

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	060B6400043		
Functional Area (Enter One Only)	Software Engineering		
Labor Category/s			
<p><i>A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Agencies must pursue a concurrent procurement for any positions that may last longer than 6 months, other than the position of MITDP Project Manager. 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></p>			
Enter the labor category/s to be provided:			
1. Applications Programmer			
Anticipated Start Date	July 15, 2016		
Duration of Assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE Goal, if applicable	N/A		
Issue Date: mm/dd/yyyy	May 20, 2016	Due Date: mm/dd/yyyy	June 13, 2016
		Time (EST): 00:00 am/pm	2PM, EST
Place of Performance:	DBM, 45 Calvert St, Annapolis. Normal working hours are 8-4, Monday through Friday.		
Special Instructions: (e.g. interview information, attachments, etc.)	Phone screens will be held with all applicants reasonably susceptible for award. A maximum of 5 applicants will be invited for an in-person interview at 45 Calvert Street based on the phone screen evaluation of technical expertise and prior experience.		
Security Requirements (if applicable):	1. Proposed resource must be able to pass the State's background check and obtain a badge to the office space.		
Invoicing Instructions			
<ol style="list-style-type: none"> 1. After the end of each month, the Master Contractor shall submit timesheets (for hourly invoicing) and activity reports (for both hourly and annual invoicing) to the Agency Task Order Manager (TO Manager) for review prior to submitting an invoice. 2. The TO Manager shall review, sign, and return to the Master Contractor the timesheets (for hourly invoicing) or the activity reports (for annual invoicing). 3. The Master Contractor shall send a copy of the signed timesheets or activity reports with an invoice to the Agency TO Manager. 4. The Master Contractor shall invoice as follows: 			

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

- | | |
|----|---------------------------------------------------------------------------------------------------------------------------|
| a. | Annual Labor Rate: Task Orders awarded at the Annual Labor Rate shall be invoiced monthly for 1/12 the Annual Labor Rate. |
| b. | Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate. |

Special Invoicing Instructions:	<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+ web site).</i>
----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	<i>Department of Information Technology, Procurement Office, 45 Calvert St., Annapolis, MD 21401</i>		
Agency PO Name:	<i>Gayle Mealy</i>	Agency PO Phone Number:	<i>410-260-4074</i>
Agency PO Email Address:	<i>Gayle.Mealy@maryland.gov</i>	Agency PO Fax:	<i>410-260-4080</i>
Agency PO Mailing Address:	<i>Same as above</i>		

Section 3 – Scope of Work

Agency / Project Background

The Department of Information Technology is working with the Department of Budget and Management to select and implement a new electronic budgeting system (the EBS Project). As part of that replacement, data from various current systems must be extracted and provided to the Office of Budget Analysis (OBA) staff for evaluation and cleansing. The EBS Project team chose to host extracted data in a SQL Server database and is using MS Access and VBA to provide the OBA with screens and reports to validate the data and provide interim reports while the new system is being developed. The SQL Server database will also be used to provide the new system with an initial set of validated data.

The Applications Programmer sought through this RFR will support the EBS Project team by designing and implementing the MS Access front end screens and reports, implementing data validation rules provided by the OBA subject matter experts and creating import and export facilities via MS Access and VBA. In addition, the Application Programmer will provide support to the OBA analysts using the MS Access front end.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Applications Programmer	<p>The Application Programmer analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. This individual is responsible for performing the following tasks:</p> <ol style="list-style-type: none"> 1. Developing block diagrams and logic flowcharts 2. Translating detailed design into computer software 3. Testing, debugging, and refining the computer software to produce

Request for Resume (RFR)

CATS+ Master Contract

All Master Contract Provisions Apply

	<p>the required product</p> <ol style="list-style-type: none"> 4. Preparing required documentation, including both program-level and user-level documentation 5. Enhancing software to reduce operating time or improve efficiency 6. Providing technical direction to programmers as required to ensure program deadlines are met
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
Applications Programmer	<p>This position requires a Bachelor’s degree from an accredited college or university with a major in computer science, information systems, engineering, business, or a related scientific or technical discipline; or three (3) years of equivalent experience in a related field.</p> <p>General Experience: The proposed candidate must have at least 3 (3) years of computer experience in information systems design.</p> <p>Specialized Experience: The proposed candidate must have at least three (3) years of experience working with VBA on Access applications dealing with data validation and transformation of externally-sourced data.</p>

Preferred Qualifications

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

Applications Programmer	<ol style="list-style-type: none"> 1. Specialized experience in the extraction, transformation and loading of various transactional data types between systems. 2. Experience in the design of reports and user interfaces for the manipulation of complex hierarchical data such as Charts of Account and Organizational Hierarchies
-------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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 candidate’s work experience and skills. Telephone number and email address of reference is needed.
3. Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
4. Living Wage Affidavit (Attachment I in the CATS+ RFP)
5. Certification Regarding Investments in Iran (Attachment 3 of this RFR)
6. Work samples may be included as indicated below

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. Price Proposal (Attachment 2)

The PO 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 will be considered not susceptible for award. Subsequent submissions of financial content will not be allowed.

1. Up to 3 work samples (screens, reports or program descriptions) may be provided

2.

3.

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:
(evaluation criteria in descending order of importance)

1. Technical skills
2. Similar work experience
3. Interpersonal skills/interview

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. In this evaluation, technical merit has greater weight than the financial proposal. 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

<add lines as needed>			
LABOR CATEGORY PERSONNEL RESUME SUMMARY (ATTACHMENT 1 CONTINUED) *"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.			
Proposed Individual's Name/Company:		How does the proposed individual meet each requirement?	
LABOR CATEGORY TITLE – Applications Programmer			
Requirement		Candidate Relevant Experience *	
Education: This position requires a Bachelor's degree from an accredited college or university with a major in computer science, information systems, engineering, business, or a related scientific or technical discipline; or three (3) years of equivalent experience in a related field.		Education: 1.	
General Experience: The proposed candidate must have at least 3 (3) years of computer experience in information systems design.		General Experience: 1.	
Specialized Experience: 1. The proposed candidate must have at least three (3) years of experience as an application programmer using MS Access, Visual Basic for Applications and SQL Server 2. Specialized experience in the extraction, transformation and loading of various transactional data types between systems. 3. Experience in the design of reports and user interfaces for the manipulation of complex hierarchical data such as Charts of Account and Organizational Hierarchies		Specialized Experience: 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:			

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

Signature	Date
<i>Instruction: Sign each form.</i>	

**ATTACHMENT 2
PRICE PROPOSAL
RFR # 060B6400043**

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

Period 1 (one year)				
CATS+ Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	PERIOD 1 Extended Price (B x C)
Applications Programmer	\$	\$	1000	\$
Total Period 1 Evaluation Price:				
Total RFR Price Prices):				\$

Authorized Individual Name	Company Name
Title	Company Tax ID #
Signature	Date

*The Agency reserves the right to award each individual position at either the proposed Annual Labor Rate or proposed Hourly Labor Rate. The Annual Labor Rate requires a minimum of 1920 hours worked annually. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Both 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.

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.

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

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: _____