

Request for Resume (RFR) for CATS II Master Contract

Section 1 – General Information			
RFR Number: (Reference BPO Number)	P00B4400021		
Functional Area (Enter One Only)	Functional Area 5 – Software Engineering		
Labor Category/s			
<i>A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.</i>			
<i>Enter the labor category/s to be provided:</i>			
CATS II Labor Category #16 Advanced Technology Senior Application Developer			
Anticipated Start Date	October, 2013		
Duration of Assignment	Limited to six (6) months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	Yes		
MBE Goal, if applicable			% 0
Issue Date: mm/dd/yyyy	8/23/2013	Due Date: mm/dd/yyyy	9/16/2013
		Time (EST): 00:00 am/pm	2:00 PM
Place of Performance:	128 Baltimore Street Cumberland, Maryland		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Interviews will be conducted at 1100 N. Eutaw Street Room #303, Baltimore, MD 21201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</p> <p>under “Policies and Guidance.” These may include, but are not limited to:</p> <ul style="list-style-type: none"> • The State’s System Development Life Cycle (SDLC) methodology; • The State Information Technology Security Policy and Standards; • The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute’s Project Management 		

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	<p>Body of Knowledge Guide. TO Contractor's staff and sub-Contractors are to follow a consistent methodology for all TO activities.</p> <p>The State of Maryland ADA Policies and Standards (http://doit.maryland.gov (search: nva (non-visual access))</p>		
<p>Security Requirements (if applicable):</p>	<p>Selected personnel must pass background checks and obtain State ID Badges.</p> <p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</p> <p>B. Selected personnel shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p>		
Invoicing Instructions			
<p>Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.</p>			
<p>Special Invoicing Instructions:</p>	<p>Refer to purchase order resulting from RFR award.</p>		
Section 2 – Agency Procurement Officer (PO) Information			
<p>Agency / Division Name:</p>	<p>Department of Labor, Licensing, & Regulation (DLLR) Office of Information Technology</p>		
<p>Agency PO Name:</p>	<p>Sandy Crisafulli Procurement Officer</p>	<p>Agency PO Phone Number:</p>	<p>410-230-6026</p>
<p>Agency PO Email Address:</p>	<p>scrisafulli@dllr.state.md.us</p>	<p>Agency PO Fax:</p>	<p>410-767-8899</p>
<p>Agency PO Mailing Address:</p>	<p>DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, Baltimore, MD 21202</p>		
Section 3 – Scope of Work			
Background			
<p>DLLR Information Technology provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. Services provided include: System development, personal computer support, telecommunication and local area network support to the various DLLR units. In addition, web site development, web site content support and system engineering support to all DLLR programs is provided. DLLR recognizes that technology, software products and industry best practices change, and is endeavoring to remain on the cutting edge of industry shifts in application development technology.</p> <p>The objective of this RFR is to acquire the services of two qualified individual who will work with DLLR staff located at 128 Baltimore Street, Cumberland, Maryland to:</p> <ul style="list-style-type: none"> • Analyze Web Certification requirement documentation • Develop the Unemployment Insurance Web Certification Application • Develop and publish application documentation and manuals • Develop and publish test cases 			

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Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
CATS II Labor Category #16	<p>The proposed individuals will perform 40 hours of work per week over the course of six months. (Weekends and State holidays excluded). Work days shall be determined by the DLLR Manager.</p> <p>The work to be accomplished by the Contractor personnel under this RFP includes, but are not limited to, the following:</p> <p>Advanced Technology Senior Application Developer 1:</p> <ol style="list-style-type: none"> 1. Solicit and document requirements for the Web Certification application. 2. Determine relevant project tasks. 3. Develop, publish and maintain project plan. 4. Attend meetings with DLLR Manager as required. 5. Develop application graphical user interface and business rules 6. Provide ongoing technical support and communications as required by the TO Manager. 7. Provide Quality Assurance tasks. 8. Perform other related duties as required. <p>Advanced Technology Senior Application Developer 2:</p> <ol style="list-style-type: none"> 1. Attend meetings with DLLR Manager as required. 2. Develop jobs and SSIS packages to maintain interfaces with external applications. 3. Develop all SQL Server databases and connection interfaces. 4. Assist in developing graphical user interfaces and business rules. 5. Develop user and technical documentation on developed application. All documentation produced will become the property of DLLR. 6. Performs other related duties as required.
Minimum Qualifications	
<p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below. Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.</p>	
Labor Category/s (From Section 1 Above)	Minimum Qualifications
CATS II Labor Category #16 Advanced Technology Senior Application Developer	<p>Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree is preferred.</p> <p>General Experience:</p> <ol style="list-style-type: none"> 1. Must have five (3) years of computer experience in at least two of the following disciplines: system analysis, system

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	<p>programming, application programming, and equipment analysis</p> <p>Specialized Experience:</p> <ol style="list-style-type: none"> 1. At least two (1) year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, ASP.NET, VB.NET, Javascript, or VB Script. 2. Must possess a minimum of two (2) years expertise in the following technologies: <ol style="list-style-type: none"> a. Microsoft Visual Studio.NET 2005/2008 b. Microsoft Visual Basic.NET c. Microsoft ASP.NET d. Windows Presentation Foundation e. Windows Workflow Foundation f. Microsoft Internet Information Services 6 g. Microsoft .NET Framework 2.0/3.0/3.5/4.0 h. Microsoft SQL Server 2005/2008/2012 i. Microsoft Visual SourceSafe/ Team Foundation Services j. Crystal Reports.NET k. Microsoft Reporting Services
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Preferred Qualifications

The additional Experience/Knowledge/Skills listed below are preferred by the State.

Labor Category/s	Preferred Qualifications
CATS II Labor Category #16 Advanced Technology Senior Application Developer	<ol style="list-style-type: none"> 1. Exemplary grammar and written communication skills.

Section 4 - Required Submissions

NOTE:

- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing not to propose in response to the RFR must submit a “Master Contractor Feedback Form” via the “Master Contractor Login” on the CATS 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 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line

- Resume showing evidence of all skill listed in Section 3, Scope of Work Completed in Attachment #1
- Three (3) current references that can be contacted for performance verification of the submitted consultant’s work experience and skills. Telephone number and email address of reference is needed.

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

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- Living Wage Affidavit (Attachment I in the CATS II RFP)

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Section 5 – Evaluation Criteria –

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:

(Provide a list of evaluation criteria in descending order of importance)

1. Relevant experience
2. Training and education
3. References
4. Price

Basis for Award Recommendation

The Agency PO will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The Agency PO will initiate and deliver a Task Order Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

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ATTACHMENT 2 PRICE PROPOSAL

RFR # P00B3400106

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

CATS II Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours*	PERIOD Evaluation Price (A x B)
Enter Labor Category	\$	1000*	\$
Total RFR Price			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

- The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The rate must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA.
*Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.

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ATTACHMENT 1

SECTION 1 RFR RESUME FORM

RFR # P00B3400106

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for

Candidate Name:

Master Contractor:

A. Education / Training

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

B. Relevant Work Experience

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

[Organization] *Description of Work...*
[Title / Role]
[Period of Employment / Work]
[Location]

[Organization] *Description of Work...*
[Title / Role]
[Period of Employment / Work] **[Location]**

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

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

D. References

List persons the State may contact as employment references

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

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LABOR CATEGORY PERSONNEL RESUME SUMMARY (ATTACHMENT 1 CONTINUED)

*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
CATS II Labor Category #16 Advanced Technology Senior Application Developer	
Requirement	Candidate Relevant Experience*
Education: Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or other related discipline. Master’s degree preferred.	Education:
General Experience: 1. Must have five (3) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis	General Experience:
Specialized Experience: 1. At least two (2) year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, ASP.NET, VB.NET, Javascript, or VB Script. 2. Must possess a minimum of two () years expertise in the following technologies: <ul style="list-style-type: none"> • Microsoft Visual Studio.NET 2005/2008 • Microsoft Visual Basic.NET • Microsoft ASP.NET • Windows Presentation Foundation • Windows Workflow Foundation • Microsoft Internet Information Services 6 • Microsoft.NET Framework 2.0/3.0/3.5 • Microsoft SQL Server 2005/2008 • Microsoft Visual SourceSafe/ Team Foundation Services • Crystal Reports.NET • Microsoft Reporting Services 	Specialized Experience:
Minimum Qualifications: 1. At least four (4) year of experience developing applications using advanced technologies, including Internet protocols or web-based technology. Technologies include HTML, ASP.NET, VB.NET, Javascript, or VB Script.	Minimum Qualifications:

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2. Must possess a minimum of three (3) years expertise in the following technologies:

- Microsoft Visual Studio.NET 2005/2008
- Microsoft Visual Basic.NET
- Microsoft ASP.NET
- Windows Presentation Foundation
- Windows Workflow Foundation
- Microsoft Internet Information Services 6
- Microsoft.NET Framework 2.0/3.0/3.5
- Microsoft SQL Server 2005/2008
- Microsoft Visual SourceSafe/ Team Foundation Services
- Crystal Reports.NET
- Microsoft Reporting Services

Preferred Qualifications:

Preferred Qualifications:

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

Master Contractor Representative:

Print Name

Signature

Date

Proposed Individual:

Signature

Date

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