

**Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply**

Section 1 – General Information			
RFR Number: (Reference BPO Number)	M00B6400203		
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+ RFP.</i>			
Enter the labor category/s to be provided:			
1. Applications Development Expert			
Anticipated Start Date	October 1, 2015		
Duration of Assignment	Up to six (6) months		
Designated Small Business Reserve?(SBR):	Yes		
MBE Goal, if applicable	0%		
Issue Date: mm/dd/yyyy	8/13/2015	Due Date: mm/dd/yyyy	9/3/2015
		Time (EST): 00:00 am/pm	2:00 p.m.
Place of Performance:	MD Department of Health and Mental Hygiene Office of Information Technology 201 W. Preston St. Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	1. Interviews will be conducted by a panel of 3-4 persons using a standardized set of interview questions.		
Security Requirements (if applicable):	1. Selected individual must pass background checks and obtain State ID badges.		
Special Invoicing Instructions:	1. Invoices will be submitted by the 15 th of every month (to cover work done the prior month) for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS+ Master Contract RFP.		

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Section 2 – Agency Procurement Officer (PO) Information

Agency / Division Name:	Maryland Department of Health and Mental Hygiene Office of Procurement and Support Services (OPASS) for Department of Information technology, Applications Division		
Agency PO Name:	Denise Coates	Agency PO Phone Number:	410-767-5981
Agency PO Email Address:	dhmh.solicitationquestion@maryland.gov	Agency PO Fax:	410-333-5958
Agency PO Mailing Address:	201 W. Preston St., Room 416, Baltimore, MD 21201		

Section 3 – Scope of Work

Agency / Project Background

The Maryland Department of Health and Mental Hygiene (located in Baltimore City) has an exciting immediate opening for a full-time (40 hours per week) .Net Developer. This resource is needed to assist in the development and maintenance of the .NET applications for a newly formed Natalie M. LaPrade Maryland Medical Cannabis Commission. This includes developing applications for licensing, point-of-sale, online applications, certificate issuance, inspections, inventory tracking and share and receive information with other departments (such as Maryland State Police). The system will need to be equipped with tools to support quality assurance information on the stored information and to support overall management of regulating the dispensing of medical cannabis.

The individual will work in a Microsoft environment using .NET and a SQL Server database to support the maintenance and enhancements to the .NET system(s) that supports the Maryland Medical Cannabis Commission. The selected candidate will also work with end users to develop and modify forms using and create ad-hoc reports using Microsoft SQL Server Reporting Services.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Applications Development Expert	<p>RESPONSIBILITIES:</p> <p>This position is for a .NET Developer who will take direction from the lead developer for the Maryland Medical Cannabis Commission Application, Licensing and Inspection web-based system for the Growers, Patients, Processors, Physicians and Dispensaries.</p> <p>The specific duties of the .NET Developer position include:</p> <ol style="list-style-type: none"> 1. Development and maintenance of .NET applications for the web and desktop utilizing WCF (Windows Communications Framework), Entity Framework, LINQ, C# and VB.NET. 2. Development of SQL Queries (complex joins, stored procedures, transactions), XML (Schemas, consumption and translations) in C# 3. Troubleshoot problems related to making data available to system users - user interface online and via mobile devices - space allocation, database software, data flow and data storage.

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Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates must 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.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
1. Applications Development Expert	<p>a. Education: Preference for a Bachelor’s or Master’s Degree in Computer Science, Information Systems, or other related field or equivalent work experience.</p> <p>b. General Experience: At least seven (7) years of IT and business/industry work experience. .At least Five (5) years working experience in the following:</p> <ol style="list-style-type: none"> 1. Requirements Analysis <p>c. Specialized Experience: .At least]Five (5) years working experience in each of the following:</p> <ol style="list-style-type: none"> 1. .NET (4.5, 4.0) 2. C# 3. ASP.NET 4. Entity Framework 5. LINQ 6. Microsoft Visual Studio 2013/2012/2010 7. Windows Communication Foundation (WCF) or WebAPI 8. JavaScript 9. CSS 10. jQuery 11. Microsoft SQL Server 2008/2012/2014 12. Microsoft SQL Server Reporting Services(SSRS) 2008/2012/2014

Preferred Qualifications

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

1. Applications Development Expert	<p>a. At least one (1) years working experience in each of the following Specialized Experience:</p> <ol style="list-style-type: none"> 1. ID Card printer 2. Online payment processing/Shopping cart 3. Kendo and Telerik controls 4. Active Directory 5. ASP.NET MVC 6. Microsoft SQL Server Integration Services(SSIS) 2008/2012/2014 7. Internet Information Server (7.5, 6.0, 5.0) 8. JSON 9. Design Patterns
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Section 4 - Required Submissions

NOTE:

1. Master Contractors may propose only one candidate for each position requested.
2. 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+ web site.
3. 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

1. Resume for each labor category described in the RFR (Attachment 1)
2. 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

1. Price Proposal (Attachment 2)
2. Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
3. Living Wage Affidavit (Attachment I in the CATS+ RFP)

1. Listed in email 1
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposals.
3. Listed in email 1.

Section 5 – Evaluation Criteria

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

1. Work experience – Candidate must provide resume in accordance with Section 3 to be considered for an interview. After review of all resumes, only candidates meeting minimum requirements will be interviewed.
2. Education – Candidate must meet minimum skills in Section 3 to be considered for an interview.
3. Price rankings of the proposals.

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. In this evaluation, ___ price or **X technical** merit is considered to have greater weight. 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.**

In addition: Contractor will have to meet federal regulations 42 CFR 495 or that this contract is supported by federal funding and that the vendor will have to comply with federal regulations that apply to this scope of work.

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ATTACHMENT 1 RFR RESUME FORM RFR # M00B6400203

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 each proposed candidate.

Labor Category: Applications Development Expert

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]
 [Contact Person (Optional if current employer)]

[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?
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LABOR CATEGORY TITLE – Applications Development Expert

Requirement	Candidate Relevant Experience *
Education: 1. Preference for a Bachelor’s or Master’s Degree in Computer Science, Information Systems, or other related field or equivalent work experience.	Education: 1.
General Experience: 1. At least seven (7) years of IT and business/industry work experience.	General Experience: 1.
Specialized Experience: 1 .At Specialized Experience: .At least]Five (5) years working experience in each of the following: 13. .NET (4.5, 4.0) 14. C# 15. ASP.NET 16. Entity Framework 17. LINQ 18. Microsoft Visual Studio 2012/2013 19. Windows Communication Foundation (WCF) or WebAPI 20. JavaScript 21. CSS 22. jQuery 23. Microsoft SQL Server 2008/2012/2014 24. Microsoft SQL Server Reporting Services(SSRS) 2008/2012/2014	Specialized Experience: 1.
1. See Section 3-Scope of Work	1.

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

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Proposed Individual:

Signature

Date

Instruction: Sign each form.

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ATTACHMENT 2

PRICE PROPOSAL

RFR # M00B6400203

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

	A	C	D
CATS+ Labor Category	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x C)
Applications Development Expert	\$	1000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Proposed rates 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.

ATTACHMENT G – CONFLICT OF INTEREST AFFIDAVIT/DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. THE BIDDER OR OFFEROR HEREBY WARRANTS THAT, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____
(Authorized Representative and Affiant)

ATTACHMENT I – LIVING WAGE AFFIDAVIT OF AGREEMENT

**Affidavit of Agreement
Maryland Living Wage Requirements-Service Contracts**

Contract No.

Name of Contractor

Address

City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A.

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons: (check all that apply)

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or