

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

Section 1 – General Information			
RFR Number: (ADPICS Reference BPO Number)	P00B9400017		
Functional Area (Enter One Only)	Functional Area 10 - IT Management Consulting Services		
Labor Category/s			
Labor Category 2.10.95 Project Manager			
Anticipated Start Date	11/1/2018		
Duration of Engagement	<i>Two (2) year base period: November 1, 2018 – October 31, 2020</i> <i>(3) one-year renewal options:</i> November 1, 2020 – October 31, 2021 November 1, 2021 – October 31, 2022 November 1, 2022 – October 31, 2023		
Designated Small Business Reserve? (SBR): (Enter “Yes” or “No”)	Yes		
MBE Goal			0%
Issue Date: mm/dd/yyyy	September 17, 2018	Due Date: mm/dd/yyyy	October 9, 2018
		Time (EST): 00:00 am/pm	2:00 p.m. local time
Place of Performance	Department of Labor, Licensing and Regulation (DLLR) 1100 North Eutaw Street Baltimore, MD 21201		

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Special Instructions	<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"> 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. 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. c. All other Offerors will be notified of non-selection for this RFR. <p>2. Interviews will be performed by phone or in-person at the following location: 1100 North Eutaw Street, 3rd Floor Conference Room Baltimore, MD 21201</p> <p>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>		
Security Requirements (if applicable):	Selected personnel shall pass background checks and obtain State ID badges. Refer to RFR Attachment 7 – Criminal Background Check Affidavit for additional information.		
Section 2 – TO Procurement Officer Information			
TO Requesting Agency	Maryland Department of Labor, Licensing and Regulation (DLLR)		
TO Procurement Officer	Latesa Thomas	TO Procurement Officer phone number	410-767-7050
TO Procurement Officer email address	Latesa.thomas@maryland.gov		
TO Procurement Officer mailing address	1100 North Eutaw Street Room 101 Baltimore, Maryland 21202		
Section 3 – Scope of Work			
A. Background			
<p>The Maryland Department of Labor, Licensing and Regulation (DLLR) Division of Occupational and Professional Licensing is issuing this CATS+ Master RFR to acquire a project manager to manage the Electronic Licensing Modernization (ELMo) project. The desired outcome of this RFR is for a certified, highly qualified project manager.</p> <p>The Division is modernizing its existing licensing system to accommodate the various business processes and regulations that differentiate the categories of licenses. By implementing a full lifecycle management system, the objective is to turn disparate systems and processes into a single centralized system that will provide the State and its customers with a complete end-to-end licensing. The project manager selected will be responsible for providing the leadership, direction, planning and oversight in managing the ELMo project.</p>			

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B. Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Project Manager (PM)	<ol style="list-style-type: none"> 1. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all Contract activities, projects and support activities, including those of subcontractors. Establishes and alters management structure to direct effective and efficient Contract support activities. 2. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. 3. Collaborates with business stakeholders as well as interfacing with senior leadership. 4. Manage the Change Order Management process throughout the duration of this contract. This includes issue resolution tracking and Vendor work order changes. 5. See Attachment 8 for an additional description of duties/responsibilities.
Section 4 – Personnel Qualifications	
Experience Levels/Qualifications	
<p>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.</p>	
Preferred Experience/Qualification/Knowledge/Skills	

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<p>1. Project Manager (PM)</p>	<p>a. Education:</p> <ol style="list-style-type: none"> 1. Master’s degree preferred.
	<p>b. General Experience:</p> <ol style="list-style-type: none"> 1. At least twelve (12) years of experience in project or program management.
	<p>c. Specialized Experience:</p> <ol style="list-style-type: none"> 1. At least (8) years of experience in development and operations of major IT systems, defined as an Information Technology software, platform, warehouse, or other combination of elements that function together to produce the capabilities required to fulfill a mission need (Experience shall include application development implementations where multiple organizations and/or divisions were engaged in the implementation process, and duties performed included: <ul style="list-style-type: none"> - driving coordination for infrastructure - application installation in development/testing/production environments - configuration of workflow in various business process areas - collaboration with senior level management on implementation
	<ul style="list-style-type: none"> - organizational change management - identifying and ensuring requirements capabilities - acceptance testing - schedule management - issue resolution - budget and/or status reporting <ol style="list-style-type: none"> 2. At three (3) years in professional licensing and regulation experience 3. At least 5 years in information system and development 4. At least 5 years of experience in managing agile scrum teams with developers, testers and DevOps team using agile processes and practices. 5. At least eight (8) years of experience in supervision and/or oversight of IT related programs or projects. 6. Experience implementing and utilizing a Change Order Management System tracking issue through to resolution and managing application vendor changes to their contract. 7. Demonstrated a leadership role in at least three (3) successful projects that were delivered on time and on budget. 8. Active Project Management Institute (PMI) Certification or equivalent, as determined by the PO.
<p>Section 5 – Required Submissions</p>	

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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 5 – Non-Disclosure Agreement TO Contractor
5. RFR Attachment 6 - Living Wage Affidavit
6. Narrative describing recent projects and how these projects meet the minimum and preferred criteria for the contract.
7. Any relative documentation to demonstrate meeting the qualifications in RFR Section 4 – Personnel Qualifications. 8. Copy of current PMI certificate, or equivalent (equivalency to be determined by the PO)

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 circumstances.**

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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: John Molnar
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 #

Proposed Personnel:	Master Contractor:	CATS+ Labor Category: Project Manager		
Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline	Institution/Address:		Degree or Certification:	Year Completed:
			Field of Study:	
Generalized Experience: At least five (5) years of experience in project management.	Start	End	Company/Job Title	Relevant Work Experience
Specialized Experience: At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.	Start	End	Company/Job Title	Relevant Work Experience

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<u>Preferred Qualifications</u>				
<u>Education:</u> Master’s degree preferred.	Institution/Address:		Degree or Certification:	Year Completed:
			Field of Study:	
<u>Generalized Experience:</u>	Start	End	Company/Job Title	Relevant Work Experience
At least twelve (12) years of experience in project or program management.				
<u>Specialized Experience:</u>	Start	End	Company/Job Title	Relevant Work Experience
At least (8) years of experience in development and operations of major IT systems, defined as an Information Technology software, platform, warehouse, or other combination of elements that				

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<p>function together to produce the capabilities required to fulfill a mission need (Experience shall include application development implementations where multiple organizations and/or divisions were engaged in the implementation process, and duties performed included:</p> <ul style="list-style-type: none"> - driving coordination for infrastructure - application installation in development/testing/production environments - configuration of workflow in various business process areas - collaboration with senior level management on implementation - organizational change management - identifying and ensuring requirements capabilities - acceptance testing - schedule management - issue resolution - budget and/or status reporting 				
<p>At three (3) years in professional licensing and regulation experience.</p>				
<p>At least 5 years in information system and development.</p>				
<p>At least 5 years of experience in managing agile scrum teams with developers, testers</p>				

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and DevOps team using agile processes and practices.				
At least eight (8) years of experience in supervision and/or oversight of IT related programs or projects.				
Experience implementing and utilizing a Change Order Management System tracking issue through to resolution and managing application vendor changes to their contract.				
Demonstrated a leadership role in at least three (3) successful projects that were delivered on time and on budget.				
Active Project Management Institute (PMI) Certification or equivalent, as determined by the PO.				

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

Reference Name	Job Title or Position	Organization Name	Telephone / Email

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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

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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
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x B)
Project Manager	\$	2,000	\$
Total Base Period 1 Evaluation Price			\$
Base Period 2 (one year)			
CATS+ Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x B)
Project Manager	\$	2,000	\$
Total Base Period 2 Evaluation Price			\$
Base Period 3 (one year)			
CATS+ Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x B)
Project Manager	\$	2,000	\$
Total Base Period 3 Evaluation Price			\$
Renewal Period 1 (one year)			
CATS+ Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (B x C)
Project Manager	\$	2,000	\$
Total Renewal Period 1 Evaluation Price			\$
Renewal Period 2 (one year)			
CATS+ Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x B)
Project Manager	\$	2,000	\$
Total Renewal Period 2 Evaluation Price			\$
Total RFR (Sum of Periods 1-5 Prices)			\$

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Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. 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.

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 - CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- A) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C) The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):
- E) The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____

(Authorized Representative and Affiant)

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ATTACHMENT 5 – NON-DISCLOSURE AGREEMENT TO CONTRACTOR

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ___ day of _____, 20___, by and between the State of Maryland (“the State”), acting by and through its Maryland State Department of Education (DoIT), (the “Department or Agency”), and _____ (“TO Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for <<Solicitation Title>> RFR No. <<SOLICITATION NUMBER>> dated _____, (the “RFR”) issued under the Consulting and Technical Services procurement issued by the Department or Agency, Project Number 060B2490023-2016; and

WHEREAS, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding _____ (the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the RFR and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such, Confidential Information means (1) any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement and (2) any and all personally identifiable information (PII) (including but not limited to personal information as defined in Md. Ann. Code, State Govt. § 10-1301(c)) and protected health information (PHI) that is provided by a person or entity to the TO Contractor in connection with this TO Agreement. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.
2. TO Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor’s Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.
3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor’s performance of the RFR or who will otherwise have a role in performing any aspect of the RFR, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to

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protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor's Personnel or the TO Contractor's former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. TO Contractor shall, at its own expense, return to the Department or Agency, all Confidential Information in its care, custody, control or possession upon request of the Department or Agency or on termination of the TO Agreement.
7. A breach of this Agreement by the TO Contractor or by the TO Contractor's Personnel shall constitute a breach of the Master Contract Agreement between the TO Contractor and the State.
8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.
10. The parties further agree that:
 - a) This Agreement shall be governed by the laws of the State of Maryland;
 - b) The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
 - c) The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
 - d) The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
 - e) Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and
 - f) The Recitals are not merely prefatory but are an integral part hereof.

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TO Contractor/TO Contractor's Personnel:

TO Requesting Agency:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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EXHIBIT A – FOR THE NONDISCLOSURE AGREEMENT (TO CONTRACTOR)

TO CONTRACTOR’S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO THE CONFIDENTIAL
INFORMATION

Printed Name and Address
of Employee or Agent

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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ATTACHMENT 6 – LIVING WAGE AFFIDAVIT

Contract No. _____

Name of Contractor _____

Address _____

City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland's Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons (check all that apply):

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee's time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

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Name of Authorized Representative: _____

Signature of Authorized Representative _____

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date: _____

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ATTACHMENT 7– CRIMINAL BACKGROUND CHECK AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____ (Title) _____ and the duly authorized representative of _____ (Master Contractor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

I hereby affirm that _____ (Master Contractor) _____ has complied with Section 2.4, Security Requirements of the Department of Information Technology’s Consulting Technical Services RFP 060B2490023-2016 (CATS+).

I hereby affirm that the _____ (Master Contractor) _____ has provided <<TO Requesting Agency Name>> with a summary of the security clearance results for all of the candidates that will be working on Task Order <<Solicitation Title>> <<SOLICITATION NUMBER>> and all of these candidates have successfully passed all of the background checks required under Section 2.4.3 to the of the CATS+ RFP 060B2490023-2016. Master Contractors hereby agrees to provide security clearance results for any additional candidates at least seven (7) days prior to the date the candidate commences work on this Task Order.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Master Contractor

Typed Name

Signature

Date

Submit within ## days of NTP

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ATTACHMENT 8- PROJECT MANAGER ROLE DEFINITIONS, RESPONSIBILITIES, DELIVERABLES

1. ROLE DEFINITIONS	
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 work performance for the resource 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 resource and be accountable for the resource’s work performance under the TO Agreement.
2. WORK HOURS	
A.	The PM will work an eight-hour day between the hours of 7:00 AM and 6:00 PM, Monday through Friday except for State holidays and Service Reduction days or other office closures, or an alternate work schedule with prior approval of the Agency TO Manager.
B.	Duties also may require some evening and/or weekend hours billed on actual time worked at the proposed hourly rate.
3. PROJECT MANAGER DUTIES/RESPONSIBILITIES	
3.1	The project manager shall apply the State of Maryland System Development Life Cycle (SDLC) requirements, standards and methodology to manage the project which can be found at the Department of Information Technology (DoIT) website https://doit.maryland.gov/SDLC/Pages/Templates.aspx
3.2	Become thoroughly knowledgeable on all of the Division’s E-Licensing business processes, regulations and activities
3.3	Coordinate and manage appropriate training for end users.
3.4	Work closely with the DLLR and Development Contractor to develop or review and update detailed project requirements. Requirements activities may include: · Stakeholder interviews · Documenting before and after business processes · Review of existing requirements documentation · Joint Application Development (JAD) sessions · Gap fit analysis · Demonstrations of existing similar systems (benchmarking) · Requirements walkthroughs
3.5	Ensure project governance processes are documented and practiced.
3.6	Identify project tasks and assignments and work with DLLR and Development Contractor to resolve workload conflicts
3.7	Function as a liaison between Department of Labor, Licensing and Regulation (DLLR) personnel, project stakeholders and the Development Contractor.

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3.8	Collect, organize, store, and manage project documents in a central repository. This includes maintaining current and archival files (electronic and paper), collecting and distributing information to and from stakeholders, and entering updates into Agency internal weekly status reports and project tracking systems.
3.9	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.
3.10	Create/Update and maintain a Requirements Traceability Matrix (RTM) that describes and provides a system for all project requirements for traceability through testing. The RTM should include test scenarios and acceptance criteria for all technical and functional requirements.