Visual Studio .NET 2005+</li> <li>○ Experience in SQL Server 2005+</li> </ul> </li> <li>• At least two (2) years of experience in Crystal Reports and Microsoft SQL Reporting.</li> <li>• At least eight (8) years of experience in Information System Management (IFSM).</li> </ul>
<b>Preferred Qualifications</b>	
The additional Experience/Knowledge/Skills listed below are preferred by the State.	
1. Application Developer, Advanced Technology (Senior)	<ul style="list-style-type: none"> <li>• A Master's Degree is preferred.</li> <li>• Experience in Microsoft Visual SourceSafe/team foundation server is preferred</li> <li>• Excellent Communication Skills are preferred.</li> </ul>

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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)

1.

2.

3.

4.

**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 # P00B5400101**

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 (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.

<b>Proposed Individual’s Name/Company:</b>	<b>How does the proposed individual meet each requirement?</b>
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#### LABOR CATEGORY TITLE – Application Developer, Advanced Technology (Senior)

Requirement	Candidate Relevant Experience *
<b>Education:</b> <ul style="list-style-type: none"> <li>• Enter the minimum required education for this position as described in Section 2.10 of the CATS+ RFP.</li> </ul>	<b>Education:</b>
<b>General Experience:</b> <ul style="list-style-type: none"> <li>• Enter the minimum required general experience for this position as described in Section 2.10 of the CATS+ RFP.</li> </ul>	<b>General Experience:</b>
<b>Specialized Experience:</b> <ul style="list-style-type: none"> <li>• Enter the minimum required specialized experience for this position as described in Section 2.10 of the CATS+ RFP.</li> </ul>	<b>Specialized Experience:</b>
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 # P00B5400101**

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

	A	C	D
<b><i>Application Developer, Advanced Technology (Senior)</i></b>	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.