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State Superintendent of Schools

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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM II – MARYLAND LONGITUDINAL DATA FEEDER SYSTEM
MAINTENANCE AND SUPPORT
TORFP R00B9200181

DATE: July 30, 2012

**YOU SHOULD RECEIVE 7 PAGES
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL drichburg@msde.state.md.us
THANK YOU.**

**PROPOSALS ARE DUE THURSDAY,
AUGUST 2, 2012 NO LATER THAN
2:00 PM**

MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

**MARYLAND LONGITUDINAL DATA FEEDER SYSTEM
MAINTENANCE AND SUPPORT
TORFP R00B9200181
ADDENDUM II**

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
drichburg@msde.state.md.us
410-333-2017 (Fax)

MARYLAND LONGITUDINAL DATA FEEDER SYSTEM
MAINTENANCE AND SUPPORT
CATS II TORFP # R00B9200181

ADDENDUM II

2.3 PERSONNEL REQUIREMENTS

Please make the following change to the position titles below (the personnel requirements and contractor minimum qualifications remain the same):

At a minimum, the work to be accomplished by the Contractor personnel under this TORFP shall consist of the following:

PROGRAM MANAGER (Labor Category 1)

1. Contractor's manager for the Contract, and serves as the single point of contact for the Master Contractor with the State regarding the Contract.
2. Performs overall management for Contract support operations.
3. Organizes, directs, and coordinates the planning and production of all Contract activities, projects and support activities, including those of subcontractors.
4. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills.
5. Establishes and alters corporate management structure to direct effective and efficient Contract support activities.

SUBJECT MATTER EXPERT - SENIOR EDUCATION SPECIALIST (Labor Category 4)

1. Possesses knowledge of the types of data and processes that would be required from education agencies and schools.
2. Defines the problems and analyzes and develops plans and requirements in the education domain for complex systems.
3. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications for efficient education data collection from local education agencies.
4. Provides strong data analysis and reporting.
5. Experience with reporting in statewide education longitudinal data systems is preferred.

SENIOR DATABASE MANAGEMENT SPECIALIST (Labor Category 22)

1. Ensures the operational reliability, integrity and performance of all production databases.
2. Performs back-up and recovery of existing databases along with performance monitoring and tuning.
3. Performs database installations and upgrades and insures the security of confidential data. Assists MSDE database administrator with trouble shoot operational issues and implement solutions along with periodic maintenances, fixes and patches of databases.
4. Assists users in writing complex queries and reports.
5. Performs analysis of business needs, write reporting requirements and turn requirements into delivered solutions.

CONTRACTOR MINIMUM QUALIFICATIONS

The following minimum qualifications are mandatory. The TO Contractor's staff must demonstrate expertise in the following:

PROGRAM MANAGER

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline.

General Experience: At least ten (10) years of experience in program or project management.

Specialized Experience: At least five (5) years of experience in supervision or oversight of IT related programs or projects. Experience leading education data system engagement at a minimum of two (2) of the last three (3) years, in more than one State Education Agency (SEA).

SUBJECT MATTER EXPERT - SENIOR EDUCATION SPECIALIST

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

General Experience: Must have six (6) years of experience in education.

Specialized Experience: Must have three (3) years demonstrated experience designing, analyzing or reporting on education data sets.

SENIOR DATABASE MANAGEMENT SPECIALIST

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.

General Experience: Must have five (5) years of experience in modeling relational databases with projects of similar scope.

Specialized Experience: At least three (3) years of experience designing, developing, deploying, configuring, installing and maintaining Oracle databases.

**MARYLAND LONGITUDINAL DATA FEEDER SYSTEM'S
MAINTENANCE AND SUPPORT
TORFP # R00B9200181**

ATTACHMENT 1 –PRICE PROPOSAL (TIME AND MATERIALS)

Labor Categories
Period 1 (NTP – May 31, 2013) (10 months)

| Labor Category | Hourly Labor Rate | Approx. Total Class Hours | Total Proposed CATS II TORFP Price |
|-----------------------------------------------------------|--------------------------|----------------------------------|-------------------------------------------|
| Program Manager | \$ | 100 | \$ |
| Project Manager | \$ | 300 | \$ |
| Senior IT Architect | \$ | 150 | \$ |
| Senior Subject Matter Expert –Senior Education Specialist | \$ | 150 | \$ |
| Technical Lead/Senior Systems Analyst | \$ | 1040 | \$ |
| Quality Assurance/Testing Specialist | \$ | 2080 | \$ |
| Senior J2EE/PL-SQL Developer | \$ | 2080 | \$ |
| Senior J2EE/PL-SQL Developer | \$ | 2080 | \$ |
| Senior Database Management Specialist | \$ | 340 | \$ |
| Total Evaluated Price | | | \$ |

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.

SUBMIT THIS WITH THE FINANCIAL RESPONSE

**MARYLAND STATE DEPARTMENT OF EDUCATION
 MAINTENANCE AND SUPPORT
 CATS II TORFP # R00B9200181**

ATTACHMENT 1 –PROPOSAL (TIME AND MATERIALS)

Labor Categories
 Year 2 (June 1, 2013 – May 31, 2014)

| Labor Category | Hourly Labor Rate | Approx. Total Class Hours | Total Proposed RFP Price |
|------------------------------------------------------------|--------------------------|----------------------------------|---------------------------------|
| Program Manager | \$ | 100 | \$ |
| Project Manager | \$ | 300 | \$ |
| Senior IT Architect | \$ | 150 | \$ |
| Senior Subject Matter Expert - Senior Education Specialist | \$ | 150 | \$ |
| Technical Lead/Senior Systems Analyst | \$ | 1040 | \$ |
| Quality Assurance/Testing Specialist | \$ | 2080 | \$ |
| Senior J2EE/PL-SQL Developer | \$ | 2080 | \$ |
| Senior J2EE/PL-SQL Developer | \$ | 2080 | \$ |
| Senior Database Management Specialist | \$ | 340 | \$ |
| Total Evaluated Price | | | \$ |

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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**MARYLAND LONGITUDINAL DATA FEEDER SYSTEM'S
MAINTENANCE AND SUPPORT
TORFP # R00B9200181**

ATTACHMENT 1 - PRICE PROPOSAL (TIME AND MATERIALS)

SUMMARY

| DESCRIPTION | APPXOX. TOTAL PROPOSED CATS II TORFP PRICE |
|----------------------------------|--------------------------------------------------|
| Period 1 | \$ |
| Year 2 | \$ |
| TOTAL EVALUATED PRICE | \$ |

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

FIN _____ DUNS NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

SUBMIT AS A .PDF FILE WITH THE FINANCIAL RESPONSE