

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	D80B2400002		
Functional Area (Enter One Only)	FA2- Service Type: Web and Internet Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
Internet/Intranet Site Developer Senior Labor Category 59- Web Developer II/ Software Engineer			
Anticipated start date	08/24/2011		
Duration of assignment	Up to a maximum of 6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	% 0		
Issue Date: mm/dd/yyyy	08/03/2011	Due Date: mm/dd/yyyy	08/16/2011
		Time (EST): 00:00 am/pm	3:00 PM
Place of Performance:	Maryland Insurance Administration 200 St. Paul Place Baltimore Md. 21202		
Special Instructions: (e.g. interview information, attachments, etc.)	Must be able to interview in person.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain Md. State ID badges.		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices comply with all requirements in Section 2.8 of the CATS II Master Contract RFP. Accounts Payable, Rhonda Green 200 St. Paul Place Baltimore Md. 21202		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Insurance Administration/MIS		
Agency POC Name:	Lucy Sager	Agency POC Phone Number:	410-468-2374
Agency POC Email Address:	lsager@mdinsurance.state.md.us	Agency POC Fax:	410-468-2396
Agency POC Mailing	200 St. Paul Place		

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Address:	Baltimore Md. 21202
Section 3 – Scope of Work	
Background	
<p>The Maryland Insurance Administration (MIA) is an independent State agency that regulates Maryland's insurance industry and protects consumers by ensuring that insurance companies and health plans act in accordance with insurance laws.</p> <p>More information about the agency can be located at: http://www.mdinsurance.state.md.us/sa/jsp/Mia.jsp</p> <p>The MIA is seeking a Web Developer II who will be responsible to architect and implement a web based financial application, which calculates annual and quarterly premium taxes, interest, penalties, and fines. This program will also perform audit, billing, payments, and correspondence functions. The application will also include reporting and ad hoc query functions.</p> <p>The Web Developer II will need to convert user requirements to a technical implementation. The Web Developer II will also be responsible for the design, support and maintenance of existing applications, developing new features and applications and resolving production issues as they arise.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Web developer II/ Software Engineer	This position will require development of code using Java, Struts 1.3, AJAX, JavaScript and relevant coding standards.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Web developer II/ Software Engineer	<ul style="list-style-type: none"> • Must meet the general and specialized experience of labor category 59. • Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration. • At least three (3) years of experience designing, developing and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases. • At least six (6) months recent experience within the last two (2) years with MD State finance or Tax

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	<p>Accounting Systems.</p> <ul style="list-style-type: none"> • At least two(2) years recent within the last two (2) years of hands-on experience in Struts 1.3, AJAX, and J2EE environment. • At least four (4) years recent experience with writing Java, JSP, servlets, JavaScript, JavaBeans, HTML, XHTML, CSS, SSL, web security, Apache Ant, and Apache web server. • At least one (1) year recent experience with a Java container, e.g., EAServer, JBoss, or WebSphere; JQuery; and Windows/Linux shell scripting experience • At least one (1) year recent experience with analytical, testing, problem solving, technical troubleshooting, and diagnostic skills in a production environment. • At least six (6) months recent experience with a full project system development life cycle. • At least one (1) year recent experience with version control software such as CVS. • At least one (1) year recent experience with a SQL / relational database, including experience with stored procedures. <p>Education and Certifications: Bachelors degree in IT, Computer Science, or a related field that meets or exceeds the labor category 59 qualifications Vendor Certifications in relevant fields may also apply.</p>
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Section 4 – Required Submissions New

NOTE:

- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing not to propose in response to the RFR must submit a “Master Contractor Feedback Form” via the “Master Contractor Login” on the CATS II web site.
- Master Contractors proposing in response to the RFR must submit the documents below **as separate files** contained in **two separate emails** as follows:

Email 1 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line

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

Email 2 with “Financial”: Master Contractor Name, RFR number, & candidate name, and in the subject line

- o Price Proposal (Attachment 2)
- o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
- o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- o Living Wage Affidavit (Attachment I in the CATS II RFP)
- o Any documents listed below as required by the hiring agency

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. resume shows experience listed in Section 2
2. personnel’s qualifications and experience performing the duties as specified in Section 2
3. demonstration of understanding of the work to be accomplished in an face to face interview
4. Rankings will be based on candidate interviews
Basis for Award Recommendation
RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.

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ATTACHMENT 1 – RFR RESUME FORM

RFR # D80B2400002

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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ATTACHMENT 2

RFR PRICE PROPOSAL

Internet/Intranet Site Developer Senior Labor Category 59-
Web Developer II/ Software Engineer

RFR # D80B2400002

(This form is to be filled out by Master Contractors)

Year 1		
Hourly Labor Rate	Annual Hours	Price (Labor Rate x Hours)
\$	1040	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Internet/Intranet Site Developer Senior Labor Category 59-Web developer II/ Software Engineer resume provided. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.

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