

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

Section 1 – General Information			
<b>RFR Number:</b> (Reference BPO Number)	<i>Enter the ADPICS Reference BPO number released against the CATS+ Master Contract BPO # 060B2490023 in ADPICS RFR# R95B5400030</i>		
<b>Functional Area</b> (Enter One Only)	Business Process Consulting Service		
<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. Subject Matter Expert (SharePoint Enterprise Content Trainer)			
<b>Anticipated Start Date</b>	07/13/2015		
<b>Duration of Assignment</b>	<i>Up to Six (6) Months</i>		
<b>Designated Small Business Reserve?(SBR):</b> (Enter “Yes” or “No”)	No		
<b>MBE Goal, if applicable</b>			0 %
<b>Issue Date:</b> mm/dd/yyyy	06/16/2015	<b>Due Date:</b> mm/dd/yyyy	07/10/2015
		<b>Time (EST):</b> 00:00 am/pm	2:00 pm EST
<b>Place of Performance:</b>	Baltimore City Community College (BCCC) 2901 Liberty Heights Ave., Baltimore, MD 21201		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	<p><i>Describe any special instructions or attachments for the RFR. For example, an organizational chart, the interview location, or instructions to notify the PO below upon arrival.</i></p> <p>1. Interview Location: 2901 Liberty Heights Avenue, Suite 200-D, Baltimore, MD 21215</p> <p>Contact: Kemberly Henderson (ask for her at the second floor reception area)</p> <p>2. ERP Organization Chart Attached</p>		
	<p>1. As a member of Information Technology &amp; Services, the Contractor will have exposure and/or access to protected staff or student information (FERPA), confidential research data, or personally identifiable information (PII) as part of the normal duties. Access to data within systems that contain significant portions of confidential student, research, or medical records will be necessary to perform the job; however, viewing of that information is typically incidental, for example, to troubleshoot.</p> <p>2. With regards to HIPPA and protection of patients’ privacy, it is the responsibility of each Information and Technology Services employee to limit viewing of PHI to the absolute minimum as necessary to perform assigned duties. In addition to PHI, Contractor will have exposure and/or access to sensitive financial, employee, or student data. All such data should be treated as confidential and access and viewing of this data should be limited to the minimum required to perform assigned duties.</p>		
<b>Special Invoicing Instructions:</b>	<p><i>Describe any special invoicing instructions beyond those described above and in Section 2.8 of the CATS+ RFP (See “Contract Award Information” under “CATS+ Master Contract Links” on the CATS+ website).</i></p> <p><i>All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period,</i></p>		

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*unless specified differently in the TORP/RFR, and include the following information:*

- *Name and address of the State agency being billed,*
- *Vendor name,*
- *Remittance address,*
- *Federal taxpayer identification or (if owned by an individual) his/her social security number,*
- *Invoice period,*
- *Invoice date,*
- *Invoice number,*
- *Amount due,*
- *Retainage (if applicable), and*
- *Purchase order number(s) being billed.*

*Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.*

*The Master Contractor shall submit the invoices to the agency identified in the TORFP/RFR. The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Master Contractor(s), however, is/are not exempt from such sales and use taxes and may be liable for the same.*

*Additional invoicing requirements for T&M, Fixed Price, Business Beneficial and Revenue Neutral will be established in each TORFP/RFR.*

*Material invoices can only be approved for cost. No additional fees or markups shall be allowed. All material invoices must be signed and dated by the Master Contractor and the original supplier's invoice shall be submitted and attached along with the applicable monthly invoice.*

	<p><i>unless specified differently in the TORP/RFR, and include the following information:</i></p> <ul style="list-style-type: none"> <li>• <i>Name and address of the State agency being billed,</i></li> <li>• <i>Vendor name,</i></li> <li>• <i>Remittance address,</i></li> <li>• <i>Federal taxpayer identification or (if owned by an individual) his/her social security number,</i></li> <li>• <i>Invoice period,</i></li> <li>• <i>Invoice date,</i></li> <li>• <i>Invoice number,</i></li> <li>• <i>Amount due,</i></li> <li>• <i>Retainage (if applicable), and</i></li> <li>• <i>Purchase order number(s) being billed.</i></li> </ul> <p><i>Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.</i></p> <p><i>The Master Contractor shall submit the invoices to the agency identified in the TORFP/RFR. The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Master Contractor(s), however, is/are not exempt from such sales and use taxes and may be liable for the same.</i></p> <p><i>Additional invoicing requirements for T&amp;M, Fixed Price, Business Beneficial and Revenue Neutral will be established in each TORFP/RFR.</i></p> <p><i>Material invoices can only be approved for cost. No additional fees or markups shall be allowed. All material invoices must be signed and dated by the Master Contractor and the original supplier's invoice shall be submitted and attached along with the applicable monthly invoice.</i></p>		
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<b>Agency / Division Name:</b>			
Baltimore City Community College (BCCC) Office of Procurement			
<b>Agency PO Name:</b>	BENITA F. SCOTT	<b>Agency PO Phone Number:</b>	(410) 209-6011
<b>Agency PO Email Address:</b>	bscott@bccc.edu	<b>Agency PO Fax:</b>	(410) 209-6094
<b>Agency PO Mailing Address:</b>	3100 TOWANDA AVE., SUITE 116, BALTIMORE, MD 21201		

### Section 3 – Scope of Work

#### Agency / Project Background

Baltimore City Community College is an innovator in providing accessible education for a diverse population of students to meet the challenges in an ever-changing competitive workforce and environment. This is a new position that will support the new ERP System that will be implemented at BCCC. This is a professional position will support the rollout of SharePoint 2013 and will be the lead content trainer for the entire college.

The ERP system will be an integrated system. The new position will be effected during Phase 4 of SDLC to support BCCC's Strategic Goal 4.2.

#### Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Subject Matter Expert (SharePoint Enterprise Content Trainer)	<ol style="list-style-type: none"> <li>1. Serves as a liaison to college divisional SharePoint Intranet sites, administrative and academic programs, offering instructional sessions, training and developing guidelines and updating e-resources in assigned areas;</li> <li>2. Ensures adherence to structure, process, standards, and best practices for data modeling and process development, implementation, and documentation defined internally and by peer organizations;</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Provides guidance and leadership for division SharePoint Content Administrators, Data analysts, developers, and system specialists. Provides day-to-day management, mentoring, and feedback for staff within the group;</li> <li>4. Develops expert knowledge of institutional business processes;</li> <li>5. Coordinate technology training facilities, resources, equipment and scheduling;</li> <li>6. Communicate both written and orally with individuals with varying levels of technology background to troubleshoot technology delivery problems;</li> <li>7. Contribute to writing and updating of communication and ERP Project documents, technology policy, procedures, and training manuals;</li> <li>8. Assist with the delivery of training and professional development programs and resources for SharePoint, BrightWork and other technologies for faculty , staff and students;</li> <li>9. Coach and provide expert advice and technical assistance needed to the pilot sites. With pilot site staff, identify possible organizations to become the delivery system different divisions.</li> <li>10. Assist in planning and publishing marketing materials, i.e. newsletters, minutes announcements, intranet sites, flyers, etc.</li> </ol>
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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. Subject Matter Expert (SharePoint Enterprise Content Trainer)	<ol style="list-style-type: none"> <li><b>a. Education:</b> <ol style="list-style-type: none"> <li>1. Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems and Engineering, Business or other related scientific or technical discipline.</li> </ol> </li> <li><b>b. General Experience:</b> <ol style="list-style-type: none"> <li>1. Must have seven (7) years of experience in the IT field;</li> <li>2. Must have at least three (3) years of experience coordinating multiple projects;</li> <li>3. Must have at least three (3) years of experience interacting in a training environment;</li> <li>4. Must have at least two (2) years of experience teaching SharePoint Certification 2010 or 2013;</li> <li>5. Must have at least 2 years knowledge/usage with Internet browsing tools.</li> </ol> </li> <li><b>c. Specialized Experience:</b> <ol style="list-style-type: none"> <li>1. Must have at least five (5) years of combined new and related older technical experience in the IT field directly related to the required area of expertise;</li> <li>2. Must have at least three (3) years of experience in Microsoft Office and Adobe Suites.</li> </ol> </li> </ol>

### Preferred Qualifications

The additional Experience/Knowledge/Skills listed below are preferred by the State.

1. Subject Matter Expert (SharePoint Enterprise Content Trainer)	<ol style="list-style-type: none"> <li><b>a. Education:</b> <i>Briefly describe preferred education as needed</i> <ol style="list-style-type: none"> <li>1. Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. A Master’s Degree is preferred.</li> </ol> </li> <li><b>b. General Experience:</b> <i>Briefly describe preferred general experience as needed</i> <ol style="list-style-type: none"> <li>1. Must have seven (7) years of experience in the IT field.</li> </ol> </li> <li><b>c. Specialized Experience:</b> <ol style="list-style-type: none"> <li>1. At least five (5) years of combined new and related older technical experience in the IT field</li> </ol> </li> </ol>
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directly related to the required area of expertise.

**Section 4 - Required Submissions**

**NOTE:**

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 "Technical": Master Contractor Name, RFR number, & candidate name in the subject line**

1. Resume for each labor category described in the RFR (Attachment 1)
2. 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**

1. Price Proposal (Attachment 2)
2. Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
3. 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. Technical (the section will carry more weight than the Price Proposal)
2. Price Proposal
3. Relevant Educational Background or Work Experience
4. Professional Certifications
5. References

**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.**

## Request for Resume (RFR) CATS+ Master Contract

### ATTACHMENT 1 RFR RESUME FORM RFR # R95B5400030

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: Subject Matter Expert (SharePoint Enterprise Content Trainer)

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>			

## Request for Resume (RFR) CATS+ Master Contract

### 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 – Subject Matter Expert(SharePoint Enterprise Content Trainer)**

Requirement	Candidate Relevant Experience *
<b>Education:</b> 1. Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, and Engineering, Business or other related scientific or technical discipline. A Master’s Degree is preferred.	<b>Education:</b> 1.
<b>General Experience:</b> 1. Must have seven (7) years of experience in the IT field.	<b>General Experience:</b> 1.
<b>Specialized Experience:</b> 1. At least five (5) years of combined new and related older technical experience in the IT field directly related to the required area of expertise.	<b>Specialized Experience:</b> 1.

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

*Instruction: Sign each form.*

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**ATTACHMENT 2  
PRICE PROPOSAL**

RFR # R95B5400030

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

	A	C	D
Subject Matter Expert (SharePoint Enterprise Content Trainer)	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

\_\_\_\_\_  
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. 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.