

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

Section 1 – General Information			
<b>RFR Number:</b> (Reference BPO Number)	DEXB5400001		
<b>Functional Area</b> (Enter One Only)	Functional Area 17 – Documentation/Technical Writing		
<b>Labor Category/s</b>			
<p><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></p>			
Enter the labor category/s to be provided:			
1. Technical Writer / Editor			
<b>Anticipated Start Date</b>	August 2014		
<b>Duration of Assignment</b>	Up to six months.		
<b>Designated Small Business Reserve?(SBR):</b> (Enter "Yes" or "No")	Yes		
<b>MBE Goal, if applicable</b>	%		
<b>Issue Date:</b> mm/dd/yyyy	7/28/2014	<b>Due Date:</b> mm/dd/yyyy	8/18/2014
		<b>Time (EST):</b> 00:00 am/pm	5:00 PM
<b>Place of Performance:</b>	Maryland Energy Administration, 60 West Street, Suite 300, Annapolis, MD 21401		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	After the technical evaluation of the responses, MEA staff will conduct interviews for all candidates meeting the minimum requirements (phone, and in-person).		
<b>Security Requirements</b> (if applicable):	<ol style="list-style-type: none"> <li>1. MD State temporary employee badge</li> <li>2. Contractor shall provide its own laptop that meets or exceeds MEA's standards for virus protection and security.</li> </ol>		
<b>Special Invoicing Instructions:</b>	FID#, address, total invoice		
Section 2 – Agency Procurement Officer (PO) Information			
<b>Agency / Division Name:</b>	Maryland Energy Administration, Clean Energy Programs Team		
<b>Agency PO Name:</b>	Maria Ulrich, Procurement Officer	<b>Agency PO Phone</b>	410-260-7752

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		<b>Number:</b>	
<b>Agency PO Email Address:</b>	maria.ulrich@maryland.gov	<b>Agency PO Fax:</b>	410-260-7752
<b>Agency PO Mailing Address:</b>	60 West Street, Suite 300, Annapolis, MD 21401		

**Section 3 – Scope of Work**

**Agency / Project Background**

The Maryland Energy Administration (MEA) is a State agency that manages and administers numerous programs to help Maryland achieve its energy goals. As a part of its mission, MEA will develop a Comprehensive Online Application Portal (COAP) that facilitates various parts of the solar installation process such as permitting, interconnection, registration with the PSC, and registration with PJM’s Generation Attribute Tracking System. MEA is currently working with four jurisdictions (three counties and one city) to implement expedited solar permitting processes and these jurisdictions have all agreed to participate in the solar portal initiative.

MEA staff has expertise in the solar field and has an understanding of the individual jurisdictions’ permitting processes. MEA also understands the other processes that will be addressed with COAP. A COAP Request for Information was recently released and responses are due on August 1. However, MEA staff lacks expertise in the area of software design and development and needs technical assistance writing a Request for Proposals (RFP). Using RFI responses, MEA staff’s knowledge, support from the participating jurisdictions, and a contractor with software development experience, the contractor will assist MEA with the generation of a RFP to develop COAP.

**Job Description/s**

<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
1. <i>Technical Writer / Editor</i>	<p>The contractor shall:</p> <ol style="list-style-type: none"> <li>1. Gain an in-depth understanding of the COAP initiative.</li> <li>2. Coordinate and facilitate meetings with MEA, participating jurisdictions, and a software development expert, to write the RFP for COAP.</li> <li>3. Work closely with the software development expert to write a highly detailed, comprehensive description of all COAP specifications and requirements.</li> <li>4. Be prepared to work during the hours of 8:00 AM and 6:00 PM. In addition, be prepared to work evenings, night, weekends, holidays and other non-standard work hours, as may be necessary, to complete the tasks outlined in the Requests for Resume (RFR), or as the work and MEA dictate. Services that may require non-standard work hours may include, but are not limited to: issue resolution and research, work required to meet established deliverable due dates, and other work needed to meet the needs of this RFR.</li> <li>5. Deliver all notes, meeting minutes, work papers and project-related material to MEA upon request and at the conclusion of the Contract.</li> <li>6. Coordinate with subject matter expert to maintain an open line of communication and deliver weekly progress reports to MEA.</li> <li>7. Perform any additional research needed to complete the outlined duties and responsibilities, or any additional job-related duties as requested.</li> <li>8. Ensure that the RFP conforms to industry best practices, federal and Maryland State laws, regulations and policies.</li> </ol>

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	<p>The contractor shall comply with the following estimated timeline from date of hire*:</p> <ol style="list-style-type: none"> <li>1. Week 1: Review COAP project goals, RFI results, and coordinate with subject matter expert to identify general outline of RFP for MEA.</li> <li>2. Weeks 2 – 3: Provide MEA initial RFP draft.</li> <li>3. Weeks 4 – 5: Provide MEA second RFP draft.</li> <li>4. Weeks 5 – 6: Provide MEA final RFP draft.</li> </ol> <p>*Note: Final list of deliverables and associated due dates will be identified in writing by MEA once contractor is selected. Preference will be given to contractors who are capable of providing a final RFP draft, up to MEA’s standards, within 6 weeks of hire.</p>
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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.**

<b>Labor Category/s (From Section 1 Above)</b>	<b>Minimum Qualifications</b>
1. <i>Technical Writer / Editor</i>	<p><b>Education:</b> Associate’s Degree in related field. A Bachelor’s degree is preferred.</p> <p><b>General Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of three (3) years of experience generating and managing documents for a software or IT firm.</li> <li>• A minimum of five (5) years of experience in preparing and editing technical proposals and/or Requests for Proposals</li> </ul> <p><b>Specialized Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of three (3) years preparing technical proposals and/or Requests for Proposals in the areas of: software development, IT procurement, website design, portal development or related.</li> </ul>

**Preferred Qualifications**

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

1. <i>Technical Writer / Editor</i>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s or Masters Degree in English, Journalism, technical writing, or related field.</li> </ul> <p><b>General Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five (5) years generating and managing documents for a software or IT firm.</li> <li>• At least two (2) years of experience in government service areas</li> </ul> <p><b>Specialized Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of five (5) years preparing technical proposals and/or Requests for Proposals in the areas of: software development, IT procurement, website design, portal development or related.</li> </ul>
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**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+ 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 for each labor category described in the RFR (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.
- Technical writing sample. Preferably, an RFP developed by the individual proposed as the RFP Writer related to software development, IT procurement, website design, portal development or related.

**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+ RFP)
- Living Wage Affidavit (Attachment I in the CATS+ RFP)

1.

2.

**Section 5 – Evaluation Criteria**

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

1. Extent of experience working with software development, IT firms, portal development, website design, or related.
2. Extent of experience writing technical proposals and/or RFPs.
3. Knowledge, skills, training and education.
4. Fixed Price – All direct and indirect cost included.
5. Writing sample.

**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.**

# Request for Resume (RFR) CATS+ Master Contract

## ATTACHMENT 1 RFR RESUME FORM RFR # DEXB5400001

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

Labor Category: *Technical Writer / Editor*

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>			

## Request for Resume (RFR) CATS+ Master Contract

### LABOR CATEGORY PERSONNEL RESUME SUMMARY

(ATTACHMENT 1 CONTINUED)

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

<b>Proposed Individual’s Name/Company:</b>	<b>How does the proposed individual meet each requirement?</b>
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**LABOR CATEGORY TITLE – Technical Writer / Editor**

<b>Requirement</b>	<b>Candidate Relevant Experience *</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Associate’s Degree in related field. A Bachelor’s degree is preferred.</li> </ul>	<b>Education:</b>
<b>General Experience:</b> <ul style="list-style-type: none"> <li>A minimum of three (3) years of experience generating and managing documents for a software or IT firm.</li> <li>A minimum of five (5) years of experience in preparing and editing technical proposals and/or Requests for Proposals</li> </ul>	<b>General Experience:</b>
<b>Specialized Experience:</b> <ul style="list-style-type: none"> <li>A minimum of three (3) years preparing technical proposals and/or Requests for Proposals in the areas of: software development, IT procurement, website design, portal development or related.</li> </ul>	<b>Specialized Experience:</b>

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

**Master Contractor Representative:**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proposed Individual:**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**ATTACHMENT 2  
PRICE PROPOSAL  
RFR # DEXB5400001**

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

	A	C	D
<i>Technical Writer / Editor</i>	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	\$	1000	\$

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

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.