

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)			
Functional Area (Enter One Only)			
Labor Category/s			
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.			
1.			
2.			
3.			
4.			
5. (delete rows as needed)			
Anticipated start date			
Duration of assignment			
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")			
MBE goal, if applicable			%
Issue Date: mm/dd/yyyy		Due Date: mm/dd/yyyy	
		Time (EST): 00:00 am/pm	
Place of Performance:			
Special Instructions: (e.g. interview information, attachments, etc.)			
Security Requirements (if applicable):			
Invoicing Instructions:			
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:			

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Agency POC Name:		Agency POC Phone Number:	
Agency POC Email Address:		Agency POC Fax:	
Agency POC Mailing Address:			
Section 3 – Scope of Work			
Background			
Job Description/s			
Labor Category/s (From Section 1 Above)	Duties / Responsibilities		
1.			
2.			
3.			
4.			
5. (delete rows as needed)			
Minimum Qualifications			
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.			
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill		
1.			
2.			
3.			
4.			
5. (delete rows as needed)			

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Section 4 - Required Submissions
<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 following documents: <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!! 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
1.
2.
3. (add or delete rows as needed)
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1.
2.
3. (add or delete rows as needed)
<p style="text-align: center;">Basis for Award Recommendation</p> <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. 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.</p>

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ATTACHMENT 1 – RFR RESUME FORM

RFR # **ADPICS REFERENCE BPO NUMBER**

Instructions: Insert 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.

Candidate Name:	Labor Category (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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start 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]	
[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 - PROJECT MANAGER

RFR # **ADPICS Reference BPO number**

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

Year 1		
Hourly Labor Rate	Annual Hours	Year 1 Price (Labor Rate x Hours)
\$		\$
Year 2		
Hourly Labor Rate	Annual Hours	Year 2 Price (Labor Rate x Hours)
\$		\$
Year 3		
Hourly Labor Rate	Annual Hours	Year 3 Price (Labor Rate x Hours)
\$		\$
Year 4		
Hourly Labor Rate	Annual Hours	Year 4 Price (Labor Rate x Hours)
\$		\$
Year 5		
Hourly Labor Rate	Annual Hours	Year 5 Price (Labor Rate x Hours)
\$		\$
Total RFR Price (Sum of Years 1-5 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.

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ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # **ADPICS Reference BPO number**

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

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. 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.