

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

**All Master Contract Provisions Apply**

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