

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (ADPICS PO Number)	J01B9200017		
Functional Area (Enter One Only)	Functional Area 7 – Information System Security		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Computer Security Forensics			
Anticipated start date	August 17 through August 28th		
Duration of assignment	Approximately One Month		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	% 0		
Issue Date: mm/dd/yyyy	August 10, 2009	Due Date: mm/dd/yyyy	August 13, 2009
		Time (EST): 00:00 am/pm	2:00 PM
Place of Performance:	Two Maryland Motor Vehicle Administration branches named by the MVA Project Manager		
Special Instructions: (e.g. interview information, attachments, etc.)	See Attached Statement of Work.		
Security Requirements (if applicable):	N/A		
Invoicing Instructions:	Invoices are to be submitted to Gail Adams, 7201 Corporate Center Drive, Hanover, MD. 21076		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Office of Transportation Technology Services (OTTS)		
Agency POC Name:	Barbara Ryer	Agency POC Phone Number:	410-865-1129
Agency POC Email Address:	bryer@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Drive, Hanover, MD. 21076		

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Section 3 – Scope of Work	
Background SEE ATTACHED SCOPE OF WORK	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Computer Security Forensics	See Attached Scope of Work
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Computer Security Forensics	Must have documented IT Forensic Experience. Proof of security certification must be submitted along with resume.
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors electing <u>not</u> to propose in response to the RFR must still submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume's for positions / service types as described in the RFR o MBE Forms D1 and D2 (Under 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 CATS II Master Contractor Feedback Form (See location above) o Documents listed below as required by the hiring agency 	
1. Resume should include work history relevant to this task and no less than two references.	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Work Experience	
2. Knowledge, training, references	
3. Price	
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.	