

**Request for Resume (RFR)**  
**CATS+ Master Contract – 060B2490023-2016**  
**All Master Contract Provisions Apply**

Section 1 – General Information			
<b>RFR Number:</b> (ADPICS Reference BPO Number)	P00B9400001		
<b>Functional Area</b> (Enter One Only)	Functional Area 2 - Web and Internet Systems		
Labor Category/s			
2.10.112 Testing Specialist			
<b>Anticipated Start Date</b>	10/1/ 2018		
<b>Duration of Engagement</b>	Three (3) Months		
<b>Designated Small Business Reserve?(SBR):</b> (Enter "Yes" or "No")	Yes		
<b>MBE Goal</b>	% 0		
<b>Issue Date:</b> mm/dd/yyyy	<b>7/13/2018</b>	<b>Due Date:</b> mm/dd/yyyy	<b>08/10/2018</b>
		<b>Time (EST):</b> 00:00 am/pm	<b>2:00 P.M.</b>
<b>Place of Performance</b>	<b>DLLR, 940 Madison Ave, 3<sup>rd</sup> Floor, Baltimore, MD 21201</b>		
<b>Special Instructions</b>	<p>1. In the event that more than 10 proposals are received, the TO Procurement Officer may elect to exercise the following down-select process:</p> <ul style="list-style-type: none"> <li>a. An initial evaluation for all submitted resumes and documentation will be completed. Based on this evaluation, the proposed candidates will be technically ranked highest to lowest for technical merit based on RFR Section 4 – Personnel Qualifications.</li> <li>b. Offerors who submitted the top 10 technically ranked proposals will be notified of selection for candidate interviews. The TO Procurement Officer will follow the Selection/Award Process in RFR Section 6.</li> <li>c. All other Offerors will be notified of non-selection for this RFR.</li> </ul> <p>Interviews will be performed by phone or in-person at the following location <b>DLLR, 1100 North Eutaw Street, 3<sup>rd</sup> Floor, Baltimore MD 21201</b>. At the TO Procurement Officer’s discretion, an interview via telephone, the web, e.g., Skype, GoToMeeting, WebEx, may be held in lieu of an in-person meeting. All candidates selected for interview shall be interviewed in substantially the same manner.</p>		
<b>Security Requirements</b>	Selected personnel shall pass background checks and obtain State ID badges. Refer to		

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<b>(if applicable):</b>		RFR Attachment 7 – Criminal Background Check Affidavit for additional information.	
<b>Section 2 – TO Procurement Officer Information</b>			
<b>TO Requesting Agency</b>		Maryland Department of Labor, Licensing and Regulation	
<b>TO Procurement Officer</b>		Roger Lewis	<b>TO Procurement Officer phone number</b> 410-767-2963
<b>TO Procurement Officer email address</b>		<a href="mailto:roger.lewis1@maryland.gov">roger.lewis1@maryland.gov</a>	
<b>TO Procurement Officer mailing address</b>		1100 North Eutaw Street, Room 101, Baltimore MD 21202	
<b>Section 3 – Scope of Work</b>			
<b>A. Background</b>			
<p>The candidate will be responsible for reviewing the federally funded Unemployment Insurance BEACON application to ensure that it is compliant as provided by Section 508, an amendment to the United States Workforce Rehabilitation Act of 1973, is a federal law mandating that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities. The candidate will provide accessibility services to conduct full website and mobile accessibility assessments conforming to Section 508 and WCAG 2.0 accessibility guidelines and document test results. The candidate will deliver testing results, and will assist in technical and remediation guidance to the BEACON developers.</p>			
<b>B. Role Definitions</b>			
1.	Task Order (TO) Procurement Officer – State staff person responsible for managing the RFR process up to the point of TO award.		
2.	TO Manager – State staff person who oversees the work performance for the resource and administers the TO once it is awarded.		
3.	TO Contractor – The CATS+ Master Contractor awarded a TO Agreement as a result of this RFR. The TO Contractor shall provide the resource and be accountable for the resource’s work performance under the TO Agreement.		
<b>C. Job Description/s</b>			
<b>Labor Category/s (From Section 1 Above)</b>		<b>Duties / Responsibilities</b>	
		1. The ADA Tester will provide software testing by executing test plans and test scripts per requirements.	
		2. Create and execute 508 test plans and test scenarios of new and existing applications.	
		3. Peer review and analyze technical and/or functional specifications. Develop test cases and procedures to verify application functionality.	
		4. Conduct in-depth Section 508 assessments via manual reviews and using automated test tools and assistive technologies (i.e., JAWS, WAVE, Windows-Eyes, AMP, etc.)	

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	5. Test for Section 508 compliance using software like JAWS, WAVE, Windows-Eyes, AMP, etc.
	6. Verify compliance with 508 accessibility standards
	7. Record problems/defects identified during testing. Retest problems after they are resolved by the development team. Communicate the status of testing, including reporting of overall test results.
	8. Identify and suggest potential solutions for accessibility barriers based on the WCAG 2.0 standards as well as compliance with the ADA, Section 508, and other accessibility related laws.
	9. 508 Remediation of a variety of Document Types - HTML, Word, Excel, PowerPoint, PDF

**Section 4 – Personnel Qualifications**

**Experience Levels/Qualifications**

Candidates will be evaluated on their ability to meet the minimum qualifications identified in Section 2.10 of the CATS+ Master RFP – 060B2490023-2016  
<http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016CATSPPlus2016RFP.pdf> in addition to the preferred experience/knowledge and skills listed below. Candidates possessing the preferred experience/qualifications/knowledge and skills below may receive a higher technical ranking.

**Preferred Experience/Qualification/Knowledge/Skills**

<b>Labor Category/s Testing Specialist</b>	<p>a. <b>Education: Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information System, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.</b></p>
	<p>b. <b>General Experience:</b></p> <p><b>Must have four (4) years of experience in computer software development</b></p> <p><b>Must have excellent verbal and written communication skills, Ability to work independently with minimal supervision</b></p> <p><b>Must be a team player, well organized and efficient with excellent judgment and decision-making skills</b></p> <p><b>Ability to prepare test plans and subsequent reports on the applications reviewed</b></p> <p><b>Display technical competence and strong organizational skills while multitasking</b></p> <p><b>Ability to design the overall project test plan and master test schedule for the project</b></p> <p><b>Be able to document the problem and suggested change and/or improvement within the existing problem tracking software.</b></p>
	<p>c. <b>Specialized Experience:</b></p> <p><b>Must have at least four (4) years of direct software testing experience (integration and acceptance)</b></p> <p><b>Must have 2+ years’ experience with assistive technologies like JAWS, WAVE, Windows-Eyes, AMP, etc. to ensure conformance to Section 508 accessibility standards.</b></p>

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	<p>Have a thorough understanding of Section 508 compliance requirements and testing procedures, tools and software.</p> <p>Must have hands-on experience with SQL and bug tracking tool.</p> <p>Must have hands-on writing SQL statements for Database validation/ testing. Experience working in current versions of SQL and the ability to write queries and navigate database tables</p>
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**Section 5 – Required Submissions**

1. Master Contractors may propose only one candidate for each position requested.

2. 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.

3. 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 as a password protected file “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line.**

1. RFR Attachment 1 – RFR Resume Form for each labor category described in the RFR – submit one Attachment 1 for each candidate proposed. Attachment 1 shall include three (3) current references for each candidate proposed that can be contacted for performance verification for each candidate’s work experience and skills. Telephone number and email address of reference is needed.
2. RFR Attachment 3 - Certification Regarding Investments in Iran.
3. RFR Attachment 4 - Conflict of Interest Affidavit
4. RFR Attachment 6 - Living Wage Affidavit
5. Any relative documentation to demonstrate meeting the qualifications in RFR Section 4 – Personnel 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.**

1. RFR Attachment 2 - Price Proposal – submit a separate Attachment 2 – Price Proposal for each proposed candidate.

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

**Section 6 – Selection/Award Process**

1. After completion of interviews, the remaining 10 proposals will be ranked for technical merit based on the following evaluation criteria:
  - A. Relevant technical skills
  - B. Experience
  - C. References
2. The TO Procurement Officer will only open the Price Proposals where the associated technical proposal/candidate has been classified as reasonably susceptible for award.
3. Price Proposals will be evaluated and ranked from lowest to highest price proposed.
4. When in the best interest of the State, the TO Procurement Officer may request, in writing, a financial Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO. The TO Procurement Officer will recommend award to the Master Contractor/s whose proposal is determined to be the best value to the State, considering price and the evaluation factors set forth above. In this evaluation, technical merit is considered to have greater weight. The TO Procurement Officer will initiate and deliver a Task Order Agreement to the selected Master Contractor/s. **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**

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circumstances.

**Section 7 – Invoicing Instructions**

1. After the end of each month, the TO Contractor shall submit timesheets to the TO Manager, for review prior to submitting an invoice.
2. The TO Manager shall review, sign, and return the timesheets to the TO Contractor.
3. The TO Contractor shall send a copy of the signed timesheets with an invoice to the TO Manager to:
4. The TO Contractor shall invoice the State monthly at the proposed hourly labor rate for actual hours worked, as documented in the approved timesheets.

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**Attachment 1 - RFR Resume Summary Form – CATS+ RFR #**

<b>Proposed Key Personnel:</b>		<b>Master Contractor:</b>		<b>CATS+ Labor Category:</b>	
<b>Education:</b>  (Insert the education requirements for the proposed labor category from Section 2.10 of the CATS+ RFP)	<b>Institution/Address:</b>		<b>Degree or Certification:</b>		<b>Year Completed:</b>
			<b>Field of Study:</b>		
<b>Generalized Experience:</b>  (Insert the generalized experience description for the proposed labor category from Section 2.10 of the CATS+ RFP)	<b>Start</b>	<b>End</b>	<b>Company/Job Title</b>	<b>Relevant Work Experience</b>	
<b>Specialized Experience:</b>  (Insert the specialized experience description for the proposed labor category from Section 2.10 of the CATS+ RFP)	<b>Start</b>	<b>End</b>	<b>Company/Job Title</b>	<b>Relevant Work Experience</b>	

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RFR Additional Requirements:	Start	End	Company/Job Title	Relevant Work Experience
Preferred Experience/Qualifications/Knowledge/Skills: (insert from RFR Section 4 – Personnel Qualification)				

**CANDIDATE REFERENCES** (List persons the State may contact as employment references)

Reference Name	Job Title or Position	Organization Name	Telephone / Email

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

Master Contractor Representative:

Proposed Key Personnel:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date