

APPENDIX III – SAMPLE REQUEST FOR RESUME TEMPLATE

Request for Resume (RFR)
IT CONSULTING AND TECHNICAL SERVICES IDIQ
 All Master Contract Provisions Apply
MD78SeniorSystemsAnalystEDIRFR052616

Section 1 – General Information			
RFR Number	MD78SeniorSystemsAnalystEDIRFR052616		
Functional Area	4 – Software Engineering		
Labor Category/s			
<i>Enter the labor category/s to be provided:</i>			
1. Analyst, Systems (Senior)			
Anticipated Start Date	No later than – July 1, 2018		
Duration of Assignment	The period of performance for the base period of the Task Order Agreement will be assigned in the Task Order award (initially, anticipated no later than July 1, 2018 through June 30, 2019). MHBE will have the unilateral option to renew the term of the Task Order Agreement for one additional one-year term: July 1, 2017 through and including June 30, 2018 (option periods delineated in RFRs may vary).		
MBE Goal, if applicable			None
Issue Date: mm/dd/yyyy	05/26/2018	Due Date: mm/dd/yyyy	06/03/2018
		Time (EST): 00:00 am/pm	12:00 p.m.
Place of Performance:	The candidate must be capable of reporting to various locations as needs and meetings require. 1. Primary work location will be: 750 East Pratt Street, 6 th Floor, Baltimore, MD 21232		
Special Instructions: (e.g. interview information, attachments, etc.)	1. MHBE reserves the right to make awards for up to seven (7) resources. 2. Each Master Contractor may submit resumes for up to four (4) candidates for consideration. 3. Attachment 1 and Attachment 2 must be signed and dated by the Master Contractor and each proposed candidate. 4. The Procurement Officer shall, for each round of interviews, determine whether phone/internet or in-person interviews will be utilized. 5. MHBE reserves the right to require the Master Contractor selected for award under this RFR to submit a signed commitment letter from the proposed candidate prior to execution of the Task Order Agreement by the MHBE. Where a resource the Master Contractor has proposed is no longer available, MHBE		

	reserves the right to cancel a Notice of Award. See RFP §2.6.5 Substitution of Personnel.		
Security Requirements (if applicable):	Refer to IT Consulting and Technical Support Services IDIQ #MDM0031036680, RFP Section 3.2.3 Security Clearance/Criminal Background Checks, and RFP Attachment G – Non-Exchange Entity Agreement referencing privacy and security requirements related to Personally Identifiable Information. ¹		
Late Responses & Mistakes in Proposals	<p>Requests for extension of this time or date will not be granted, except as provided in COMAR 21.05.03.02.F and 21.05.02.10. Proposals received after the due date and time listed in this Section 1 will not be considered. Proposals may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this Section 1 for receipt of Proposals.</p> <p>It is imperative that the prices included on the Price Proposal Form have been entered correctly and calculated accurately by the Master Contractor and that the respective total prices agree with the entries on the Price Proposal Form. Any incorrect entries or inaccurate calculations by the Master Contractor will be treated as provided in COMAR 21.05.03.03E and 21.05.02.12, and may cause the proposal to be rejected.</p>		
Original Signatures	MHBE requires valid signatures on all submissions that this RFR or the document form requires to be signed, including but not limited to all proposals, task order agreements or modifications to task order agreements resulting from this RFR. Valid signatures may be handwritten, electronic, or stamped (stamped signatures are only permitted in the case of an author with a verified physical disability). However, the Contractor may scan and submit electronically to the Procurement Officer any document containing such valid signature(s).		
Special Invoicing Instructions:	In addition to the invoicing requirements in Section 3.4 Invoicing of IT Consulting and Technical Support Service IDIQ RFP #MDM0031036680, MHBE supervisor approved timesheets for each contracted resource must be submitted with each invoice.		
Section 2 – MHBE Procurement Officer (PO) Information			
MHBE / Division Name:	<i>MHBE – Information Technology</i>		
MHBE PO Name:	<i>Michelle Compton</i>	MHBE PO Phone Number:	410-547-8152
MHBE PO Email Address:	<i>Hix.procurement@maryland.gov</i>	MHBE PO Fax:	<i>n/a</i>
MHBE PO Mailing Address:	<i>750 E. Pratt St, 6th floor, Baltimore, MD 21202</i>		
Section 3 – Scope of Work			
MHBE / Project Background			
The Maryland Health Benefit Exchange (MHBE) created a website and call center operating under the name Maryland Health Connection (MHC). Through MHC, Maryland residents explore health insurance plans, compare			

¹ MHBE reserves the right to modify these instructions to require Master Contractors to complete a Business Associate Agreement where applicable. MHBE also reserves the right to require additional security requirements where it is contemplated that the awarded resource will have access to Federal Tax Information (FTI).

rates, and determine their eligibility for advanced premium tax credits (APTC), cost sharing reductions (CSR) and public assistance programs such as Medicaid and the Maryland Children’s Health Insurance Program (MCHP). MHBE seeks up to seven (7) Analyst, Systems (Senior) to provide EDI data analysis and support services for the Maryland Health Benefit Exchange (HBX) system.

Job Description	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<i>Analyst, Systems (Senior)</i>	<p>Work for the EDI Operations team under the IT Project Management Office (PMO) to provide EDI related services for the Exchange.</p> <p>Analyze EDI files sent to and received from Carriers and identify errors and root cause for EDI file rejections.</p> <p>Coordinate with the development team, business operations team and the testing team to analyze, fix, test and transmit EDI files on a daily basis.</p> <p>Analyze the EDI 999 files from the Carriers and perform root cause analysis for exceptions.</p> <p>Create data change request with the PMO to fix consumer or system reported errors, coordinate with technical and business teams to analyze error reports, access HBX database and application to perform root cause analysis for transaction rejections.</p> <p>Communicate with MHBE IT team, business team, vendor team and other stakeholders to translate business needs into EDI data fixes and solutions.</p>
Minimum Qualifications	
<p>For minimum qualifications, see the labor category description in the MHBE IT IDIQ RFP for the subject RFR labor category. In addition, qualified candidates should, in general, meet the minimum qualifications specified below. Please refer to RFP Section 2.6.1 Minimum qualifications for substitution requirements. 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
<i>Analyst, Systems (Senior)</i>	<p>A minimum of four (4) years of experience with EDI validation tools such as Edifecs and WTX.</p> <p>A minimum of four (4) years of experience in creating EDI X12 files for transactions sets such as 834, 999 and TA1.</p> <p>A minimum of four (4) years of experience in reviewing and understanding technical documents such as companion and implementation guides of Healthcare EDI formats 834 and 999.</p> <p>A minimum of (4) years of experience in analyzing and testing SOA, EDI and EAI Applications.</p> <p>Strong analytical and problem solving skills</p>

	<p>Excellent communication skills including the ability to understand and communicate technical information to business users, and gather business requirements that can be translated into technical requirements</p> <p>Experience with establishing and maintaining reporting databases and data warehouses.</p> <p>Ability to manage multiple critical priorities and tight deadlines.</p> <p>Demonstrated analytical and problem solving skills.</p>
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the MHBE.</p>	
<p><i>Analyst, Systems (Senior)</i></p>	<p>Six (6) years of experience with EDI validation tools such as Edifecs, WTX, EDI X12 files.</p> <p>Six (6) years of experience with transactions sets such as 834, 999 and TA1, SOA, EDI and EAI Applications.</p> <p>Strong knowledge in the Affordable Care Act (ACA) eligibility rules.</p> <p>In-depth understanding of 834 enrollment transactions including Adds, Terminations, Cancellations and Life events.</p> <p>Strong knowledge of DB2 database and SQL scripts.</p> <p>Experience in quality assurance and quality control of a large scale Healthcare System.</p> <p>Experience working with PMO processes, policies and procedures.</p>
<p>Substitution of Proposed Personnel</p> <p>SUBSTITUTION OF PERSONNEL BEFORE AWARD</p> <p>The substitution of Proposed Personnel during the evaluation period, prior to award, is prohibited. A substitution of any kind, post TO Proposal due date, but prior to award, is considered to be the equivalent of an alternate proposal, and is prohibited.</p> <p>SUBSTITUTION OF PERSONNEL AFTER AWARD</p> <p>Contractor Personnel may be substituted after award in accordance with the following procedures in RFP Section 2.5.6 Substitution of Personnel: A) The Contractor may not substitute Contractor Personnel without the prior approval of the Contract Monitor, B) To replace any Contractor Personnel, the Contractor shall submit resumes of the proposed individual specifying the intended approved labor category. Any proposed substitute personnel shall have relevant qualifications equal to or better than those of the replaced personnel. C) The Contract Monitor shall have the option to interview the proposed substitute individual and shall notify the Contractor of acceptance or denial of the requested substitution.</p>	
<p>Section 4 - Required Submissions</p> <ol style="list-style-type: none"> 1. Master Contractors may propose up to two candidates for the position requested. 2. Please note that an individual candidate may only be submitted by one Master Contractor. If an individual candidate is submitted by more than one Master Contractor, the MHBE may deem the submission non-responsive and no longer eligible to be considered for award. 3. Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in three separate emails as follows: <ul style="list-style-type: none"> Email 1 of 3 with "Technical": Master Contractor Name, RFR number, & candidate name(s) in the subject line <ol style="list-style-type: none"> 1. Resume for each proposed candidate (Attachment 1). 	

2. Three (3) current references that can be contacted for performance verification of the submitted candidate's work experience and skill, including telephone number and email address (Attachment 1).
3. Proof of Certifications, if applicable.

Email 2 of 3 with "Financial": Master Contractor Name, RFR number, & candidate name(s) in the subject line

1. Price Proposal for each proposed candidate (Attachment 2).

Email 3 of 3 with "PIA": Master Contractor Name, RFR number, & candidate name(s) in the subject line

1. A PIA ready copy of its' RFR response, include Attachments 1 and 2 for Public Information Act (PIA) requests (this copy shall be redacted so that confidential and/or proprietary information has been removed (see RFP Section 4.12 "Public Information Act Notice").

Section 5 – Evaluation Criteria

Proposed candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, with technical factors carrying more weight than financial factors, as follows:

1. Work experience
2. Training and education
3. Presentation and responses to questions at the interview
4. Price

Basis for Award Recommendation

The MHBE PO will recommend award to the Master Contractor(s) whose proposal(s) are determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The MHBE 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.**

ATTACHMENT 1
RFR RESUME FORM – INSERT LABOR CATEGORY
MD78SENIORSYSTEMSANALYSTEDIRFR052616

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.

Labor Category: **Analyst, Systems (Senior)**

Candidate Legal 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.

<p>[Organization]</p> <p>[Title / Role]</p> <p>[Period of Employment / Work]</p> <p>[Location]</p> <p>[Contact Person (Optional if current employer)]</p>	<p><i>Description of Work...</i></p>
<p>[Organization]</p> <p>[Title / Role]</p> <p>[Period of Employment / Work]</p> <p>[Location]</p> <p>[Contact Person]</p>	<p><i>Description of Work...</i></p>

<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>			
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?	
LABOR CATEGORY TITLE – Analyst, Systems (Senior)			
Requirement	Candidate Relevant Experience *		
Education: <i>Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related Discipline. Master’s degree preferred.</i>			
General Experience	Candidate Relevant Experience *		
A minimum of four (4) years of experience with EDI validation tools such as Edifecs and WTX.			
A minimum of four (4) years of experience in creating EDI X12 files for different kinds of transactions sets such as 834/999/TA1.			
A minimum of four (4) years of experience in reviewing and understanding technical documents such as companion and implementation guides of Healthcare EDI formats 834 and 999.			
A minimum of (4) years of experience in analyzing and testing SOA, EDI and EAI Applications.			
A minimum of four (4) years of experience in reviewing and understanding technical documents such as companion and implementation guides of Healthcare EDI formats 834 and 999.			
A minimum of (4) years of experience in analyzing and testing SOA, EDI and EAI Applications.			
Strong analytical and problem solving skills.			
Excellent communication skills including the ability to understand and communicate technical information to			

business users, and gather business requirements that can be translated into technical requirements.	
Experience with establishing and maintaining reporting databases and data warehouses.	
Ability to manage multiple critical priorities and tight deadlines.	
Demonstrated analytical and problem solving skills.	
Preferred Experience	Candidate Relevant Experience *
Six (6) years of experience with EDI validation tools such as Edifecs, WTX, EDI X12 files.	
Six (6) years of experience with transactions sets such as 834, 999 and TA1, SOA, EDI and EAI Applications.	
Strong knowledge in the Affordable Care Act (ACA) eligibility rules.	
In-depth understanding of 834 enrollment transactions including Adds, Terminations, Cancellations and Life events.	
Strong knowledge of DB2 database and SQL scripts.	
Experience working with PMO processes, policies and procedures.	
Experience in quality assurance and quality control of a large scale Healthcare Systems.	

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:

Print Name Signature Date

Instruction: Sign each form.

ATTACHMENT 2

PRICE PROPOSAL – INSERT LABOR CATEGORY

RFR # MD78SENIORSYSTEMSANALYSTEDIRFR052616

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

	A	C	D
Analyst, Systems (Senior)	Fully Loaded Hourly Labor Rate	Evaluation Hours	Extended Price (A x C)
Base Period (July 1, 2018-June 30, 2019)	\$	2,080	
Option Year 1 (July 1, 2019-June 30, 2020)	\$	2,080	
Option Year 2 (July 1, 2020-June 30, 2021)	\$	2,080	
Option Year 3 (Option Year 1) (July 1, 2021-June 30, 2022)	\$	2,080	
Option Year 4 (Option Year 2) (July 1, 2022-June 30, 2023)	\$	2,080	
Total Evaluated Price			

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. Price Proposals that include proposed hourly rates higher than those proposed in the Master Contract Rate shall be deemed non responsive and will no longer be considered for award. 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.