

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	R00B9200161		
Functional Area (Enter One Only)	FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING		
Position Title/s or Service Type/s (Short term staff or PMP)			
4. Subject Matter Expert – Business Analyst for Curriculum Management System (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	October 31, 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	September 1, 2011	Due Date: mm/dd/yyyy	September 22, 2011
		Time (EST): 00:00 am/pm	No later than 2:00 PM EST
Place of Performance:	Maryland State Department of Education Division of Instruction 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 Instruction		
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

Maryland State Department of Education (MSDE) Race To The Top (RTTT) grant supports the development and implementation of a new Maryland State Common Core Curriculum. To support that objective, a standardized curriculum management system will be acquired with the purpose to: (1) maintain common core curriculum standards, (2) provide instructional alignment, (3) provide assessment alignment, and (4) provide teachers with design tools, lesson plans, course syllabi, and other learning objects to help them develop courses that are common core state standards (CCSS) aligned.

A new curriculum management system will require significant configuration and new content management processes to make it useful for the 24 LEA educators, administrators, students, and parents as well as MSDE curriculum staff. The business analyst will lead the effort to define configuration changes (i.e., requirements) that we expect our CMS vendor to make, based on input from piloting LEA, MSDE specialists, and others. The business analyst will perform business process design work to create new ways of managing content (e.g., objects within the learning object repositories) within the CMS. The Business Analyst will help draft user training needs, design web surveys, and design a transition plan from mdk12.org to CMS.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1) Subject Matter Expert – Business Analyst for the RTTT Curriculum Management System**. The business analyst must have experience with state, county, or local school systems and business process design and requirements development experience. The business analyst will work with the Division of Instruction’s RTTT project team, MSDE Divisions, and Maryland LEAs to help transform a commercial off-the-shelf educational content management system into a working curriculum management system for initial operating capability in 2012.

The candidate must demonstrate all aspects of proper communication skills, both verbal and non-verbal, must articulate clear and concise responses to the interview questions and possess good interpersonal communication skills and proper attire.

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
4. Subject Matter Expert – Business Analyst for the Curriculum Management System	<p>Learns the capabilities of proposed COTS curriculum management system (CMS).</p> <p>Assists the project team in collecting business and functional requirements from key stakeholders for configuring the CMS.</p> <p>Performs business process design work to create new ways of managing content within the CMS.</p> <p>Design a transition plan to address moving content from the existing mdk12.org to the CMS.</p>

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	<p>Prepares Visio diagrams, requirements documents, and training plans.</p> <p>Verifies that configuration changes meet requirements and specifications.</p> <p>Designs and performs web-based user satisfaction surveys.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>4. Subject Matter Expert – Business Analyst for the Curriculum Management System</p>	<p>For minimum requirements, see CATS II Labor Category number 4 for Subject Matter Expert.</p> <p>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 1. EDUCATION – BS REQUIRED, WITH MS/MA PREFERRED. 2. Minimum of seven (7) years working as a business analyst. 3. Minimum of five (5) years experience performing business process redesign activities. 4. Minimum of five (5) years experience with a secondary education system organization. 5. Minimum of five (5) years experience preparing software requirements and specification documents 6. Minimum of five (5) years experience working with system users in the areas of training, user documentation, or surveys. 7. Minimum of two (2) years experience preparing Visio flow process documents.

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SECTION 4 - REQUIRED SUBMISSIONS

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)

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)
- o Any 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
SUBJECT MATTER EXPERT
Business Analyst for Curriculum Management System
RFR # R00B9200161**

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

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

<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 – PRICE PROPOSAL FORM
SUBJECT MATTER EXPERT
Business Analyst for Curriculum Management System
RFR # R00B9200161**

(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)
4. Subject Matter Expert - Business Analyst for K12 Dashboard Requirements	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

FIN _____ DUNS 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.