

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>RFR #HOOP1401428</b>		
<b>Functional Area (Enter One Only)</b>	10 – It Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Senior Network Engineer – Job Classification 81 CATS II <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	June 30, 2011		
<b>Duration of assignment</b>	Six Months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	June 21, 2011	<b>Due Date:</b> mm/dd/yyyy	<b>June 24, 2011</b>
		<b>Time (EST):</b> 00:00 am/pm	<b>3:00 P.M.</b>
<b>Place of Performance:</b>	Maryland Department of General Services 301 W. Preston Street 13 <sup>th</sup> Floor Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	DGS reserves the right to conduct interviews using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks		
<b>Invoicing Instructions:</b>	Invoices will be submitted monthly 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			
<b>Agency / Division Name:</b>	Maryland Department of General Services		
<b>Agency POC Name:</b>	Donna DiCerbo	<b>Agency POC Phone Number:</b>	410-767-6056
<b>Agency POC Email Address:</b>	<a href="mailto:Donna.dicerbo@dgs.state.md.us">Donna.dicerbo@dgs.state.md.us</a>	<b>Agency POC Fax:</b>	410-333-5164
<b>Agency POC Mailing Address:</b>	MD Department of General Services 301 W. Preston Street Baltimore, MD 21201		

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

**All Master Contract Provisions Apply**

<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
Supplemental Network Engineering and Server Environment Management Assistance.	
<b>Job Description/s</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
1. Senior Network Engineer	<p>The Senior Network Engineer (SNE) will work with the current IT and business staff to analyze problems, create resolutions/remedies to problems.</p> <p>The SNE will be responsible for the design and implementation of large data communications or telecommunications networks; Plan and monitor the installation of communications circuits; Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, and gateways); Conduct short and long-term plans to meet communications requirements; Is responsible for the design and implementation of LANs/WANs using hub switching and router technology; Will perform hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment; Prepare tradeoff studies and evaluations for vendor equipment; Generate network monitoring/performance report, for LAN/WAN utilization studies; and recommend network design changes/enhancements for improved system availability and performance.</p>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Mandatory Minimum Experience/Knowledge/Skill</b>
1. Senior Network Engineer	<p><b>For minimum requirements, see CATS II Labor Category for Senior Network Engineer. Preferred candidates will meet the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Have at least five (5) years experience evaluating and designing network infrastructures.</li> <li>2. Have at least five (5) years experience configuring and implementing network equipment.</li> <li>3. Have at least three (3) years experience working with servers, routers, and switches.</li> </ol>

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

**All Master Contract Provisions Apply**

	4. Have at least three (3) years experience with converting configuration settings to text files.
<b>Section 4 – Required Submissions</b>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “CATS II Master Contractor Feedback Form” located under “Master Contractor Login” on the CATS II web site.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> <li>o Resume for each position / service type described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2 <u>or</u> 2A)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
<ol style="list-style-type: none"> <li>1. Resume showing evidence of all skills listed in Section 3. Scope of Work</li> <li>2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal.</li> <li>3. Two (2) references that can be called for performance verification of the submitted consultant(s) work experience and skills.</li> </ol>	
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>	
1. Work Experience	
2. Training and Education	
3. Ability to answer interview questions	
4. References	
5. Price	
<b>Basis for Award Recommendation</b>	
<p>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.</p>	

# Request for Resume (RFR) CATS II Master Contract

## All Master Contract Provisions Apply

### RFR #Senior Netowrk Engineer

ATTACHMENT 1 – RFR RESUME FORM

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,

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>			

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

ATTACHMENT 2

**PRICE PROPOSAL**

Senior Network Engineer

(THIS FORM IS TO BE FILLED OUT BY MASTER CONTRACTORS)

Six Months		
Hourly Labor Rate	Annual Hours	Year 1 Price (Labor Rate x Hours)
\$	960	\$
Total RFR Price		\$

VENDOR'S NAME \_\_\_\_\_ FIN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.