

**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>R00B9200136</b>		
<b>Functional Area (Enter One Only)</b>	FUNCTIONAL AREA 10 – IT Management and Consulting Services		
<b>Position Title/s or Service Type/s (Short term staff or PMP)</b>			
Office of Information Technology (OIT) <b>Systems Design Architect</b> to develop the Race To The Top (RTTT) Enterprise Environment. <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	April 1, 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	February 28, 2011	<b>Due Date:</b> mm/dd/yyyy	March 9, 2011
		<b>Time (EST):</b> 00:00 am/pm	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education (MSDE) 200 West Baltimore Street Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Interviews will be conducted by a panel of three or more persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks		
<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 (MSDE) Office of Information Technology (OIT)		
<b>Agency POC Name:</b>	Dorothy M. Richburg Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	<a href="mailto:drichburg@msde.state.md.us">drichburg@msde.state.md.us</a>	<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 from the US Department of Education to implement educational reforms in Maryland and improve the collection and dissemination of information on school and student performance.</p> <p>Several MSDE Race to the Top initiatives will implement new technology systems, train end-users on how to use them, and improve access and information provided by MSDE reporting information systems. Race to the Top educational improvement initiatives will also engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE's improvement efforts. Race to the Top grant initiatives can be viewed at: <a href="http://www.msde.maryland.gov/MSDE/programs/race%20to%20the%20top">http://www.msde.maryland.gov/MSDE/programs/race to the top</a>.</p> <p>The purpose of this Request for Resume is to acquire a <b>Systems Design Architect</b> to research, design, and implement the enterprise networking infrastructures, along with the definition of engineering requirements necessary for configuring Development, Testing, Staging, and Production environments for systems/applications deployed under the Race To The Top grant. Network and infrastructure analysis may include, but is not limited to the sizing of enterprise servers and bandwidth; analysis of network topologies; recommendation of enterprise hardware, operating systems and supporting software. Supporting software may include monitoring tools and other enterprise support network applications.</p>	
<b>Job Description</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<b>64. Systems Design Architect</b>	<p><i>The Systems Design Architect will:</i></p> <ol style="list-style-type: none"> <li>1. Perform complex design, engineering, implementation, and maintenance of the RTTT Local Area Network and/or Wide Area Network, and/or security infrastructure,</li> <li>2. Review and validate capacity projections and requirements for all relevant RTTT initiatives,</li> <li>3. Coordinate the implementation of approved network designs, and the deployment and configuration of all enterprise systems as specified by MSDE,</li> <li>4. Develop and maintain network architecture diagrams of RTTT network environments and/or security hardware and software deployed across the various RTTT environments,</li> </ol>

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	5. Perform root cause and incident analysis on all outages, and define mitigation action to prevent reoccurrence.
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Minimum Experience/Knowledge/Skill, or preferred experience where noted</b>
<b>64. Systems Design Architect</b>	<p>For minimum requirements, see <u>CATS II Labor Category #64 for Systems Design Architect</u>.</p> <p><b>THE CANDIDATE MUST ALSO:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal.</li> <li>2. The candidate must articulate clear and concise responses to the interview questions</li> <li>3. Possess good interpersonal communication skills and proper attire.</li> </ol> <p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in an IT-related field. Masters degree preferred.</li> <li>2. Experience in the design, deployment, and support of Local Area Networks, Wide Area Networks, and Virtual Private Network infrastructures.</li> <li>3. Expert knowledge of industry standard network appliances (switches, routers and controllers) with demonstrated experience with all common transport and routing protocols.</li> <li>4. A minimum of six (6) years experience working in large complex network environments, two (2) of which should have been spent in an architectural or design capacity.</li> <li>5. Articulate clear and concise responses to the interview questions, demonstrating all aspects of proper communication skills, both verbal and non-</li> </ol>

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	<p>verbal.</p> <p>6. Possess good interpersonal communication skills and proper attire.</p> <p>7. Expert knowledge of Microsoft Visio Professional 2010 preferred.</p> <p>8. Network management, server management, security management, firewall management, and database management experience preferred.</p> <p>9. Cisco Certified Network or Design Professional (CCNP), (CCDP) preferred.</p>
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**Section 4 - Required Submissions**

**NOTE:**

- Master Contractors electing not 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.
- Master Contractors proposing in response to the RFR must submit the following documents:
  - o Resume for each position / service type described in the RFR (Attachment 1)
  - o Price Proposal (Attachment 2 or 2A)
  - o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
  - o Living Wage Affidavit (Attachment I in the CATS II RFP)
  - o **Documents listed below as required by the hiring agency**

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 1 for the Price Proposal.
3. Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills.

**Section 5 - Evaluation Criteria -**

**(Provide a list of evaluation criteria in descending order of importance)**

1. Work Experience
2. Training and Education
3. Ability to answer interview questions
4. References
5. Price

**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.

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ATTACHMENT 1 – RFR RESUME FORM  
RFR #R00B9200136**

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] *Description of Work...*  
 [Title / Role]  
 [Period of Employment / Work]  
 [Location]  
 [Contact Person (Optional if

[Organization] *Description of Work...*  
 [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**  
**SYSTEMS DESIGN ARCHITECT**  
**RFR #R00B9200136**

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

SIX MONTHS		
Hourly Labor Rate	Annual Hours	Six Months Price (Labor Rate x Hours)
\$	1040	\$
Total RFR Price		\$

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.

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**ATTACHMENT 3  
DESIRED ABILITIES AND SKILLS  
SYSTEMS DESIGN ARCHITECT  
RFR #R00B9200136**

1. Strong written, verbal, organization, problem solving, and interpersonal skills
2. Experience in distributed application development, and enterprise reporting systems.
3. An in-depth understanding of data security, data center operations, and network performance & configurations.
4. Ability to manage multiple priorities, commitments and projects
5. Directed, self motivated, and able to create consensus on multiple technical views
6. Ability to learn very quickly in a fast paced environment.
7. An in-depth understanding of load balancing, and high availability architectures.
8. Strong conceptual skills with depth and breadth of knowledge of IT infrastructure systems
9. Experience in managing vendors
10. Strong decision making and problem solving skills
11. Excellent business analysis skills
12. Excellent ability to understand and express complex topics.
13. Demonstrated ability to quickly comprehend project scope and business requirements.