|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1 – General Information** | | | | | |
| **Work Order Request Number** | BPM043644-NN | | | | |
| **Functional Area** | <<Functional Area 1 – Software Engineering Resources or  Functional Area 3 – IT Management Consulting Services>> | | | | |
| **Anticipated Start Date** |  | | | | |
| **Performance Period** | <<X months from the NTP date, with 2 one-year renewal options, exercisable at the discretion of the State.>> | | | | |
| **MBE Goal** |  | **VSBE Goal** | |  | |
| **Issue Date: mm/dd/yyyy** |  | **Due Date:**  **Time (EST):**  00:00 am/pm | | **#####; 2:00 PM**  **(Responses received after the due date/time will be rejected)** | |
| **Primary Place of Performance/Workspace, Workstations, Network Connectivity, Software and Equipment** | <<The primary place of performance is on-site, at City, MD, but travel to other offices may be required as needed. Some teleworking may be permitted. The WO Contractor’s resources shall provide their own transportation and must abide by all State of Maryland security policies. The State will provide laptops.>> | | | | |
| **Section 2 – Work Order Request Procurement Officer Information** | | | | | |
| **Procurement Officer** |  | | **Procurement Officer's phone number** | |  |
| **Procurement Officer's email address** |  | | | | |
| **Section 3 – Duties/Responsibilities** | | | | | |
| Background: <<Background of the agency, project engagement>>  Refer to **Attachment A** - Position Descriptions for background information for each position. | | | | | |
| **Section 4 - Resource Qualification and Experience Requirements** | | | | | |
| <<Role-Agile Teams Labor Category>> Required, add multiple lines as needed>>   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Role** | **# of Positions** | **Agile Teams Labor Category** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total Positions** | |  |  |   **NOTE:**   1. **Refer to Appendix 3 (page 118) in the RFP for the Labor Categories - Position Descriptions – Roles / Agile Teams Labor Category for qualifications and requirements for each role.** 2. **Work Order Contractor may submit up to \_\_\_\_\_\_\_\_ resumes per position.** 3. **Work Order Contractors are required to respond to all positions listed above and in Attachment A.** 4. **Proposed candidates must be authorized to work within the United States for at least 120 days following the NTP date. Proof of work authorization will be requested prior to the candidate's onboarding.** 5. **Candidates must clear the State Background check before reporting.** 6. Insert agency-specific Background check requirements. | | | | | |
| **Section 5 – Proposal Documentation Submission Requirements** | | | | | |
| **The Contractor shall respond to this Work Order Request email by submitting the Technical and Financial Proposal to the PO**. The subject line for the email must contain Technical and Financial Proposal, along with the WO Contractor Name and WO Request number. **Both the Technical and Financial Proposals must be password-protected.**  The Technical Proposal must include the following:   1. Attachment B – Resource Qualifications Summary (1 page only) for each proposed candidate. **Do NOT include the offeror’s Company/Organization Name/Logo.** – The Agency will determine how many resumes are needed for the position. 2. Resume for each proposed candidate, **8-page limit. Include any documentation supporting education/certification requirements (not included in the 8-page limit). Do NOT include the offeror’s Company/Organization Name/Logo.** – The Agency will determine how many resumes are needed for the position.   **Note:** Submit one zip file (password protected) with all the individual documents.  **Naming Convention:** Resume\_Role\_FirstName\_LastName.pdf , Attachment B\_Summary\_Role\_FirstName\_LastName.pdf  The agency may request additional documents or forms submitted by the work order contractor.  The Financial Proposal must include the following:   1. Complete Attachment C – Work Order Request Financial Proposal, and submit in Excel and PDF format. Complete the Financial Proposal Form only as provided in the Financial Proposal Form Instructions and the Work Order Request Financial Proposal Form itself, including pricing for all labor roles anticipated for this Work Order. 2. The Work Order Request Financial Proposal shall describe any assumptions on which the Work Order Contractor’s Work Order Request Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the Financial Proposal Form). 3. The proposed labor rates shall not exceed the rates in the Work Order Contractor’s Financial Proposal to RFP #BPM043644 for the WOA year(s) in effect at the time of the Work Order Request Proposal due date.   **Note**: The State reserves the right to request additional references for each proposed candidate. | | | | | |
| **Section 6 – Evaluation Criteria** | | | | | |
| Work Order Proposals will be evaluated as follows:   1. The proposed candidates’ relevant background, experience, and capabilities. 2. The proposed candidates’ relevant domain knowledge. 3. In-person interview and responses to questions.   **Note**: The PO will notify each of the Work Order Contractors of the location, date, and time to bring selected candidates for an in-person interview, which may be conducted virtually. The State may, in its discretion, select proposed candidates for an additional round of interviews. | | | | | |
| **Section 7 - Evaluation Process** | | | | | |
| 1. AttachmentB—Resume Qualifications Summary (1 page only) and resumes for each proposed candidate will be reviewed to determine which candidates meet the qualifications for the proposed position as provided in Section 4—Resource Qualification and Experience Requirements. The labor rates will also be reviewed to ensure they fall within the proposed state standard. If the resumes and the rates are acceptable, a selection will be made. 2. The Work Order Procurement Officer will recommend awarding the work order for the provision of services and resources within the scope of the RFP.   ***Note***: *The Contractor should be aware that if selected, State law regarding conflict of interest may, depending on specific circumstances, prevent future participation in procurements related to the scope of the WO.*  ***Note***: *Contractor should be aware that under Section 3.14 (C)(6-7) of the Statewide Agile Resources and Teams 2024 RFP resulting in the Contract, if Contractor is unable to provide acceptable resources, the State reserves the right to rescind in whole or in part this work order request and re-issue as necessary to the next contractor in the rotation queue. Contractor is reminded that the acceptability of an offered resource is at the State’s sole discretion.* | | | | | |
| **Section 8 –Invoicing Instructions** | | | | | |
| 1. Within 30 calendar days, the WO Contractor shall send a copy of the signed timesheets with an invoice to the agency’s email address. 2. For additional instructions on Invoicing, reference RFP #BPM043644, Section 3.3. | | | | | |

**Sure**

**List of Attachments**

**Attachment MBE - MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule (if applicable)**

See link at <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentDMBE-Forms-1.pdf>

**Attachment VSBE - VSBE Utilization and Fair Solicitation Affidavit and VSBE Participation Schedule (if applicable)**

See link at <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentE-VSBEForms.pdf>

**Attachment A - *(Included as a separate document)***

**Attachment B – Resource Qualifications Summary**

**Attachment C – Financial Proposal Form *(Included as a separate document)***

**SUBMIT AS INSTRUCTED IN SECTION 5**

**ATTACHMENT B – WORK ORDER REQUEST #BPM043644-NN (RESOURCE QUALIFICATIONS SUMMARY (1 page only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Resource** **Candidate Name:**  **Role:**  **Labor Category:** | as in Section 4  as in Section 4 | | |
| Summary of Qualifications | | | |
|  | | | |
| Technical Skills/Domain Knowledge | | | |
|  | | | |
| Relevant Experience | | | |
|  | | [Dates] | |
|  | | | |
|  | | | [Dates] |
|  | | | |
|  | | | [Dates] |
|  | | | |
| Education/certifications | | | |
|  | | | [Dates] |
| [Dates] |
| [Dates] |