Request for Resume (RFR)
CATS II Master Contract

Section 1 —General Information

RFR Number: (Reference BPO Number)	R00B9200185
Functional Area (Enter One Only)	FUNCTIONAL AREA TWO – WEB AND INTERNET SYSTEMS

Position Title/s or Service Type/s
(Short term staff or PMP)

Labor Category 10 -Applications Programmer – Oracle OWB-ETL Programmer **(Each Master Contractor can only submit one candidate for the RFR)**	
Anticipated start date	09/17/2012
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	7/27/2012	**Due Date:** mm/dd/yyyy	08/21/2012
		Time (EST): 00:00 am/pm	No Later Than 2:00 PM
Place of Performance:	Maryland State Department of Education (MSDE) Division of Accountability, Assessment and Data Systems(DAADS) 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.		
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, Assessment and Data Systems		
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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SECTION 3 – SCOPE OF WORK
Background

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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.

With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE with it's P20 partners are increasing the kinds of student, teacher, higher education, and work force data blended and analyzed. To help MSDE and its P20 partners achieve this aim, The Division of Accountability, Assessment and Data Systems (DAADS) is participating in the collaborative development of a new data warehouse with Informatica ETL data transfer subsystem. As a result of this new collaborative project, DAADS, has a need for a specialized database modeler and ETL developer with experience in higher education data, k12 data, and/or work forces data to participate in the definition of data requirements, definition of logical database data structures using Erwin ERDs, and the definition of ETL data transfer processes and programs.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1)** Application Programmers with extensive 3N relational form, star schema and OWB-ELT data modeling and ETL development **experience** to help an inter-agency team define the operational data stores, Star schemas, and ETL processes for the P20 and MHEC system.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
Applications Programmer	1. Analyze complex education accountability and performance reporting and data storage requirements with end users, 2. Prepare data models that support the creation of education data structures, KPI development, and ETL development in Informatica and Oracle 11g using ERWIN 3. Add meta-data to ERWIN files 4. Write ETL requirements and specifications documents 5. Develop, test, and install OWB-ELT programs to maintain and transform data between various systems.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
Applications Programmer	**For minimum requirements, see CATS II Labor Category for 10 Applications Programmer plus the items listed below:** • At least six (6) years of experience designing and developing data warehousing database star schemas, 3N data forms using Oracle 10 g and 11g database • At least six (6) years of experience with Oracle OWB- ETL programming data, data imports, and data transformations. • At least six (6) years of experience programming in SQL, PL/SQL, JAVA and C • At least four (4) years of experience analyzing user requirements and translating them into system data structure designs • At least two (2) years of experience with installing and administrating an OWB-ETL application environment • At least two (2) years of experience using ERWIN design tools and techniques

SECTION 4 - REQUIRED SUBMISSIONS

NOTE:

- 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 **as separate files** contained in **two separate emails** as follows:

Email 1 with "Technical": Master Contractor Name, RFR number, & candidate name, and in <u>the subject line</u>
   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 2 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 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.**

ATTACHMENT 1 – RFR RESUME FORM
APPLICATIONS PROGRAMMER – ORACLE OWB-ETL PROGRAMMER
RFR # R00B9200185

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)]**	*Description of Work...*
[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person]**	*Description of Work...*

<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>			

ATTACHMENT 2

RFR PRICE PROPOSAL
Applications Programmer – Oracle OWB-ETL Programmer
RFR # R00B9200185

(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)
10. APPLICATIONS PROGRAMMER	$	**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.