

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	R00B9200124		
<b>Functional Area (Enter One Only)</b>	FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING		
Position Title/s or Service Type/s (Short term staff or PMP)			
<b>1. Applications Programmer – Race to the Top SAS Programmer (Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	January 3, 2011		
<b>Duration of assignment</b>	Six Months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	November 19, 2010	<b>Due Date:</b> mm/dd/yyyy	November 30, 2010
		<b>Time (EST):</b> 00:00 am/pm	No later than 2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education Division of Accountability and Assessment 200 West Baltimore Street Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Structured interviews will be performed via phone		
<b>Security Requirements (if applicable):</b>	None		
<b>Invoicing Instructions:</b>	Standard invoicing procedures for the CATS II Master Contract		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education / Division of Accountability and Assessment		
<b>Agency POC Name:</b>	Dorothy Richburg Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	drichburg@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<p>The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The Agency has received a Race to the Top grant funds from the US Department of Education to improve student achievement, and the collection and dissemination of information of school and student performance improvement.</p> <p>Race to the Top information technology projects are focused on either; (1) implementing new systems, (2) expanding the understanding of how to IT systems for instructional improvement, (3) simplifying end-user access to educational improvement information, or (4) formulating and answering fundamental educational questions that drive educational improvements. By making more data useable for larger audiences, Race to the Top educational improvement initiatives will further engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE’s improvement efforts.</p> <p>MSDE is seeking one (1) SAS programmer to support educational performance and accountability information preparation and analysis to support Race to the Top IT project initiatives.</p>	
<b>Job Description/s</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p><b>1. Applications Programmer – RTTT</b> SAS Programmer</p>	<ol style="list-style-type: none"> <li>1. Design and program SAS student name matching data strategies and statistical analyses,</li> <li>2. Design and program SAS statistical programs,</li> <li>3. Document SAS algorithms and procedures,</li> <li>4. Create and manage large data sets,</li> <li>5. Analyze and reconcile unmatched or exception data,</li> <li>6. Develop and maintain SAS databases supporting analysis data activities,</li> <li>7. Edit and modify SAS programs to perform logical edits in order to rectify data inconsistencies and anomalies,</li> <li>8. Interpret and summarize analyses, and write reports,</li> <li>9. Consult with program managers regarding data acquisition, analysis, and requirements,</li> <li>10. Maintain data security for all collected data and processed.</li> </ol>

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<b>10. Applications Programmer – RTTT</b> SAS Programmer	<p><b>For minimum requirements, see CATS II Labor Category for Applications Programmer. Preferred candidates will meet the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Bachelors Degree, with a Master’s Degree preferred, or equivalent 24 credit hours of post-baccalaureate course work from an accredited college or university, with 6 credits in statistical analysis,</li> <li>2. And at least five (5) years computer related programming experience,</li> <li>3. At least three (3) years experience working with end-users in defining SAS analysis requirements, and performing SAS programming and statistical analysis,</li> <li>4. At least one years experience in education data analysis,</li> <li>5. At least two years experience creating and processing large SAS data sets,</li> <li>6. Ability to communicate clearly and effectively with end users, both orally and in writing.</li> </ol>
<b>Section 4 - Required Submissions</b>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “CATS II Master Contractor Feedback Form” located under “Master Contractor Login” on the CATS II web site.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:               <ul style="list-style-type: none"> <li>o Resume for each position / service type described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2 <u>or</u> 2A)</li> <li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
1. Resume showing evidence of all skills listed in Section 3. Scope of Work	
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal	
3. Two (2) current reference that can be called for performance verification of the submitted consultant(s) work experience and skills	

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<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Candidate must meet minimum skills in Section 3 to be considered for an interview.
2. Candidate’s interview will be ranked based on 20 technical questions
3. Price rankings of the proposals
4. Candidate’s technical skill will outweigh the financial proposal.
<b>Basis for Award Recommendation</b>
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. <b>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.</b>

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**ATTACHMENT 1 – RFR RESUME FORM  
APPLICATIONS PROGRAMMER – RACE TO THE TOP SAS PROGRAMMER  
RFR # R00B9200124**

Instructions: Insert resume 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; do not include non-relevant experience.

[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person (Optional if current employer)]	Description of Work...
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[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person]	Description of Work...
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<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  
APPLICATIONS PROGRAMMER  
RACE TO THE TOP SAS PROGRAMMER  
RFR PRICE PROPOSAL  
RFR # R00B9200124**

(This form is to be filled out by Master Contractors)

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
<b>1. Applications Programmer</b>	<b>\$</b>	<b>1040 hrs</b>	<b>\$</b>
<b>Total RFR Price (Sum of Labor Category Prices):</b>			<b>\$</b>

VENDOR'S NAME \_\_\_\_\_ FIN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.