

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	WCCP5400029		
Functional Area (Enter One Only)	Functional Area Five – 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. 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. CATS + Labor Category - Applications Development Expert (Working Title - Senior .NET Software Architect)			
Anticipated Start Date	04/20/2015		
Duration of Assignment	Not to Exceed (6) months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE Goal, if applicable	0 %		
Issue Date: mm/dd/yyyy	03/02/2015	Due Date: mm/dd/yyyy	03/23/2015
		Time (EST): 00:00 am/pm	10:00 AM
Place of Performance:	Maryland Workers' Compensation Commission (WCC), 10 East Baltimore Street, Baltimore, MD 21202		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 10 East Baltimore Street, Baltimore, MD 21202</p> <p>Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx under "Policies and Guidance." These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State's System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The TO Contractor shall follow the project management methodologies that are 		

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

	<p>consistent with the Project Management Institute’s Project Management Body of Knowledge Guide. TO Contractor’s staff and sub-Contractors are to follow a consistent methodology for all TO activities;</p> <ul style="list-style-type: none"> • The State of Maryland ADA Policies and Standards: http://doit.maryland.gov (search: nva (non-visual access)).
Security Requirements (if applicable):	<ul style="list-style-type: none"> • Selected candidate must pass background checks • Selected candidate must adhere to Agency and State Information Technology Security Policies and Standards: http://doit.maryland.gov/Publications/DoITSecurityPolicy.pdf • Selected candidate shall not connect any of its own equipment to an Agency’s LAN/WAN without prior written approval by the State. • Selected candidate shall fill-out any necessary paperwork for physical access to Agency's secured facilities and electronic access to Agency's State's LAN/WAN, as directed and coordinated with the Agency Point of Contact (POC). • Selected candidate upon request of State personnel shall provide photo identification.
Special Invoicing Instructions:	<i>Refer to purchase order resulting from RFR award.</i>

Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Maryland Workers’ Compensation Commission (WCC)		
Agency PO Name:	Christel Surdokas Procurement Officer	Agency PO Phone Number:	410-864-5256
Agency PO Email Address:	csurdokas@wcc.state.md.us	Agency PO Fax:	410-864-5251
Agency PO Mailing Address:	Maryland Workers’ Compensation Commission, Attention: Contracts and Procurement, 10 East Baltimore Street, Baltimore MD. 21202		

Section 3 – Scope of Work

Agency / Project Background

Agency Background:

The Workers’ Compensation Commission administers Workers’ Compensation Law, processing claims, hearing contested cases in Baltimore and throughout the State of Maryland. The Workers’ Compensation Commission also receives reports of accidents and adjudicates claims for compensation arising under the law. The Commission monitors the Vocational Rehabilitation progress of injured workers. It also administers the assessment against insurance companies on all awards and administers payment of all permanency awards against the Subsequent Injury and the Uninsured Employers fund.

Project Background:

The Maryland Workers Compensation Commission is seeking a seeking an energetic, versatile and highly skilled Applications Development Expert with strong .NET software development skills to design, develop, implement, and maintain WCC's Internet web and Windows desktop software systems to ensure high levels of application availability in support of the Agency's mission.

The ideal candidate will have experience in business systems analysis as well as experience using Agile methods in developing and supporting ASP.NET 2.0+ solutions, integrating third party APIs and enabling interoperability among diverse backend

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

system and database platforms.

The Applications Development Expert will work as part of a cross functional team of WCC's IT Division employees responsible for developing new as well as modernizing and enhancing current WCC custom software applications, systems, databases and networks. Development tools in use include: ASP.NET, ADO.NET, C#, JSON, JavaScript, Classic ASP, and SQL Server Stored Procedures. Integrated third party systems include: IBM Filenet enterprise content management (Image Services, IDM Desktop/Web, and Capture), IBM Datacap Taskmaster, Access Formatta E-Forms, TX Text Control, Informatik Image Driver, IrfanView, Microsoft SQL Server 2014, and IBM DB2.

The selected candidate will work on-site at WCC's Baltimore, MD offices at the address noted above. **There is absolutely no remote work or Telework option available for this job.**

More information on the mission and role of the Maryland Workers' Compensation Commission and examples of some existing public web services may be found on WCC's website: <http://www.wcc.state.md.us/>

Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Applications Development Expert	<ul style="list-style-type: none"> • Work with internal and external customers to define technical solution requirements that support and facilitate business processes. • Develop and enhance software solutions within WCC's online services, enterprise content management, and workflow environments. • Develop and enhance custom desktop and web software solutions using Microsoft .NET Framework 2.0+(ASP.NET, ADO.NET, C#, JSON, JavaScript), Classic ASP, SQL Server Stored Procedures, and integrated third party APIs • Review work and provide technical mentoring to junior software developers and other IT Division staff members • Work with cross functional WCC IT teams and to define, test, and implement database design, server platform, network and security to support new software releases and updates • Use highly effective oral and written communications skills to gather requirements and to develop clearly written, understandable, and complete project/user documentation for all assigned projects. • Provide high level technical assistance and support for the most complex and difficult software problems and projects.

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. Applications Development Expert	<p>Education:</p> <ul style="list-style-type: none"> • Must meet the education qualifications, and general and specialized experience of CATS+ Labor Category - Applications Development Expert <p>General Experience:</p> <ul style="list-style-type: none"> • At least seven (7) years of IT and business/industry work experience • At least four (4) years' experience using highly effective English oral and written communications skills to correspond with customers and peers using email, conduct in person and/or telephone customer interviews, lead

Request for Resume (RFR) CATS+ Master Contract

All Master Contract Provisions Apply

	<p>technical training sessions, present technology demonstrations, and develop clearly written, understandable and complete English user and technical project documentation.</p> <ul style="list-style-type: none"> • At least Three (3) years' experience with analysis, testing, debugging and troubleshooting software applications in a mission critical production IT environment. • At least two (2) years' experience using Visual Source Safe or other source code management systems and tools • At least two (2) years' experience developing and delivering software solutions under Agile methodology. <p>Specialized Experience:</p> <ul style="list-style-type: none"> • At least three (3) years as Technical Expert in an IT organization coaching and mentoring more junior technical staff, providing technical input into the most complex and high impact IT decisions, translating highly complex concepts for peers and customers, and accountable for the most complex enterprise-wide applications and issues. • At least three (3) years of recent professional experience coding, testing, debugging, implementing, supporting and troubleshooting ASP.NET web and Windows forms applications software using Visual Studio and .NET Framework 2.0 or newer. • At least two (2) years' recent professional experience developing software solutions using C#, JSON, jQuery, JavaScript, ASP.NET, ADO.NET • At least one (1) year recent experience with Microsoft SQL Server including experience with stored procedures.
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
<p>1. Applications Development Expert</p>	<p>General Experience:</p> <ul style="list-style-type: none"> • Experience developing software solutions involving integrating multiple third party APIs, interoperating and interfacing with diverse system and relational database platforms • Experience with legacy modernization and transformation projects <p>Specialized Experience:</p> <ul style="list-style-type: none"> • Working knowledge of one or more of the following software development languages and tools including MVC, WCF, WPF, RIA, NUnit, Ajax, HTML5, COM+, Classic ASP, VBScript, SQL Server Reporting Services (SSRS), Integration Services (SSIS), Analysis Services (SSAS), SharePoint Designer • Experience with one or more of the following third party systems and APIs: IBM Filenet enterprise content management (Image Services, IDM Desktop/Web, and Capture), IBM Datacap Taskmaster, Access Formatta E-Forms, TX Text Control, Informatik Image Driver, IrfanView, Microsoft Exchange Server 2010+, Microsoft SharePoint 2007+, Windows Server 2008+, IBM i-series DB2

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

Section 4 - Required Submissions

NOTE:

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

- Resume for each labor category described in the RFR (Attachment 1)
- 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

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
- 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. Work Experience

2. Training and Education

3. Ability to answer interview questions

4. Price

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 # WCCB5400029

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: **Applications Development Expert**

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.

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
--	--

LABOR CATEGORY TITLE – Applications Development Expert

Requirement	Candidate Relevant Experience *
Education: <ul style="list-style-type: none"> <i>The minimum required education for this position as described in Section 2.10 of the CATS+ RFP.</i> 	Education:
General Experience: <ul style="list-style-type: none"> <i>As listed under minimum qualifications on RFR pages 3 & 4.</i> 	General Experience:
Specialized Experience: <ul style="list-style-type: none"> <i>As listed under minimum qualifications on RFR pages 3 & 4.</i> 	Specialized Experience:
<i>Please see preferred qualifications for this RFR on page 4.</i>	

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

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

ATTACHMENT 2

PRICE PROPOSAL

RFR # **WCCB5400029**

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

	A	C	D
Applications Development Expert	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

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.