

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

All Master Contract Provisions Apply

| Section 1 –General Information | | | |
|---|---|-----------------------------------|-------------------------|
| RFR Number: (Reference BPO Number) | R00B9200139 | | |
| Functional Area (Enter One Only) | FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING | | |
| Position Title/s or Service Type/s (Short term staff or PMP) | | | |
| 65. Systems Design Engineer – Data Exchange (Each Master Contractor can only submit one candidate for the RFR) | | | |
| Anticipated start date | May 1, 2011 | | |
| Duration of assignment | Six Months | | |
| Designated Small Business Reserve?(SBR): (Enter "Yes" or "No") | No | | |
| MBE goal, if applicable | 0% | | |
| Issue Date: mm/dd/yyyy | April 1, 2011 | Due Date: mm/dd/yyyy | Tuesday, April 12, 2011 |
| | | Time (EST): 00:00 am/pm | 2:00 PM |
| Place of Performance: | Maryland State Department of Education Division of Accountability and Assessment 200 West Baltimore Street; Baltimore, MD 21201 | | |
| Special Instructions: (e.g. interview information, attachments, etc.) | Interviews will be conducted by a panel of three persons using a standardized set of interview questions. Structured interviews will be performed via phone | | |
| Security Requirements (if applicable): | Pass reference checks and obtain State ID Badge | | |
| Invoicing Instructions: | Standard invoicing procedures for the CATS II Master Contract | | |
| Section 2 – Agency Point of Contact (POC) Information | | | |
| Agency / Division Name: | Maryland State Department of Education Division of Accountability and Assessment | | |
| Agency POC Name: | Dorothy Richburg Procurement Specialist | Agency POC Phone Number: | 410-767-0628 |
| Agency POC Email Address: | drichburg@msde.state.md.us | Agency POC Fax: | 410-333-2017 |
| 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 | |
| <p>Maryland State Department of Education (MSDE) has assumed a progressive stance in the collection, validation and reporting of education accountability data. The state established its first Educational Data Warehouse (EDW) in 1999 and today strives to achieve the ten essential elements and fundamentals for PreK-12 longitudinal data systems established by the Data Quality Campaign, see www.dataqualitycampaign.org for additional information on the ten essential requirements.</p> <p>With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE is increasing the kinds of student data collected and analyzed. To help MSDE achieve this aim, The Division of Accountability and Assessment is modernizing and enhancing its; (1) Educational Data Warehouse (EDW) and (2) associated data reporting systems. As a result of a multitude of new Race to the Top projects within DAA, there is an increased need for specialized requirements definition, design, and development for a data exchange for transferring data between the P12 longitudinal data system and K12 student information systems.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of <u>One (1) Software Systems Design Engineer that has experience with designing and developing MDM, batch, EDI, and transaction data transfer systems.</u> The design engineer must have experience in preparing requirements, and developing and implementing MDM, EDI, batch, data transfer systems. The systems design engineer will assist MLDS Development Team in the collecting and writing of requirements and procurements for the purchase or development of a data exchange for transferring data between the P12 longitudinal data system and K12 student information systems.</p> | |
| Job Description/s | |
| Position Title/s or Service Type/s (From Section 1 Above) | Duties / Responsibilities |
| <p>65. Systems Design Engineer – Data Exchange</p> | <p>Assist MLDS Development Team in the collection and writing of requirements from key stakeholders for the development of a data exchange for transferring data between the P12 longitudinal data system and K12 student information systems.</p> <p>Prepare RFI to collect vendor information</p> <p>Coordinate team of technical specialists to review and make recommendations for purchasing or building a data exchange</p> <p>Assist in the preparation of procurement documents for purchasing or building a data exchange</p> <p>Performs stakeholder satisfaction surveys.</p> |

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| Minimum Qualifications | |
|--|---|
| Position Title/s or Service Type/s (From Section 1 Above) | Required Experience/Knowledge/Skill |
| 65. Systems Design Engineer – Data Exchange | <p>For minimum requirements, see CATS II Labor Category number 65 for Systems Design Engineer.</p> <p>THE CANDIDATE MUST ALSO:</p> <ol style="list-style-type: none"> 1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. 2. The candidate must articulate clear and concise responses to the interview questions 3. Possess good interpersonal communication skills and proper attire. <p>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 1. EDUCATION – BS REQUIRED, WITH MS PREFERRED IN COMPUTER SCIENCE 2. Minimum of six (6) years of experience planning, designing, building, and implementing IT systems and data transfer applications. 3. Minimum of six (6) years experience with EDI and batch transfer applications. 4. Minimum of four (4) years of experience analyzing user requirements and translating them into system designs using various design tools and techniques. 5. Minimum of four (4) years experience preparing software requirements and specification documents 6. Minimum of one (1) years experience with MDM systems 7. Experience with applications development in JAVA, C, and XML programming languages. 8. Experience with application server architectures. |

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| Section 4 - Required Submissions |
|--|
| NOTE: <ul style="list-style-type: none">- 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.- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:<ul style="list-style-type: none">o Resume for each position / service type described in the RFR (Attachment 1)o Price Proposal (Attachment 2 <u>or</u> 2A)o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)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 2A 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. Candidate must meet minimum qualifications in Section 3 to be considered for an interview. |
| 2. Candidate interview will be ranked based on technical questions |
| 3. Price rankings of the proposals |
| 4. References |
| 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. |

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**ATTACHMENT 1 – RFR RESUME FORM
SYSTEMS DESIGN ENGINEER – DATA EXCHANGE
RFR # R00B9200139**

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)] | <i>Description of Work...</i> |
| [Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person] | <i>Description of Work...</i> |

<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 ENGINEER – DATA EXCHANGE
RFR # R00B9200139**

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

| Proposed Labor Category | Hourly Labor Rate | Total Hours (up to 6 months) | Labor Category Price (Labor Rate x Hours) |
|--|--------------------------|-------------------------------------|--|
| 65. Systems Design Engineer – Data Exchange | \$ | 1040 hrs | \$ |
| Total RFR Price (Sum of Labor Category Prices): | | | \$ |

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS _____

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.