

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	Enter the ADPICS Reference BPO number released against the CATS+ Master Contract BPO # 060B2490023 in ADPICS RFR# R95B5400031		
Functional Area (Enter One Only)	Enterprise Service Provider (ESP)		
Labor Category/s			
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.			
Enter the labor category/s to be provided:			
1. Subject Matter Expert (Enterprise SharePoint Specialist/Developer)			
Anticipated Start Date	07/13/2015		
Duration of Assignment	Up to Six (6) Months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE Goal, if applicable	0 %		
Issue Date: mm/dd/yyyy	06/16/2015	Due Date: mm/dd/yyyy	07/10/2015
		Time (EST): 00:00 am/pm	2:00 pm EST
Place of Performance:	Baltimore City Community College (BCCC) 2901 Liberty Heights Ave., Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	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. 1. Interview Location: 2901 Liberty Heights Avenue, Suite 200-D Baltimore, MD 21215 Contact: Kemberly Henderson (ask for Kemberly at the second floor reception area) 2. ERP Organization Chart Attached		
Security Requirements (if applicable):	1. As a member of Information Technology & 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. 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.		
Special Invoicing Instructions:	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). All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period, unless specified differently in the TORP/RFR, and include the following information:		

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	<ul style="list-style-type: none"> • 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. <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&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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Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Baltimore City Community College (BCCC) Office of Procurement		
Agency PO Name:	BENITA F. SCOTT	Agency PO Phone Number:	(410) 209-6011
Agency PO Email Address:	bscott@bccc.edu	Agency PO Fax:	(410) 209-6094
Agency PO Mailing Address:	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. The SharePoint Developer works on all phases of applications development, systems analysis, and programming activities, which are in support of the needs of BCCC. The incumbent will be part of a team, which provides design, development, customization and integration of BCCC's SharePoint Intranet and web portal, including built in collaboration, search, content management, business process workflows, and custom web parts. This position will ensure data integrity, enhanced data development, and timely delivery of BCCC's data supporting 2013-2018 year strategic goal initiatives which rely on accurate data.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
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<p>1. Subject Matter Expert(Enterprise SharePoint Specialist/Developer)</p>	<ol style="list-style-type: none"> 1. Applies system analysis techniques and procedures to gather and then translate business requirements into high level functional/technical specifications and designs; 2. Research technology developments and measure their impact on existing standards and application architectures. 3. Works at the highest programming/analytical level; 4. Defines system scope and objectives based on user-defined needs. May act as a project lead; 5. Work in a complex and varied nature. Defines and discerns key aspects of a problem and develops an integrated solution within a broad technical and business context; 6. Serves as a technical team resource working on high complex applications and a resource/mentor for others within and beyond the organization. Play the role of providing technical leadership, project coordination with the organization, successfully negotiates with vendors and customers to resolve the problem; 7. Lead as a technical expert and to participate with senior business leaders to affect change in the environment. Responsible for the complete life cycle in all but the largest projects. Able to develop test plans for major projects. Maintain, support and customize the SharePoint system; 8. Creation and maintenance of SharePoint workflows; 9. Provide maintenance and level 3 support for other business applications as assigned 10. Responsible for complete testing of applications and application upgrades prior to launch; 11. Responsible for the implementation of applications and application upgrades including architecture diagrams and/or data-flow diagrams; 12. Evaluate system-integration and compatibility 13. Perform related duties as required documentation and change control; 14. System administration for assigned applications; 15. Provide user training for assigned applications 16. Create standardized and custom reports 17. Work closely with management to determine and facilitate technology initiatives; 18. Analyze, design, develop, test, and document new application and/or systems and/or enhancements to existing systems; 19. Define, review and approve system-design specifications, process models, network-architecture diagrams and/or data-flow diagrams.
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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. Subject Matter Expert (Enterprise SharePoint Specialist/Developer (SME)</p>	<p>Education:</p> <ol style="list-style-type: none"> 1. 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. A Master's Degree is preferred. ; 2. Must have SharePoint Certification such as MOSS, WSS, MCSE,SD for at least three (3) years <p>General Experience:</p> <ol style="list-style-type: none"> 1. Must have seven (7) years of experience in the IT field. 2. Must have at least five (5) years of experience with SharePoint 2013 3. Must have at least two (2) years of experience in SharePoint Administration; 4. Must have at least five (5) years of experience in Management or Project Management; 5. Must have at least one (1) year experience in a higher education environment. 6. <p>Specialized Experience:</p> <ol style="list-style-type: none"> 1. At least five (5) years of combined new and related older technical experience in the IT field

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	<p>directly related to the required area of expertise</p> <ol style="list-style-type: none"> 2. Must have at least five (5) years of experience in MS/SQL; 3. Must have at least two (2) years of experience with the following technologies: SSRS, XenApps, ASP.NET, IIS; 4. Must have at least one (1) year of experience migrating data from a Network Share Drive to a SharePoint Server; 5. Must have at least two (2) years of experience in designing SharePoint Team sites. 6. Must have at least three (3) years of experience developing with APIs, ASP.NET and development tools made available in SharePoint 2013; 7. Must have at least three (3) years of experience administering SharePoint technologies (Windows SharePoint Services, SharePoint Server, InfoPath, Forms Services, Excel Services, Search, Business Data Catalog and Web Services). 8. Must have at least three (3) years of knowledge of IIS, XML, PowerShell, SL Server, LDAP, JAVA, and HTML.
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Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

<ol style="list-style-type: none"> 1. Subject Matter Expert(Enterprise SharePoint Specialist/Developer) 	<ol style="list-style-type: none"> a. Education: <i>Briefly describe preferred education as needed</i> b. General Experience: <i>Briefly describe preferred general experience as needed</i> c. Specialized Experience: <ol style="list-style-type: none"> 1. .
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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.
3. Provide proof of SharePoint Certification such as MOSS, WSS, MCSE,SD

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 (this section will carry more weight than the Price Proposal)

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| 2. Educational Background or Work Experience |
| 3. Price |
| 4. Professional Certificates or 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.**

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**ATTACHMENT 1
RFR RESUME FORM
RFR # R95B5400031**

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- Enterprise SharePoint Application Specialist/Developer (SME)

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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**ATTACHMENT 2
PRICE PROPOSAL
RFR # R95B5400031**

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

	A	C	D
<i>Enterprise SharePoint Application Specialist/Developer</i>	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.