

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400008		
Functional Area (Enter One Only)	Functional Area Ten - IT Management Consulting Services		
Labor Category			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
Senior Telecommunications Consultant			
(Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	March 2011		
Duration of assignment	6 Months (No renewal options)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	2/17/2011	Due Date: mm/dd/yyyy	2/28/2011
		Time (EST): 00:00 am/pm	10:00am
Place of Performance:	Department of Information Technology 45 Calvert St. Annapolis, Maryland 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	This is a new temporary assignment, no prior incumbent.		
Security Requirements (if applicable):			
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Information Technology Procurement 45 Calvert St., Annapolis, MD 21401		
Agency POC Name:	Michael E. Balderson	Agency POC Phone Number:	410-260-7549

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Agency POC Email Address:	mbalders@doit.state.md.us	Agency POC Fax:	410-794-5615
Agency POC Mailing Address:	45 Calvert St. Annapolis, MD 21401		
Section 3 – Scope of Work			
Background			
Existing Blanket Purchase Order (BPO) PBX I will be expiring on June 30, and will be replaced by PBX III, which will be a Master Contract BPO. DoIT will be analyzing the existing voice services and the dedicated technician program that are currently in place and evaluating alternatives. Alternative should include Voice over Internet Protocol (VoIP), and make recommendations for a moving forward strategy.			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities		
1. Senior Telecommunications Consultant	<p>Evaluate voice services provided by DoIT at the Multi Service Centers, and the Baltimore and Annapolis complexes. Review alternatives to the existing voice service platforms and evaluate hosted VoIP solutions.</p> <p>Analyze existing voice service technologies, evaluate and rank alternatives, including extending the life of the existing platforms. Perform strengths, weaknesses, opportunities, and threats (SWOT) analyses.</p> <p>Identify a strategy for replacing or renewing the existing dedicated technician program, present to Telecom management and create a PORFP after management approval.</p>		
Minimum Qualifications			
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill		
1. Senior Telecommunications Consultant	<p>For minimum requirements, see CATS II Labor Category for Senior Telecommunications Consultant</p> <p>THE CANDIDATE MUST:</p> <ol style="list-style-type: none"> 1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. 2. The candidate must articulate clear and concise responses to the interview questions. 3. Possess good interpersonal communication skills and proper attire. 		

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	<p>THE CANDIDATE MUST HAVE:</p> <p>At least ten (10) years telecommunications experience. At least seven (7) years experience as a consultant or engineer in the telecommunications field in the private or public sector. Experience in writing and evaluating Request for Proposals. A Bachelor’s Degree from an accredited college or university with a major in Telecommunications, Computer Science, Information Systems, Engineering or a related field. Master’s degree preferred.</p>
<p align="center">Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> 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 <u>must</u> submit the documents below <u>as separate files</u> contained in <u>two separate emails</u> as follows: <p><u>Email 1 with “Resume’s”, company name, and RFR number in the subject line</u></p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) <p><u>Email 2 with “Attachments”, company name, and RFR number in the subject line</u></p> <ul style="list-style-type: none"> o Price Proposal (Attachment 2 <u>or</u> 2A) 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 	
<p align="center">Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</p>	
<p>1. Work Experience</p>	
<p>2. Training and Education</p>	
<p>3. Ability to answer interview questions</p>	
<p>5. Price</p>	
<p> </p>	

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ATTACHMENT 1 – RFR RESUME FORM

RFR # **F50B1400008**

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 - SENIOR TELECOMMUNICATIONS
CONSULTANT**

RFR # F50B1400008

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

RFR Year A Pricing		Master Contract Year 2 (June 1, 2010 to May 31, 2011)	
Hourly Labor Rate	Hours	Year A Price (Labor Rate x Hours)	
\$	528	\$	
RFR Year B Pricing		Master Contract Year 3 (June 1, 2011 to May 31, 2012)	
Hourly Labor Rate	Hours	Year B Price (Labor Rate x Hours)	
\$	528	\$	
Total RFR Price (Sum of Years A+B Prices):		\$	

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Project Manager 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.