

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	RFR # R00B3400053		
Functional Area (Enter One Only)	FUNCTIONAL AREA 10 – IT MANAGEMENT CONSULTING SERVICES		
POSITION TITLE			
Position Title: Labor Category 3- Senior Subject Matter Expert; Longitudinal Data Systems (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	March 2013		
Duration of assignment	Up to Six Months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE goal, if applicable	% Zero		
Issue Date: mm/did/icy	February 7, 2013	Due Date: mm/did/icy	February 28, 2013
		Time (EST): 00:00 am/pm	2:00 PM EST
Place of Performance:	MARYLAND STATE DEPARTMENT OF EDUCATION 200 W. Baltimore Street, Baltimore, MD 21201		
Special Instructions: (E.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. An in-person interview will be required 2. Candidates <u>must meet all minimum requirements</u> to be considered 		
Security Requirements (if applicable):	Pass reference checks		
Invoicing Instructions:	Time and Material Contract. Approved work-logs submitted with bi-weekly timesheets.		
SECTION 2 – AGENCY POINT OF CONTACT (POC) INFORMATION			
Agency / Division Name:	Maryland State Department of Education (MSDE) Division for Accountability, Assessments, and Data Systems (DAADS)		
Agency POC Name:	Deborah Harris Procurement Officer	Agency POC Phone Number:	410-767-0118
Agency POC Email Address:	dharris@msde.state.md.us	Agency POC Fax:	410-333-8723
Agency POC Mailing Address:	MARYLAND STATE DEPARTMENT OF EDUCATION 200 West Baltimore Street Baltimore, MD 21201		

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SECTION 3 – SCOPE OF WORK

BACKGROUND

Maryland’s Race to the Top grant sections C2 and C3 focuses on the creation, access, use, and training of Longitudinal Data. The purpose of this Request for Proposal (RFR) is to procure contractual services to support the design and development of MSDE’s instructional training materials. These materials will be used to train educators on the use of the longitudinal data system. The audience for this training program includes District Administrators, School Administrators, Teachers, and Local Education Agency (LEA) Data Coaches. The services and programs procured will be use to train how to use longitudinal data to support academic improvement at the district, school, and classroom level throughout the State of Maryland. For additional information regarding Maryland’s Race to the Top grant Section (C), go to:
http://www.marylandpublicschools.org/MSDE/programs/race_to_the_top.

The existing Longitudinal Data System (LDS) Coaching team consists of a project manager, technical writer, and multimedia developer. The SME will be responsible for the supplying of Longitudinal Data content for the deliverables listed below. All draft and final training materials will be shared and approved by the project manager prior to development and implementation. All documents will originate in MS-Word and PDF Formats and will be delivered in electronic and hard copy form. The documents will be submitted to Maryland State Department of Education (MSDE) for approval according to the project timeline.

The SME should have the knowledge of Longitudinal Data and will supply content relative to the topics outlined below.

Longitudinal Data System Coaching

Project Deliverables

- Webinars for District Administrators
- Webinars for School Administrators
- LDS Coaching Academy for local education agency data Coaches
- LDS Resources (templates, guides, frameworks, etc...)
- LMS Courses

**LDS Topics
(included throughout each deliverable listed above)**

- Improvement planning process at the district level
- Improvement planning process at the school level
- Templates to support the planning process at the district level and school level
- Overview of LDS data used at the district and school level
At a minimum the following topics must be included:
 - Academic Growth
 - Curriculum and staff planning
 - Professional Development
 - School Culture
- Improvement process for training teachers
- Overview of materials to support training process
- Overview of data collection process
- Overview of state data resources (OBIEE Data Dashboards)

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<p>Content Requirement</p>	<p>The content incorporated in each deliverable should be able inform and train the audience what LDS is and how LDS data is used within education. The range for LDS data use includes the district, school, and classroom levels. Outcomes for all deliverables should address the collection, organization, analysis, and implementation process of LDS data.</p>
<p>JOB DESCRIPTION/S</p>	
<p>Position Title/s or Service Type/s (From Section 1 Above)</p>	<p>Duties / Responsibilities</p>
<p>Position(s) Title: Labor Category: 3 Senior Subject Matter Expert; Longitudinal Data Systems</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Work closely with application vendors and consultants to support the development of LMS courses, webinars, and LDS resources by supplying LDS content. • Work with project team on ensuring smooth deployment and releases. • Coordinate with internal and external MSDE stakeholders to ensure the success of the LDS training academy. Retrieve input and feedback through surveying of internal and external stakeholders. • Locate and reference resource material to support the methodology used in the training materials. • Document and communicate changes to project requirements due to feedback or information received from stakeholders. • Train both support and non-support staff as necessary. • Conduct evaluation of internal and external stakeholders following the delivery of all virtual and in-person trainings.
<p>MINIMUM QUALIFICATIONS</p>	
<p>Position Title/s or Service Type/s (From Section 1 Above)</p>	<p>Required Experience/Knowledge/Skill</p>
<p>Senior Subject Matter Expert; Longitudinal Data Systems</p>	<p>For minimum requirements, see CATS II Labor Category Number 3, Senior Subject Matter Expert in addition to the following:</p> <ol style="list-style-type: none"> 1. Minimum of five (5) years of educational data experience with demonstrated experience of 2. Minimum of two (2) years of training experience in the State of Maryland. 3. Minimum of three (3) years experience applying a Longitudinal Data methodology to the field of education or similar field. 4. Minimum of six (6) months of experience using or creating LMS courses. <p>Preferred: Experience with Blackboard. Administrative/Teaching experience.</p>

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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 II 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 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line

- o Resume for each labor category described in the RFR (Attachment 1)
- Two 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.
 - o Any documents listed below as required by the hiring agency

Email 2 with “Financial”: Master Contractor Name, RFR number, & candidate name, and in the subject line

- o Price Proposal (Attachment 2)
- o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- o Living Wage Affidavit (Attachment I in the CATS II RFP)

**Section 5 - Evaluation Criteria -
(Provide a list of evaluation criteria in descending order of importance)**

- Personnel’s qualifications and experience performing the duties as specified in Section 2
- Understanding of the work to be accomplished
- References
- Cost

Basis for Award Recommendation

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.**

**Request for Resume (RFR)
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ATTACHMENT 1 – RFR RESUME FORM
SENIOR SUBJECT MATTER EXPERT
Longitudinal Data System Coaching
RFR #R00B3400053**

Instructions: Insert resumes information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

Candidate Name:	Position Title or Service Type (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 Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; does not include non-relevant experience.

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

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ATTACHMENT 2

**RFR PRICE PROPOSAL
SENIOR SUBJECT MATTER EXPERT
Longitudinal Data System Coaching
RFR #R00B3400053**

This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	Total Hours (Up to 6 months)	Total Price (Labor Rate x Hours)
#3 Senior Subject Matter Expert	\$	*1040	\$
	Total RFR Price		\$

*Note:

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

FIN _____ DUNS NO _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s proposed engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.