



**CONSULTING AND TECHNICAL SERVICES (CATS)
TASK ORDER REQUEST FOR PROPOSALS (TORFP)**

**BRAC INTERNSHIP INFORMATION CENTER WEBSITE
DESIGN**

CATS TORFP PROJECT R62P0400050

MARYLAND HIGHER EDUCATION COMMISSION

ISSUE DATE: 1/7/2010

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839 BESTGATE ROAD, SUITE 400	29
ANNAPOLIS, MD 21401-3013.....	29
FROM BALTIMORE:	29
FROM I-695, TAKE I-97 SOUTH TOWARD ANNAPOLIS AND FOLLOW THE DIRECTIONS “FROM ROUTE 50” BELOW.....	29
OR EXIT I-97 AT MD-178 IN CROWNSVILLE AND CONTINUE ABOUT 6 MILES TO LEFT ON BESTGATE ROAD.....	29
FROM WASHINGTON:	29
FROM I-495, TAKE US 50 EAST TOWARD ANNAPOLIS AND FOLLOW THE DIRECTIONS “FROM ROUTE 50” BELOW.....	29
FROM ROUTE 50:.....	29

TAKE MD 450 EXIT NUMBER 23 TOWARD MD-178/ PAROLE. KEEP RIGHT AT THE FORK IN THE RAMP. ROUTE 450 BECOMES WEST STREET AND THEN GENERALS HIGHWAY. TURN RIGHT ON BESTGATE ROAD.29

FROM THE EASTERN SHORE:.....29

TAKE US 50 WEST TOWARD ANNAPOLIS. TAKE EXIT NUMBER 24B AND FOLLOW SIGNS TO BESTGATE ROAD. FOLLOW BESTGATE ROAD FOR 1.5 MILES AND MAKE A U-TURN AT WESTFIELD MALL TO REACH 839.29

AMPLE PARKING IS LOCATED IN FRONT OF THE BUILDING.29

FOR ADDITIONAL DIRECTION INFORMATION PLEASE CALL MHEC AT (410) 260-4500.ATTACHMENT 6 – NOTICE TO PROCEED29

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EXHIBIT A36

KEY INFORMATION SUMMARY SHEET

This Consulting and Technical Services (CATS) Task Order Request for Proposals (TORFP) is issued to obtain the services necessary to satisfy the requirements defined in Section 2 - Scope of Work. All CATS Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Master Contractors choosing not to submit a proposal must submit a Master Contractor Feedback form. The form is accessible via your CATS Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu. In addition to the requirements of this TORFP, the Master Contractors are subject to all terms and conditions contained in the CATS RFP issued by the Maryland Department of Budget and Management (DBM), Office of Information Technology (OIT) and subsequent Master Contract Project Number 050R5800338, including any amendments. Note, as of July 1, 2008, the CATS Master Contract is administered by the Maryland Department of Information Technology (DoIT), under BPO Number 060B9800029.

TORFP Title:	BRAC Internship Information Website Design
Functional Area:	FA2 Web and Internet Systems
TORFP Issue Date:	1/7/2010
Closing Date and Time:	1/28/2010 at 4:00 PM
TORFP Issuing Agency:	Maryland Higher Education Commission
Send Questions and Proposals to:	Cindy Nickerson, cnickers@mhec.state.md.us CC All questions to Swati Patel, spatel@mhec.state.md.us
TO Procurement Officer:	Cindy Nickerson Office Phone Number: 410-260-4507 Office FAX Number: 410-260-3200
TO Manager:	Swati Patel Office Phone Number: 410-260-4544 Office FAX Number: 410-260-3200
TO Project Number:	ADPICS Purchase Order Number R62P0400050
TO Type:	Fixed Price
Period of Performance:	12 Weeks – completion 5/19/2010
MBE Goal:	0% percent
Small Business Reserve (SBR):	No
Primary Place of Performance:	839 Bestgate Road Annapolis, MD 21401
TO Pre-proposal Conference:	839 Bestgate Road Annapolis, MD 21401 1/14/2010 at 1:00 PM See Attachment 5 for directions.

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT

The TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement scope issues, and for authorizing any changes to the TO Agreement. See Section 2.8 for information on change orders.

The TO Manager has the primary responsibility for the management of the work performed under the TO Agreement; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the CATS Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target (e.g., within scope) completion of the Scope of Work.

1.2 TO AGREEMENT

Based upon an evaluation of TO Proposal responses, a Master Contractor will be selected to conduct the work defined in Section 2 - Scope of Work. A specific TO Agreement, Attachment 2, will then be entered into between the State and the selected Master Contractor, which will bind the selected Master Contractor (TO Contractor) to the contents of its TO Proposal, including the price proposal.

1.3 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after the stated date and exact time. The time will be local time as determined by Maryland Higher Education Commission's e-mail system time stamp. The TO Proposal is to be submitted via e-mail as two attachments in MS Word format. The "subject" line in the e-mail submission shall state the TORFP #R62P0400050. The first file will be the TO Proposal technical response to this TORFP and titled, "CATS TORFP #R62P0400050 Technical". The second file will be the financial response to this CATS TORFP and titled, "CATS TORFP #R62P0400050 Financial". The following proposal documents must be submitted with required signatures as .PDF files with signatures clearly visible:

- Attachment 1 – Price Proposal
- Attachment 3 - Conflict of Interest and Disclosure Affidavit

1.4 ORAL PRESENTATIONS/INTERVIEWS

All Master Contractors and proposed staff will be required to make an oral presentation to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The Procurement Officer will notify Master Contractor of the time and place of oral presentations.

1.5 CONFLICT OF INTEREST

The TO Contractor awarded the TO Agreement shall provide IT technical and/or consulting services for State agencies or component programs with those agencies, and must do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 3 this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

1.6 NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Offerors to review at a reading room at the Maryland Higher Education Commission. Offerors who review such documentation will be required to sign a Non-Disclosure Agreement (Offeror) in the form of Attachment 9. Please contact the TO Procurement Officer of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TO Agreement in order to fulfill the requirements of the TO Agreement. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement (TO Contractor) in the form of Attachment 10.

1.7 LIMITATION OF LIABILITY CEILING

Pursuant to Section 28(C) of the CATS Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TO Agreement amount established.

SECTION 2 - SCOPE OF WORK

2.1 PURPOSE AND BACKGROUND

2.1.1 PURPOSE

The Maryland Higher Education Commission (MHEC) is issuing this CATS TORFP to obtain a TO Contractor to design/develop a new website. MHEC is seeking to develop a website to serve as a center for internship work opportunities within the military and defense-related industries. Meeting the stated needs of employers will provide students with much needed training for jobs in areas vital to our nation's national security. The website will serve to list internships available in the Fort Detrick, Fort Meade, and Aberdeen Proving Ground areas.

2.1.2 REQUESTING AGENCY BACKGROUND

The Maryland Higher Education Commission is responsible for ensuring that the people of Maryland have access to a high quality, diverse, adequately funded, effectively managed, and capably led system of postsecondary education. This is accomplished by providing statewide planning, leadership, coordination, and advocacy for the State's postsecondary educational institutions and through the administration of State financial aid programs.

MHEC works to achieve a State in which all citizens are equally prepared to be productive, socially engaged, and responsible members of a healthy economy and an open and democratic society and one in which all citizens make contributions to creating and maintaining that economy and society.

2.1.3 PROJECT BACKGROUND

As part of its mission, the Maryland Higher Education Commission is dedicated to assisting all individuals relocating to Maryland through the Base Realignment and Closure (BRAC) process. In this capacity, the Commission has worked with State colleges and universities in offering in-state tuition to relocated personnel and family members. A BRAC graduate degree inquiry referral system is already in operation by the Commission to assist BRAC personnel in identifying institutions offering their programs of interest. Through the BRAC Higher Education Investment Fund, the Commission has distributed grant money through a competitive process to promote BRAC related programs in the State. The Commission is vitally concerned that all BRAC relocated personnel have access to higher education.

The military, as well as civilian defense contractors, moving to Maryland as a result of the BRAC process have reported a desire to hire student interns from a wide variety of colleges and universities. Internships provide the students with several benefits: 1) Students have an opportunity to get "hands-on" experience in their chosen field of study; 2) Often, there is a stipend and college credit available for students; 3) Employers are able to start the process of obtaining a security clearance where necessary; 4) Employers are able to discover if there is a good "fit" between themselves and the interns; and 5) Like their employers, students have the opportunity to discover whether a particular company/organization is a good "fit" for them. For participating organizations, this website will provide a space to post internships providing access to a potential employee pool.

In researching several websites that displayed the content and function pertinent to MHEC's needs, several websites were identified to serve as models:

<http://www.baltimorecollegetown.org/internships/>
<http://careers.compushilly.org/Students/Students.asp>
<http://www.collegegrad.com/internship/atlanta-internship.shtml>
<http://bostonjobsources.com/bostoninterns.html>
<http://www.ut.edu/detail.aspx?id=7562>

2.2 TECHNICAL REQUIREMENTS

MHEC will provide and develop content text as indicated below during the development phase for the Site. The Site, which will be accessible through the URL InternshipCenter.mhec.maryland.gov must also be accessible by going to the Primary Website and clicking a designated link. MHEC has available stock photographs that may be used for incorporation into the Site. The new Base Realignment and Closure (BRAC) Internship Information Center website must be separate and distinct from MHEC's official State website. The Site should be user-friendly, engaging, and capable of delivering information on available internships to college students through intuitive navigation and easy to find content organization. The site must have a Maryland design – and be in line with the design guidelines as mandated for State websites, and have a similar color scheme as the Primary Website, which is located at www.mhec.state.md.us. The site will be hosted by the Maryland Higher Education Commission. The Site will serve as a center for information specific to available internships, their educational level and other requirements, a description of activities associated with each internship, and employer contact information. The purpose of this website is for students to browse internship opportunities submitted to the site by employers, and approved by MHEC staff.

SITE FUNCTION

The BRAC Internship Information sub-website must be designed to provide college students with easy access to information about internships available in the Maryland BRAC regions. The website shall be composed of four functional sections: employer, student, college and MHEC. Each of these sections should collect different information that is stored in the ACCESS2003 database.

The employer section must be designed to allow for userids and passwords to be created by employers when they enter employer information. The employer must be able to enter internship information, save it to the database and submit it (after edit checking) for review by MHEC. The employers must be able to add, change and inactivate their employee and internship information that is stored in an ACCESS2003 database. MHEC must be notified by email when an internship is created or changed for review and approval.

The student section's primary function is to provide search capabilities to find, list and display detail internship information. The student section also links to security clearance and general internship information. The student section collects the student email address to notify the student of new internship opportunities. The student must be able to unsubscribe to this service.

The college section collects college contact information so that the colleges can receive email updates of new internships. Colleges must be able to add, change and inactivate their college contact information. The colleges may also use the employer section to add internships.

The MHEC section is an administrative section used to manage the data collected in the database. The authenticated MHEC users must approve, deny, or comment on the internship information entered by the employers. The results of this review process will be automatically emailed to the employer. Only approved internships can be viewed on the search and list features of the student section. MHEC users can update and disable the internship listings, employer information, college contacts and student emails. MHEC users can select from a variety of statistical reports.

Further detail is provided for each of these sections in the website design specifications.

SITE DESIGN

A. General:

The Site must have a Maryland design that addresses the needs of college-level students seeking internships, providing information on available internships, their sponsors, and relative contact and application information.

Each section of the site must have a common look and feel in accordance with the general look and feel described above, but also be in line with State website requirements for tab design as determined for this site and the color scheme of the Primary Website located at www.mhec.maryland.gov.

The site must have an engaging look and use for students, but must also be practical, professional, and appropriate for a State agency, and one dedicated to encouraging participation in higher education. The site must have an attractive mix of text and graphics.

B. Navigation:

- The site must be easy to navigate from any page.
- Navigation must be intuitive for the novice Internet user.
- It must be easy to change the text on all navigation tabs and navigation bars.
- Main navigation links must not lead user off the site. Instead, links to the MHEC official agency website and other sites must appear in separate windows.
- Every page must include a primary navigation bar that links to other pages in the section.
- A search box must appear on every page (for the site) and must utilize the State's search engine.
- Information must be grouped and presented in a logical manner and optimally be no more than three levels of "drill down" for the user to find the desired information.

C. Site Components/Content

The list below contains information on the links that are required on the site with the pages to be linked and a brief description of the pages. Additional links will be at the creative discretion of MHEC, in collaboration with the selected web design/web development firm, as the project progresses. MHEC must have the ability to rename any of these required links.

- Home Tab – New design will be required with a brief description of what can be found on the website and will contain navigation tabs or links to the list that follows. Information text on the mission statement and links to sections and BRAC description will be supplied by MHEC.
 - a. Mission Statement
 - b. Tabs to Home and 3 sections (employers, colleges, and students)
 - c. Link to "What is BRAC?" – New design will be required with an explanation of BRAC (information text will be supplied by MHEC). The following outside links will be included in the information text provided and will need to open in a new window:
 - i. BRAC Action Plan Report:
<http://www.brac.maryland.gov/documents/2007bracActionPlan.pdf>
 - ii. 2008 Progress Report:
<http://www.brac.maryland.gov/documents/2008bracReport.pdf>
 - d. Link to RSS feed. List of information to display on RSS feed from the Employer Internship Information: Organization Name, Department, Internship Title, Internship Location (City), the Briefly Describe Intern's Responsibilities section, and a link to the listing.

- e. Create and link to a sitemap.
- Employer Section Tab – The Employer will enter information about the company providing the internship and details about the internship itself. This will be done in two steps: one step once to gather employer information and a second step to gather each internship information. The employer must be able to add, edit, delete, save, submit, and print all information entered. Employer information must be able to be collected and saved into a database utilizing Access 2003.
 - a. First page will be a brief welcome to employers. Information text of welcome will be provided by MHEC.
 - i. The first page needs to include a login area in which a returning user can login or a new user can create a password and id.
 - ii. A new user id must use a valid email address and password.
 - iii. If a returning user is entering the employer section, user id and password must be entered. Password must be able to be retrieved by the employer if forgotten. Password must also be able to be changed.
 - b. A web page must be designed to collect the employer information, save it to a database, assign employer a unique IDnumber, edit information, and post back the saved information with any edit remarks.
 - c. With the user id and password login, employers enter internship information on a web form and post to a database.
 - i. List of required items for internship marked and checked by edit program. Employer must be notified and correct missing items before accepting form as complete. Submission requires edit check.
 - ii. List of optional items for internship (no edit checks required).
 - iii. Assign an automatic IDnumber to each internship entered by the employer even if it is not approved by MHEC so that the ID can be used to identify the internship in all correspondence to the employer or college and published to the web.
 - iv. Email notification sent to MHEC of completed employment and internship form after edit check is finished so that MHEC staff can review, approve, edit, or cancel the information.
 - v. Employer can view status (pending review, saved, approved, returned, filled, expired (past “post till” date), or cancelled) of internship.
 - vi. If the internship has been filled, the employer can indicate that.
 - vii. The employer can indicate that the internship is cancelled.
 - viii. The employer has the option to renew/reactivate a cancelled, expired, or filled internship listing. The listing must be resubmitted for approval by MHEC.
 - d. With returning employer user id and password login, a page listing previously entered internships must be displayed with the current status (pending review, saved, approved, returned, filled, expired (past “post till” date), or cancelled).

- i. Employer must have the ability to review or change previous internship listings. MHEC is emailed when there is a change to the listing. The listing goes to a submit status until approval by MHEC.
 - ii. Link to blank Internship Information page.
 - iii. Link to Employer Registration page and ability to change or review information.
 - e. Use “CAPTCHA” method on forms to prevent web bots and crawlers from submitting employer information.
 - f. MHEC staff must then review (approve, edit, and return) submitted internship listings. MHEC questions the internship and email messages reflecting the review are automatically sent to employer.
 - g. Approved internships automatically go live and are posted to RSS feed and an automatic email is generated to the college and student contact lists.
 - h. One week before listing has reached post till date, an automatic email is sent to the employer notifying of expiration and providing the option to renew the listing. If no response, the listing is inactivated from the site on the post till date and an automatic email is sent to employers notifying them of expiration and instructions to login and reactivate.
- Student Section Tab – The student learns what an internship is, learns about security clearances, and searches the website to find BRAC internships. The student must be able to print the information.
 - a. Link to “About Internships” page with the following:
 - i. Monster.com: Internship & Entry-Level Job Advice: http://www.monster.com/internships-entry-level-collegejobs.aspx?WT.srch=1&WT.me_n=olmsrchtrk
 - ii. About.com: Finding an Internship: <http://www.jobsearch.about.com/od/internshipsummerjobs/a/findinternship.htm>
 - iii. Quintcareers.com: Internship Resources for College Students: http://www.quintcareers.com/grad_internships.html
 - iv. Link back to Student Welcome page.
 - b. Link to “About Security Clearances” page with the following:
 - i. How to Obtain a Security Clearance: <http://www.govcentral.com/security-clearance-jobs/articles/413-how-to-obtain-a-security-clearance>
 - ii. Security Clearance FAQ’s: http://jobsearchtech.about.com/od/governmentjobs/1/aa_security_2.thm
 - iii. Link back to Student Welcome page.
 - c. Students must be able to search for internships through a variety of options including by summary of internships, type of industry, location, salary, geographic location, or keyword. Each of these will form the required fields provided by the employer.

- i. Results of Internship Search
 - 1. List of all internships meeting search criteria (be sure to list search criteria at top of web page). Title of Internship, ID Number, Employer, Location, Date of posting, and allow user to sort each page by these fields by clicking the column heading.
 - 2. User can click the Title of Internship to see the Internship details.
 - 3. User can click the Location to see the Google map of location and address.
 - 4. Display detail information for internship as indicated on attached display listing, provide print capability for internship listing (1 page).
 - d. Form to collect student email information to generate an automatic contact list to be emailed new listings as they become available and to send periodic surveys by MHEC staff. The automatically generated email must have an opt out option for students to unsubscribe from the contact list.
 - e. Use “CAPTCHA” method on forms to prevent web bots and crawlers from submitting student email information.
- College Section Tab
 - a. Colleges can subscribe to the RSS (really simple syndication) feed to get continual updates on listings. Link to RSS feed.
 - b. Form to collect college contact information to generate a contact list that will be automatically emailed of new listings as they become approved. The colleges need to be able to link to the listings on our website. The automatically generated email must have an opt out option for colleges to unsubscribe from the contact list.
 - c. Colleges will be able to enter internship information by going in as an employer.
 - d. Use “CAPTCHA” method on forms to prevent web bots and crawlers from submitting college contact information.
- MHEC Interface
 - a. MHEC staff needs to be able to edit, approve, delete, or cancel employer registration, employer internship information, college contact information, student email information and RSS feeds. When MHEC staff login they are presented with a list of the internships in the submit status and date posted on web. The staff can click the internship and see the information. MHEC reviews, edits if necessary, and approves information for posting to public web. A form collects comments for response to the employer. The employer is emailed a message about the results of the review both approved or not.
 - b. A reporting interface needs to be created to select and run reports.
 - i. Report of how many employers listed approved internships during the user chosen beginning and end date or by Quarter of the fiscal year.
 - ii. Report of how many internships in each of the industries were listed on certain dates.
 - iii. Report of how many internships were listed in each location (city).

- iv. Report of how many employers registered to the Site.
 - c. Interface to compose email messages with the ability to select employers, colleges, or students from a list.
 - d. Interface to edit RSS feed.
 - e. Include code to track the web hits and usage thru “Google” on each page.
- The attached pages in EXHIBIT B show the flow and web page content for the site.

WEBSITE SPECIFICATIONS

MHEC encourages creativity in the proposals submitted; however, there are certain requirements for the site project that must be adhered to by TO Contractor. Proposals must meet all of these requirements:

1. The site must be compatible with Microsoft Internet Explorer 5.0 or later and current version of Firefox.
2. The site use must not be restricted by the use of plug-ins. In other words, plug-ins may be used to enhance the users experience, but must not restrict access to the content.
3. Website design, functionality, and content must adhere to the State’s regulations for non-visual accessibility and use Maryland tab design.
4. See: http://doit.maryland.gov/policies/Documents/nvaguidance/Web_Accessibility_Checklist.pdf
5. Employ best practices of universal usability, including handheld and PDA devices.
6. Usability testing of site is required.
7. Comply with W3C WAI (World Wide Web Consortium Web Accessibility Initiative) Level A Conformance to Web Content Accessibility Guidelines 1.0. All code on the site should validate to W3C (World Wide Web Consortium) specifications. W3C validation site: <http://validator.w3.org>.
8. Color contrast tested.
9. Functionality without images.
10. Vendor must adhere to the State website requirements for branding
11. The official State of Maryland common design elements and content layout can be found at <http://doit.maryland.gov/WebCom/Documents/2008BrandingStandards.pdf>.
12. The use of consistent links and functionality *on all pages* makes the State’s web sites easier to use.
13. The site must be designed with a balance of text and graphics such that each page loads in 8 seconds or less on the average computer (56K modem).
14. The site must be designed to be edited in Microsoft FrontPage 2003 and SharePoint Designer 2007 and use cascading style sheets for common elements.
15. The website will use HTML and ASP web pages to contain the content on the IIS6 web platform on the MHEC Windows 2003 server. The database will be Access 2003.

16. The site must be compliant for use with Google Analytics.
17. For the website search tool, the site must use State search back end application.
18. Must be able to print each web page in a logical, well presented, and readable fashion both using a “print this page” tool link in the upper right hand corner of each web page, and using the browser print capability.
19. Provide logical navigation of web-site from home page to all sub-sections on every web-page. Within each sub-section provide navigation from a sub-section menu page to web-pages included in the sub-section. Indicate visually what page the user is on in the navigation structure.
20. Use templates and include for each of the subsections (employers, internships, students, and college sections) so that changes and new pages can be made easily for each sub section.

2.2.1 DELIVERABLES

For each written deliverable, draft and final, the TO Contractor shall submit to the TO Manager one hard copy and one electronic copy compatible with Microsoft Office 2003, Microsoft Project 2003 and/or Visio 2003.

Drafts of all final deliverables are required at least two weeks in advance of when all final deliverables are due. Written deliverables defined as draft documents must demonstrate due diligence in meeting the scope and requirements of the associated final written deliverable. A draft written deliverable may contain limited structural errors such as poor grammar, misspellings or incorrect punctuation, but must:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable’s content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.
- E) Represent a significant level of completeness towards the associated final written deliverable that supports a concise final deliverable acceptance process.

Upon completion of a deliverable, the TO Contractor shall document each deliverable in final form to the TO Manager for acceptance. The TO Contractor shall memorialize such delivery in an Agency Receipt of Deliverable Form (Attachment 7). The TO Manager shall countersign the Agency Receipt of Deliverable Form indicating receipt of the contents described therein.

Upon receipt of a final deliverable, the TO Manager shall commence a review of the deliverable as required to validate the completeness and quality in meeting requirements. Upon completion of validation, the TO Manager shall issue to the TO Contractor notice of acceptance or rejection of the deliverables in an Agency Acceptance of Deliverable Form (Attachment 8). In the event of rejection, the TO Contractor shall correct the identified deficiencies or non-conformities. Subsequent project tasks may not continue until deficiencies with a deliverable are rectified and accepted by the TO Manager or the TO Manager has specifically issued, in writing, a waiver for conditional continuance of project tasks. Once the State’s issues have been addressed and resolutions are accepted by the TO Manager, the TO Contractor will incorporate the resolutions into the deliverable and resubmit the deliverable for acceptance. A completed and accepted final deliverable shall be invoiced within 30 days in the applicable invoice format (Reference 2.6 Invoicing).

When presented for acceptance, a written deliverable defined as a final document must satisfy the scope and requirements of this TORFP for that deliverable. Final written deliverables shall not contain structural errors such as poor grammar, misspellings or incorrect punctuation, and must:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.

- B) Be organized in a manner that presents a logical flow of the deliverable’s content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.

The State required deliverables are defined below. Within each task, the TO Contractor may suggest other subtasks or deliverables to improve the quality and success of the project.

2.2.2.1 TASKS

1. LOGO

Contractor must develop a new logo for the website that must be displayed on each webpage. The artwork for the new logo will be used by MHEC in other publications and media and shall be the property of MHEC.

2. WEBSITE DESIGN

In accordance with criteria and information in section **2.2 Technical Description**, the new website must be flexible, informative, and easy to maintain. The site must be user-friendly, engaging, and capable of delivering large amounts of information to key audiences through intuitive navigation and easy to find content organization. The site must have a Maryland design – and be in line with the design guidelines as determined for this site, and have similar color scheme as the Primary Website, which is located at www.mhec.state.md.us. The site will serve as a clearinghouse of information specific to available internships for college students.

Contractor will be required to submit at least two alternate designs for review and selection. Designs must use Maryland standard tab designs. The alternate designs must include a home page plus a template for interior pages.

3. WEBSITE TESTING

Testing the site is required on all applicable platforms to ensure the site works as promised. Proposals must include a testing plan.

4. WEBSITE DELIVERY

Delivery and uploading of the site to MHEC for internal hosting is required. Testing, integration, and delivery must be completed such that the live site may be launched on or about 90 days after Notice to Proceed.

2.2.2 DELIVERABLE/ DELIVERY SCHEDULE

ID	Deliverables for 2.2.3	Expected Completion:
2.2.2.1	At least 2 alternate designs using tab design (home page and interior page designs)	NTP + 14 Calendar Days
2.2.2.2	MHEC deliverable website for testing and integration	NTP + 78 Calendar Days
2.2.2.3	Final completed website in accordance with scope of work in Section 2.	NTP + 90 Calendar Days

2.2.3 REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES

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:

- The State's System Development Life Cycle (SDLC) methodology
- The State Information Technology Security Policy and Standards
- The State Information Technology Project Oversight
- The State of Maryland Enterprise Architecture
- The TO Contractor shall follow the project management methodologies that are 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.

2.3 CONTRACTOR EXPERTISE REQUIRED

The Master Contractor and proposed staff must document a professional level of expertise in designing websites, preferably for colleges, universities, federal, and/or State agencies. The Master Contractor must also have designed at least three (3) websites. Only live sites will be considered in meeting this criterion.

2.4 CONTRACTOR MINIMUM QUALIFICATIONS

The following minimum qualifications are mandatory. The TO Contractor shall be capable of furnishing all necessary services required to successfully complete all tasks and work requirements and produce high quality deliverables described herein. The Master Contractor shall demonstrate, in its proposal, that it possesses such expertise in-house or has fostered strategic alliances with other firms for providing such services:

Knowledge and experience using:

- Microsoft Access 2003 (including database design and coding using SQL and Visual Basic for Applications),
- Microsoft SharePoint Designer 2007,
- DHTML, XHTML, CSS,
- JavaScript 2.0,
- Visual Basic Script,
- Active Server Pages with dynamically generated SQL,
- XML files created in Microsoft Access for use in RSS feeds.

2.5 RETAINAGE

No retainage is required.

2.6 INVOICING

Payment will only be made upon completion and acceptance of the final deliverable as defined in 2.2.2.3.

Invoice payment to the TO Contractor shall be governed by the terms and conditions defined in the CATS Master Contract. Invoice for payment shall contain the TO Contractor's Federal Tax Identification Number, as well as the information described below, and must be submitted to the TO Manager for

payment approval. Payment of invoice will be withheld if a signed Acceptance of Deliverable form – Attachment 8, is not submitted.

The TO Contractor shall submit an invoice for payment upon acceptance of separately priced deliverables, on or before the 15th day of the month following receipt of the approved notice(s) of acceptance from the TO Manager. A copy of the notice(s) of acceptance shall accompany all invoices submitted for payment.

2.6.1 INVOICE SUBMISSION PROCEDURE

This procedure consists of the following requirements and steps:

- A) The invoice shall identify the Maryland Higher Education Commission as the TO Requesting Agency, deliverable description, associated TO Agreement number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
- B) The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor and signed Acceptance of Deliverable form – Attachment 8, for each deliverable being invoiced) submitted for payment to the Maryland Higher Education Commission at the following address: Swati Patel, Maryland Higher Education Commission, 839 Bestgate Road, Annapolis, MD 21401.
- C) Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the TO Agreement. In no event shall any invoice be submitted later than 60 calendar days from the TO Agreement termination date.

2.7 REPORTING

The TO Contractor and the Maryland Higher Education Commission shall conduct biweekly progress meetings. A biweekly project progress report shall be submitted one (1) day in advance prior to the discussion to the TO Manager and shall contain, at a minimum, the following information:

- Maryland Higher Education Commission, TO Agreement number, functional area name and number, reporting period and “Progress Report” to be included in the e-mail subject line.
- Work accomplished during the biweekly period.
- Deliverable progress, as a percentage of completion.
- Problem areas, including scope creep or deviation from the work plan.
- Planned activities for the next reporting period.
- Gant chart updated from the original to show actual progress; as applicable, explanations for variances and plan for completion on schedule.
- An accounting report for the current reporting period and a cumulative summary of the totals for both the current and previous reporting periods. The accounting report shall include amounts invoiced-to-date and paid-to-date.

SECTION 3 - TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this CATS TORFP must respond within the submission time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit one of two possible responses: 1) a proposal or 2) a completed Master Contractor Feedback Form explaining why the Master Contractor will not be submitting a proposal. The form is accessible via your CATS Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu.

3.2 FORMAT

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS TORFP. A TO Proposal shall provide the following:

3.2.1 THE TECHNICAL PORTION OF THE TO PROPOSAL SHALL INCLUDE

A) Proposed Services – Work Plan

- 1) Requirements: A detailed discussion of the Master Contractor's understanding of the work and the Master Contractor's capabilities, approach and solution to address the requirements outlined in Section 2.
- 2) Assumptions: A description of any assumptions formed by the Master Contractor in developing the Technical Proposal.
- 3) Risk Assessment: An assessment of any risks inherent in the work requirements and actions to mitigate these risks.
- 4) Proposed Solution: A description of the Master Contractor's proposed solution to accomplish the specified work requirements.
- 5) Proposed Tools: A description of all proposed tools that will be used to facilitate the work.
- 6) Tasks and Deliverables: A description of and the schedule for each task and deliverable, illustrated by a Gantt chart. Start and completion dates for each task, milestone, and deliverable shall be indicated. The Gantt chart will form the baseline for task order monitoring, and will be updated bi-weekly as part of progress reporting (see Section 2.7.1).
- 7) Work Breakdown Structure: A detailed work breakdown structure and staffing schedule, with labor hours by skill category that will be applied to meet each milestone and deliverable, and to accomplish all specified work requirements.
- 8) Acceptance Criteria: A statement acknowledging the Master Contractor's understanding of the acceptance criteria.

B) Proposed Personnel

- 1) Identify and provide resumes for all proposed personnel by labor category. The resume should highlight the proposed personnel's applicable responsibilities and accomplishments as they relate to the requirements of this TORFP.
- 2) Certification that all proposed personnel meet the minimum required qualifications and possess the required certifications in accordance to Section 2.4.
- 3) Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TO Agreement.
- 4) Complete and provide, at the interview, Attachment 4 – Labor Classification Personnel Resume Summary.

C) Subcontractors

- 1) Identify all proposed subcontractors, including MBEs, and their full roles in the performance of this TORFP Scope of Work.

D) Master Contractor and Subcontractor Experience and Capabilities

- 2) Provide three examples of projects that you have completed that were similar in scope to the one defined in this TORFP Scope of Work. Each of the three examples must include a reference, to be provided at the interview, complete with the following:
 - a) Name of organization.
 - b) Name, title, and telephone number of point-of-contact for the reference.
 - c) Type, and duration of contract(s) supporting the reference.
 - d) The services provided, scope of the contract and performance objectives satisfied as they relate to the scope of this TORFP.
 - e) Whether the Master Contractor is still providing these services and, if not, an explanation of why it is no longer providing the services to the client organization.
- 3) State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five years with any government entity of the State of Maryland. For each identified contract, the Master Contractor shall provide:
 - a) The State contracting entity.
 - b) A brief description of the services/goods provided.
 - c) The dollar value of the contract.
 - d) The term of the contract.
 - e) Whether the contract was terminated prior to the specified original contract termination date.
 - f) Whether any available renewal option was not exercised.
 - g) The State employee contact person (name, title, telephone number and e-mail address.

This information will be considered as part of the experience and past performance evaluation criteria in the TORFP.

E) Proposed Facility

- 1) Identify Master Contractor's facilities, including address, from which any work will be performed.

F) State Assistance

- 1) Provide an estimate of expectation concerning participation by State personnel.

G) Confidentiality

- 1) A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the TO Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

3.2.2 THE FINANCIAL RESPONSE OF THE TO PROPOSAL SHALL INCLUDE

- A) A description of any assumptions on which the Master Contractor's Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the price proposal);

B) Attachment 1 - Completed Financial Proposal

SECTION 4 - PROCEDURE FOR AWARDING A TASK ORDER AGREEMENT

4.1 EVALUATION CRITERIA

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS TORFP. In making the TO Agreement award determination, the TO Requesting Agency will consider all information submitted in accordance with Section 3.

4.2 TECHNICAL CRITERIA

The following are technical criteria for evaluating a TO Proposal in descending order of importance.

- The approaches and functionality of websites similar to the needs required by this website previously designed by Master Contractor.
- The Master Contractor's understanding of the work to be accomplished.
- The experience of the Master Contractor's proposed personnel in performing the duties required in Sections 2.2 through 2.2.2.1.
- The Master Contractor's ability to meet the delivery date.

4.3 SELECTION PROCEDURES

- A) TO Proposals deemed technically qualified will have their financial proposal considered. All others will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
- B) Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.
- C) The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight than price.

4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT

Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement, a Non-Disclosure Agreement (To Contractor), a Purchase Order, and by a Notice to Proceed authorized by the TO Procurement Officer. **See Attachment 6 - Notice to Proceed.**

ATTACHMENT 1 –PRICE PROPOSAL FORM

PRICE PROPOSAL FOR CATS TORFP #R62P0400050

Identification	Deliverable	Proposed Price
2.2.2.3	Final accepted website	
Total Proposed Fixed Price		

Authorized Individual Name

Company Name

Title

Company Tax ID #

SUBMIT AS A .PDF FILE WITH THE FINANCIAL RESPONSE

ATTACHMENT 2 – TASK ORDER AGREEMENT

CATS TORFP #R62P0400050 OF MASTER CONTRACT #050R5800338

This Task Order Agreement (“TO Agreement”) is made this day of Month, 201X by and between Task Order Contractor (TO Contractor) and the STATE OF MARYLAND, Maryland Higher Education Commission.

IN CONSIDERATION of the mutual premises and the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In this TO Agreement, the following words have the meanings indicated:
 - a. “Agency” means the Maryland Higher Education Commission, as identified in the CATS TORFP #R62P0400050.
 - b. “CATS TORFP” means the Task Order Request for Proposals #R62P0400050, dated October 30, 2009, including any addenda.
 - c. “Master Contract” means the CATS Master Contract between the Maryland Department of Budget and Management and TO Contractor dated December 19, 2005.
 - d. “TO Procurement Officer” means Cindy Nickerson. The Agency may change the TO Procurement Officer at any time by written notice to the TO Contractor.
 - e. “TO Agreement” means this signed TO Agreement between Maryland Higher Education Commission and TO Contractor.
 - f. “TO Contractor” means the CATS Master Contractor awarded this TO Agreement, whose principal business address is _____ and whose principal office in Maryland is _____.
 - g. “TO Manager” means Swati Patel of the Agency. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
 - h. “TO Proposal - Technical” means the TO Contractor’s technical response to the CATS TORFP dated date of TO Proposal – Technical.
 - i. “TO Proposal – Financial” means the TO Contractor’s financial response to the CATS TORFP dated date of TO Proposal - Financial.
 - j. “TO Proposal” collectively refers to the TO Proposal – Technical and TO Proposal – Financial.
2. Scope of Work
 - 2.1 This TO Agreement incorporates all of the terms and conditions of the Master Contract and shall not in any way amend, conflict with or supercede the Master Contract.
 - 2.2 The TO Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS TORFP. These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following Exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict between this TO Agreement and any of these Exhibits, the following order of precedence shall determine the prevailing provision:
 - a. The TO Agreement,
 - b. Exhibit A – CATS TORFP
 - c. Exhibit B – TO Proposal-Technical
 - d. Exhibit C – TO Proposal-Financial

2.3 The TO Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the TO Procurement Officer or any other person shall be treated as a change or entitle the TO Contractor to an equitable adjustment under this Section. Except as otherwise provided in this TO Agreement, if any change under this Section causes an increase or decrease in the TO Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Contractor must assert in writing its right to an adjustment under this Section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this Section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this Section shall excuse the TO Contractor from proceeding with the TO Agreement as changed.

3. Time for Performance

Unless terminated earlier as provided in the Master Contract, the TO Contractor shall provide the services described in the TO Proposal and in accordance with the CATS TORFP on receipt of a Notice to Proceed from the TO Manager. The term of this TO Agreement is for a period of **insert time for performance**, commencing on the date of Notice to Proceed and terminating on **Month Day, Year**.

4. Consideration and Payment

- 4.1 The consideration to be paid the TO Contractor shall be done so in accordance with the CATS TORFP and shall not exceed \$**total amount of task order**. Any work performed by the TO Contractor in excess of the not-to-exceed ceiling amount of the TO Agreement without the prior written approval of the TO Manager is at the TO Contractor's risk of non-payment.
- 4.2 Payments to the TO Contractor shall be made as outlined Section 2 of the CATS TORFP, but no later than thirty (30) days after the Agency's receipt of an invoice for services provided by the TO Contractor, acceptance by the Agency of services provided by the TO Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.
- 4.3 Each invoice for services rendered must include the TO Contractor's Federal Tax Identification Number which is **Federal ID number**. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the **Agency TO Manager unless otherwise specified herein**.
- 4.4 In addition to any other available remedies, if, in the opinion of the TO Procurement Officer, the TO Contractor fails to perform in a satisfactory and timely manner, the TO Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the TO Contractor to be reduced or withheld until such time as the TO Contractor meets performance standards as established by the TO Procurement Officer.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO Contractor Name

By: Type or Print TO Contractor POC

Date

Witness: _____

STATE OF MARYLAND, Maryland Higher Education Commission

By: Cindy Nickerson, TO Procurement Officer

Date

Witness: _____

ATTACHMENT 3 – 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)

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 050R5800338.
2. Only labor categories proposed in the Master Contractors Financial Proposal may be proposed under the CATS TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. This summary is required at the time of the interview.

For example: If you propose John Smith, who is your subcontractor, and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as three months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement; in this case, three months.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

**ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME
SUMMARY (CONTINUED)**

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
LABOR CLASSIFICATION TITLE – (INSERT LABOR CATEGORY NAME)	
Education: (Insert the education description from the CATS RFP from Section 2.12 for the applicable labor category.)	
Experience: (Insert the experience description from the CATS RFP from Section 2.12 for the applicable labor category.)	
Duties: (Insert the duties description from the CATS RFP from Section 2.12 for the applicable labor category.)	

The information provided on this form for this labor class is true and correct to the best of my knowledge:

Contractor’s Contract Administrator:

Signature Date

Proposed Individual:

Signature Date

SUBMIT WITH TECHNICAL PROPOSAL
SIGNATURE REQUIRED AT THE TIME OF THE INTERVIEW

**ATTACHMENT 5 – DIRECTIONS
TO THE PRE-TO PROPOSAL CONFERENCE**

Maryland Higher Education Commission

839 Bestgate Road, Suite 400

Annapolis, MD 21401-3013

From Baltimore:

From I-695, take I-97 South toward Annapolis and follow the directions “From Route 50” below.

Or exit I-97 at MD-178 in Crownsville and continue about 6 miles to left on Bestgate Road.

From Washington:

From I-495, take US 50 East toward Annapolis and follow the directions “From Route 50” below.

From Route 50:

Take MD 450 exit number 23 toward MD-178/ Parole. Keep right at the fork in the ramp. Route 450 becomes West Street and then Generals Highway. Turn right on Bestgate Road.

From the Eastern Shore:

Take US 50 West toward Annapolis. Take exit number 24B and follow signs to Bestgate Road. Follow Bestgate Road for 1.5 miles and make a U-Turn at Westfield Mall to reach 839.

Ample parking is located in front of the building.

For additional direction information please call MHEC at (410) 260-4500.

ATTACHMENT 6 – NOTICE TO PROCEED

Month Day, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS Task Order Agreement # R62P0400050

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, Year, for the above-referenced Task Order Agreement. Swati Patel of the Maryland Higher Education Commission will serve as your contact person on this Task Order. Swati Patel can be reached at (410) 260-4544 and spatel@mhec.state.md.us.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

Cindy Nickerson
Task Order Procurement Officer

Enclosures (2)

cc: Swati Patel
Procurement Liaison Office, Department of Information Technology
Project Management Office, Department of Information Technology

ATTACHMENT 7 – AGENCY RECEIPT OF DELIVERABLE FORM

I acknowledge receipt of the following:

TORFP Title: BRAC Internship Information Center Website

TO Agreement Number: # R62P0400050

Title of Deliverable: _____

TORFP Reference Section # _____

Deliverable Reference ID # _____

Name of TO Manager: Swati Patel

TO Manager Signature

Date Signed

Name of TO Contractor's Project Manager: _____

TO Contractor's Project Manager Signature

Date Signed

SUBMIT AS REQUIRED IN SECTION 2.2.1 OF THE TORFP.

ATTACHMENT 8 – AGENCY ACCEPTANCE OF DELIVERABLE FORM

Agency Name: Maryland Higher Education Commission

TORFP Title: BRAC Internship Information Center Website

TO Manager: Swati Patel – (410) 260-4544

To:

The following deliverable, as required by TO Agreement #R62P0400050, has been received and reviewed in accordance with the TORFP.

Title of deliverable: _____

TORFP Contract Reference Number: Section # _____

Deliverable Reference ID # _____

This deliverable:

Is accepted as delivered.

Is rejected for the reason(s) indicated below.

REASON(S) FOR REJECTING DELIVERABLE:

OTHER COMMENTS:

TO Manager Signature

Date Signed

ISSUED BY THE TO MANAGER AS REQUIRED IN SECTION 2.2.1 OF THE TORFP.

ATTACHMENT 9 – NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non- Disclosure Agreement (the "Agreement") is made this ___ day of _____ 200_, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as " the State").

OFFEROR warrants and represents that it intends to submit a TO Proposal in response to CATS TORFP # R62P0400050 for BRAC Internship Information Center Website. In order for the OFFEROR to submit a TO Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to _____. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described in Section 1.7 of the TORFP, OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received under Section 1.7, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to Cindy Nickerson, Maryland Higher Education Commission on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. 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 for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. 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 OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.
8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____ BY: _____
NAME: _____ TITLE: _____
ADDRESS: _____

SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP

ATTACHMENT 10 – NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ____ day of _____, 201____, by and between the State of Maryland (“the State”), acting by and through its Maryland Higher Education Commission (the “Department”), 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 BRAC Internship Information Center Website TORFP No. R62P0400050 dated XX/XX/2010, (the “TORFP” issued under the Consulting and Technical Services procurement issued by the Department, Project Number 050R5800338; 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 TORFP 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. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, 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 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 provided by the State 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 TORFP or who will otherwise have a role in performing any aspect of the TORFP, 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 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, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department 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 TO 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.

TO Contractor/TO Contractor's Personnel:

Maryland Higher Education Commission:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP

EXHIBIT A

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

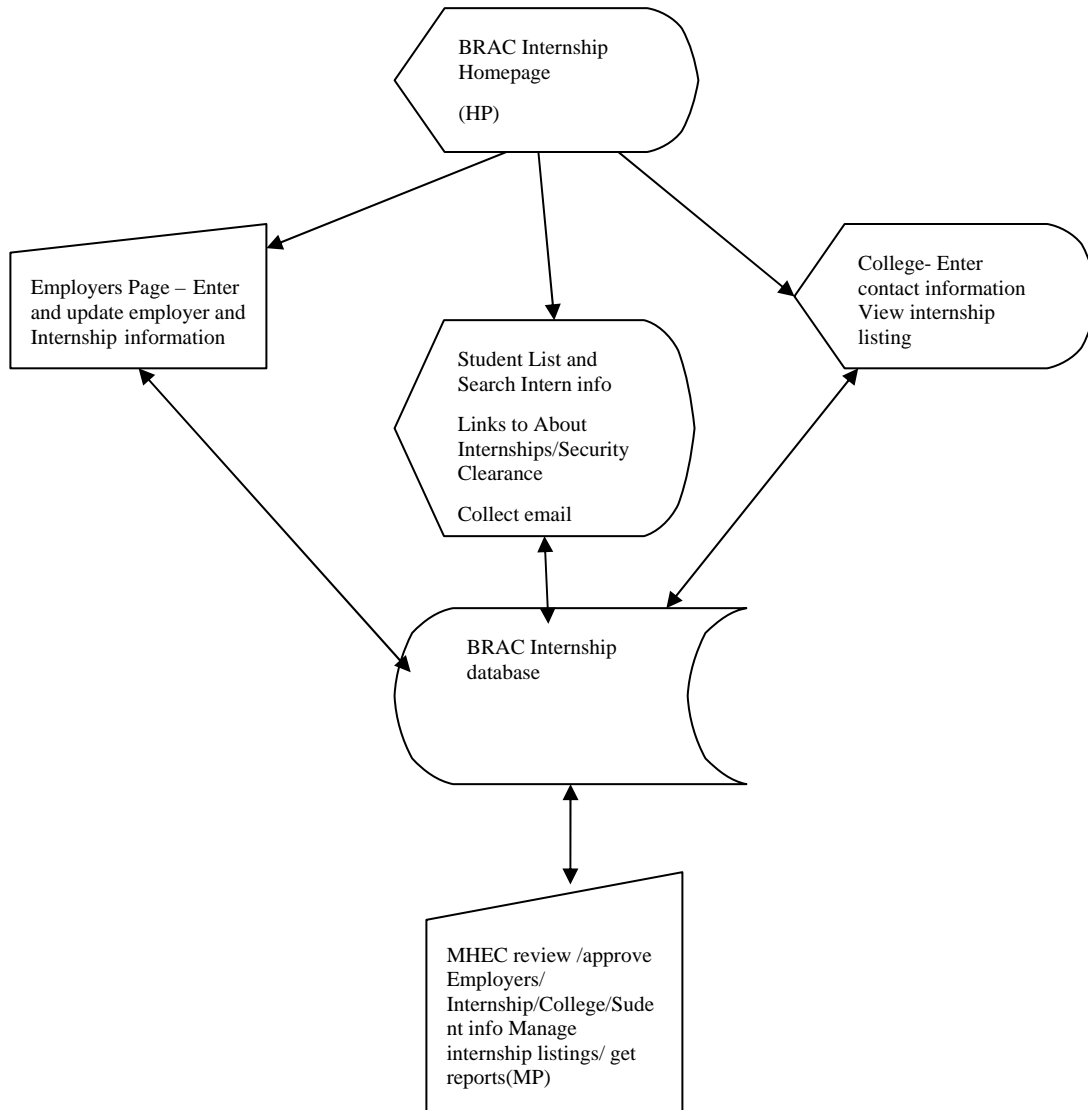
Printed Name and Address
of Employee or Agent

Signature

Date

EXHIBIT B

Flowchart of Website



Codes refer to webpages:

- (HP) BRAC Internship Home Page
- (EP) Employer Section
- (SP) Student Section
- (CP) College Section
- (MP) MHEC Section

BRAC Internship Information Center

[Home page]

Welcome to the BRAC Internship Information Center. This site has been created to help students locate internships in Federal agencies as well as the military units and defense contractors relocating to Maryland as a result of the Base Realignment and Closure Act of 2005. For more information on BRAC, click here: [Link to "What is BRAC?"](#)

Internships serve many purposes. You, the student, can learn more about a field in which you may work after graduation. In addition, you can experience life in a particular organization, to see whether or not it is an environment in which you would like to work. It is also often possible for you to arrange for college credit for your work. If this is your intent, it is important that you make that arrangement as soon as possible, in order to understand what requirements the professor may require in order for you to receive credit. Many internships provide a salary. The "Detailed Internship Listings" page can tell you if an internship is paid.

For the employer, an internship serves as an opportunity to discover whether or not you are a good "fit" within the company. In addition, companies can begin the process of obtaining a security clearance for you. If you apply to work for the organization full time after graduation, having a security clearance in place is a definite advantage.

We hope you find this site beneficial. We welcome any suggestions you might have on how we can improve the site. Please email us at InternHelp@mhec.state.md.us

Thank you very much for visiting our site, and good luck on your internship search!



Anthony G. Brown
Lieutenant Governor
State of Maryland

RSS

Students Tab:

Employers Tab:

College Representatives Tab:

What is BRAC?

"BRAC" is an acronym that stands for Base Realignment and Closure. It is the congressionally authorized process the Department of Defense has previously used to reorganize its base structure to more efficiently and effectively support our forces, increase operational readiness, and facilitate new ways of doing business. The most recent iteration of base realignment was enacted as federal law in November 2005 and is known as BRAC 2005. In response to the 2005 Base Realignment and Closure (BRAC) decisions, Governor Martin O'Malley and the State of Maryland received the tremendous honor of being asked to accommodate a significant expansion of the United States military installations. As a result, Maryland would become the future home to thousands of our country's federal civilian and military families.

Several publications that address BRAC in Maryland are available. The 2007 State of Maryland's [BRAC Action Plan Report](http://www.brac.maryland.gov/documents/2007bracActionPlan.pdf) [http://www.brac.maryland.gov/documents/2007bracActionPlan.pdf] outlines the BRAC Subcabinet's goals and timeline for addressing the challenges associated with the State's future increase in population and expansion. BRAC Stat charts the agencies' progress as it relates to the BRAC Action Plan's timeline, and the [2008 Progress Report](http://www.brac.maryland.gov/documents/2008bracReport.pdf) [http://www.brac.maryland.gov/documents/2008bracReport.pdf] highlights the accomplishments made by the BRAC Subcabinet in relation to the 2007 BRAC Action Plan.

Employers' Welcome Page

Welcome to the Internship Information Center. This site has been created to help employers recruit Maryland's best and brightest students for internships. This website is for organizations offering internships located in the State of Maryland only.

By creating a user name and password below, you can begin the registration process by providing information about your organization and details about your internship opportunity. The user name must be a valid email address. Once you have registered your information, the Maryland Higher Education Commission will contact you with approval and post your listing to the internship website. The listing will stay posted for 90 days, at which time you will be contacted for continued/discontinued posting of the listing.

If you already have created a user name and password, please scroll down to login in order to post another internship opportunity or edit an existing one.

New User? [Register Now.](#) [\[Link to a blank Employer Registration page.\]](#)

Returning User Login: Please enter your user name and password information below:

User Name: [Linked to previous registration data](#)

Password: [Linked to previous registration data](#)

Forgot Password? [Click here.](#) (Password will be emailed to you.)

Enter number from box: _____ [\[CAPTCHA\]](#)

New Employer Registration Page

*Your Name: _____
*Company/Organization: _____
*Department: _____
*Address: _____
*City: _____ *State: _____ *Zip: _____

["City" needs to form data base to be linked to Student page, "To search by specific location" .]

Phone: _____ Fax: _____
Email Address: _____

*Type of industry (please check all that apply):

Select from Type of Industry" drop down list.

Company Website: http://www._____

Please indicate the size of your organization:

- _____ Small (1-25 employees)
_____ Medium (26-100 employees)
_____ Large (100+ employees)

*Please provide a brief company or organization profile.

[Limit of 1,000 characters.]

Please check the appropriate descriptive category for your organization:

- | | |
|---|---|
| <input type="checkbox"/> Government – Local | <input type="checkbox"/> Government - State |
| <input type="checkbox"/> Government – Federal | <input type="checkbox"/> Military |
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Private | Other: _____ |

*Required Fields

SAVE BUTTON

SUBMIT BUTTON

Click here to enter internship information: [\[Link to "Detailed Internship Listing".\]](#)

1234

Enter numbers in box: _____ **[CAPTCHA]**

For help, please contact us at InternHelp@mhec.state.md.us

Employers' Internship Information

EMPLOYER ID# (Pre-populated)

*Organization Name: (Pre-Populated from Employer Registration Page)

*Department: (Pre-Populated from Employer Registration Page)

*Type of industry:

Drop down box

[Link to type of industry](#)

*Internship Location (Street): _____

*(City): _____ [\[Tie to Google maps or Mapquest\]](#)

State: Maryland (pre-filled)

*Zip Code: _____

*Internship manager contact information:

*Name: _____

*Address: _____

*Email: _____

*Phone: _____

*Internship title: _____

*Please indicate the closest BRAC site(s):

____ Fort Meade

____ Aberdeen Proving Ground

____ Fort Detrick

____ Bethesda Medical Center

____ Andrews AFB

____ Other: _____

[\[Above needs to be linked to Student page, "Search by general \(BRAC\) location".\]](#)

*Briefly describe intern's responsibilities:

[\[Limit 1,000 characters\]](#)

*How many interns do you anticipate hiring for this particular internship? _____

*Is the internship a paid position? ____ Yes ____ No

Salary: \$ _____ per (Dropdown box: "hourly", "weekly", "biweekly", "monthly", "bimonthly", "other")

Does your organization pay or provide for moving costs? _____

Does your organization pay or provide for housing? _____

How many years of college must the applicant have completed?

___ 1 year

___ 2 years

___ 3 years

___ 4 years+ (Graduate student Level)

Are there any work authorization requirements?

___ US Citizen/ US National

___ Permanent US Resident

___ Employment visa (H-1)

___ H-4 Visa

___ There are no special conditions associated with this internship

Please select the year that you would like to have an intern:

[Drop down box with the year 2010 through 2020 and “ongoing”]

*Post this internship until (date) (Provide pop-up calendar)

[Listing stays posted until the date and an automatic email notification is sent to employer prior to expiration date as well as after expiration].

How many hours per week are expected of the intern? ___ hours

*What materials do you require for an application?

___ Resume

___ Cover letter

___ Writing sample

___ Other _____

*What is your preferred application method? (select all that apply)

Send materials to the manager listed above.

Will you accept materials electronically?

Yes

No

Students should submit materials to (provide mailing address or email address):

[Limit 1,000 characters]

Students should fill out an application at: <http://www.xxxxxxxxxx>

Other application instructions:

[Limit 1,000 characters]

For more information on this internship, students should

___ Contact manager listed above.

___ Go to the website, <http://> _____

___ Other: _____

Do you have any additional comments?

[Limit 1,000 characters]

Click here for a print version of this listing.

Email a copy of this listing to: _____

*Required Fields

SAVE Button, SUBMIT Button

Enter numbers in box: _____ **[CAPTCHA]**

Type of Industry

(Need to be able to designate more than one.)

Accounting
Aerospace and Defense
Agriculture
Biotechnology and Pharmaceuticals
Budget Analysis
Business Management
Chemical Engineering
Communications and Public Relations
Computer Engineering
Construction and Maintenance
Cybersecurity
Education and Training
Electronics Engineering
Environment
Food and Related Products
Graphic/Commercial Arts
Healthcare
Human Resources
Information Security
Information Technology
Inventory Management
Law
Library science
Materials
Media production/programming
Physical sciences
Psychology/social services
Research and Development
Systems Engineering
Technical Writing
Telecommunications
Transportation and Logistics
Other _____

Welcome Back to Employers' Registration

Internship Listings Location Status Date of Status

(All previously entered internship listings)

[Internship Listings includes Internship Title and Internship ID#; must be able to click on the Title to show full internship detail listing.]

[Location is linked from the employer internship listing.]

[Status should show “approved” “saved” “cancelled” “waiting for approval” “expired”]

To create a new internship listing, click here: [\[Link to blank Internship Registration page.\]](#)

To review/modify your employer registration, click here: [\[Link to completed Employer Registration Page.\]](#)

To create a new internship listing using a template, click here: [\[Link to Internship IDs\]](#)

For help, please contact us at InternHelp@mhec.state.md.us

Student Page

Welcome to the BRAC Internship Information Center. This site has been created to help students locate internships in Federal agencies as well as the military units and defense contractors relocating to Maryland as a result of the Base Realignment and Closure Act of 2005 (BRAC). For more information on BRAC, click here: [Link to What is BRAC?](#)

Please provide your email address and check the box if you would like to receive notification of new listings as they become available. We may also contact you through this email address for short surveys in order to assist us in improving our website.

Email Address: _____

Check box for email of notification of new listings.

Submit Button

If you would like to unsubscribe, please click here.

For general information on obtaining an internship, click here: [Link to “About Internships” page.](#)

Many of the internships listed on this site are in firms doing sensitive and classified work. While in most cases you do not need to have a security clearance, your employer may want to initiate the clearance process on your behalf. More information on security clearances can be found here: [Link to “About Security Clearances” page](#)


SEARCH Button

Student Search Page

Listed below are several ways to search for information on internships. You can search by type of business, BRAC-related geographic location, and specific location (town). Also, you can browse a link to a summary of all internships in the database.

- For a quick overview of available internships, click here. [Link to “Summary of Internships” page](#)
- To search by type of business/ industry click here:
[Link to Drop-down list - type of industry](#)
- To search by specific location
[Drop-down list of company city address, from “Employer”](#)
- To search by salary:
 Paid Only Unpaid Only Both [Link to “paid/not paid” on Internship page.](#)
- To search by keyword, enter word here: _____]
- Search by general (geographic) BRAC-related location:
 - Andrews Air Force Base
 - Fort Meade
 - Aberdeen Proving Ground
 - Fort Detrick
 - Bethesda Medical Center
 - Pax River
 - Other: _____[Link to BRAC location on Employer Internship page.](#)
Submit Search

RSS Feeds

MHEC currently provides RSS Feeds for a summary of internship listings. To receive RSS feeds, click here 

For help, please contact us at InternHelp@mhec.state.md.us

Note: The information on internships is provided directly by the employers. The Maryland Higher Education Commission is not responsible for errors therein.

About Internships

Locating and obtaining an internship is much like searching for your first job. Finding an internship that you might be interested in and for which you qualify are primary steps. After filling out an application and submitting your resume, if the organization has an interest in you, you will be invited for an interview.

Many of the larger job search websites, such as those below, have valuable information on the internship/first job process. Below are sites that we found which have good advice on how to go about obtaining an internship:

Monster.com: Internship & Entry-Level Job Advice

Link: http://www.monster.com/internships-entry-level-college-jobs.aspx?WT.srch=1&WT.mc_n=olmsrchtrk

About.com: Finding an Internship

Link: <http://www.jobsearch.about.com/od/internshipssummerjobs/a/findinternship.htm>

Quintcareers.com: Internship Resources for College Students

Link: http://www.quintcareers.com/grad_internships.html

About Security Clearances

Many of the internships listed on this site involve working in defense-related areas involving highly sensitive information. Employers understand that interns most likely do not already have a security clearance. Your employer may opt to start the process of obtaining a security clearance for you. Below are links to websites which contain information on the security clearance process.

How to Obtain a Security

Link: <http://www.govcentral.com/security-clearance-jobs/articles/413-how-to-obtain-a-security-clearance>

Security Clearance

Link: http://jobsearchtech.about.com/od/governmentjobs/1/aa_security_2.htm

If you have any concerns about your ability to qualify for a security clearance, you should discuss this with potential employers during your initial interview.

“Summary of Internships”

[Below information from “Detailed Internship Listing” page. Need to be able to sort by field.]

Date Posted Location Internship Title Company_____.

Display Page

BRAC Internship Information Center

Business Intern

Reference #10-100

Company

National Agency

Department:

Administration Department

Location (Street): 110 Fort Meade Drive

(City): Fort Meade [[link to Google map](#)]

Closest BRAC site: Fort Meade

Industry: Cybersecurity

Year: 2011

of Interns Hiring: 2

Paid Internship? Yes

Salary: \$10/hour

Relocation Stipend? No

Housing Stipend? No

of Years of College Completed: 2 years

Work Authorization: US Citizen/US National

Application Deadline: 12/1/09

Required: Resume, Cover Letter

Preferred Application Method

Student should send materials to manager listed below.

Materials will be accepted electronically.

Contact:

Jane Doe

Internship Coordinator

110 Fort Meade Drive

Fort Meade, MD 21214

jdoe@na.gov

(555) 555-5555

Company Profile:

The National Agency (NA) has exciting career opportunities available in a wide variety of career fields. NA employees are some of the most intelligent people in the intelligence business. They apply their skills and education to gather and analyze foreign intelligence, protect our nation's information systems, advance research, and solve a number of other challenges not found in the private sector. The work they do is not only important for policymakers and military leaders, it is critical to helping to keep the world safe.

NA offers a collaborative and innovative work environment that values continual learning and development so you may grow and excel both professionally and personally. You'll also find a culture that recognizes that the insights from diverse backgrounds are critical to successfully facing the agency's challenges.

Intern's Responsibilities:

As a Business Intern in the Administration Department, you will be assigned to work on a variety of teams across the breadth of the NA. As an intern, you will be required to complete four assignments in selected areas within the NA that are chosen specifically to maximize your exposure to all functional components. You will be responsible for the formulation and coordination of program/budget estimates, development of acquisition strategies and procurement planning schedules, staffing procurement requests through approval and certification cycles and myriad of other activities.

[Click here for print version of listing](#)

Email a copy of this listing to:

Colleges

Thank you for your interest in the BRAC Internship Information Center website. We welcome Maryland colleges and universities to share our links to listings with their students. Please subscribe to the RSS feed to view new listings as they become available.

RSS

Please fill out and submit the following information if you would like to receive emails with summaries of new listings as they become available.

Your Name: _____

Your Position: _____

Department: _____

College: _____

Address: _____

City: _____ Zip _____

Phone: _____

Email Address: _____

Subscribe

Unsubscribe

Also, if you have particular internship listings that you feel are pertinent to our site, we would welcome you submitting them. Simply go to the “Employer” page, fill in the relevant information for your school and information about the internship and submit the form.

For help, please contact us at InternHelp@mhec.state.md.us

RSS Sample

BRAC Internship Information Center

Organization Name:

Department:

Internship Title:

Internship Location (City):

Briefly Describe intern's responsibilities...

Link to the Detailed Internship Listing page on our site.