

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200183		
Functional Area (Enter One Only)	FUNCTIONAL AREA FIVE - SOFTWARE ENGINEERING		
Position Title/s or Service Type/s (Short term staff or PMP)			
Labor Category No. 4 - Subject Matter Expert – Oracle OAAM and IDM Administrator (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	September 17, 2012		
Duration of assignment	Up to Six Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	July 27, 2012	Due Date: mm/dd/yyyy	August 20, 2012
		Time (EST): 00:00 am/pm	No Later Than 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 via phone		
Security Requirements (if applicable):	Pass reference checks, pass background check performed by state, 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 Officer	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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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, with its inter-agency partners, are increasing the kinds of student, teacher, higher education, and work force data blended and analyzed. To help MSDE and its partners achieve this aim, The Division of Accountability, Assessment and Data Systems (DAADS) is participating in the collaborative development of several new data warehouse subsystems. As a result of these new collaborative projects, DAADS, has a need for a variety of security experts to ensure data is secure and data access is done following proper security procedures.</p> <p>The objective of this Request for Resume (RFR) is to acquire the six month services of <u>one (1)</u> subject matter with expertise in OAAM and IDM application administration to help implement the production deployment of these Oracle security applications.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>Subject Matter Expert – OAAM and IDM Administrator</p>	<ol style="list-style-type: none"> 1. Maintain an OAAM and IDM access management security plan and verify it meets the P20 security policies as outlined in the P20 USM security plan 2. Maintain OAAM and IDM setups and logging on the OAAM, IDM suites 3. Work with RTTT DAADS DBA staff to ensure that all appropriate modules are integrated into the single sign-on IDM module and managed properly 4. Document security module setups 5. Develop use cases for unit testing security setups and perform unit tests 6. Run conference room security access management pilot 7. Define access management and breach monitoring and reporting policies and procedures. 8. Work with LEAs to rollout security system RTTT applications

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
Subject Matter Expert – OAAM and IDM Administrator	<p>For minimum requirements, see CATS II Labor Category for Labor Category 4 - Subject Matter Expert plus the items listed below:</p> <ol style="list-style-type: none"> 1. At least four (4) years of experience with security system access management with a combination of Sun and Oracle IDM suite access manager, federated module, and single sign-on module security product experience. 2. At least one (1) years of experience with Oracle OAAM and IDM security access manager, federated module, and single sign-on modules administration with at least 2 months experience with 11g versions. 3. At least one (1) product installation and setup experience with Oracle OAAM and IDM suite that resulted in an operational system that enabled <u>SSO with Oracle 11G OBIEE, WEB CENTER PORTAL 11G, WEB CONTENT PORTAL 11G, and ORACLE 11G PORTAL</u>
SECTION 4 - REQUIRED SUBMISSIONS	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> 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 <u>must</u> submit the documents below <u>as separate files</u> contained in <u>two separate emails</u> as follows: <p><u>Email 1 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line</u></p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) o Two Current References <p><u>Email 2 with “Financial”: Master Contractor Name, RFR number, & candidate name, and in the subject line</u></p> <ul style="list-style-type: none"> 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 	
<p>1. Resume showing evidence of all skills listed in Section 3. Scope of Work</p>	
<p>2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal</p>	
<p>3. Two (2) RECENT references that can be called for performance verification of the submitted consultant(s) work experience and skills</p>	

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Candidate must meet minimum skills in Section 3 to be considered for an interview.
2. Candidate’s interview will be ranked based on technical questions and an assessment of verbal communication skills
3. Vendor must provide written evidence that the submitted candidate is available to work within 2 weeks of contract being awarded, and is either an employee of the vendor or is currently under contract as a subcontractor.
4. Price rankings of the proposals
5. Candidate’s technical merit will rank higher of the overall rank component
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
Oracle OAAM and IDM Administrator
RFR #R00B9200183**

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
SUBJECT MATTER EXPERT
Oracle OAAM and IDM Administrator
RFR PRICE PROPOSAL
RFR # R00B9200183

(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	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS NO. _____

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.