

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200187		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
Labor Category No. 4 Subject Matter Expert – Interagency LDS Grant (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	September 24, 2012		
Duration of assignment	Up to six (6) 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	08/20/2012
		Time (EST): 00:00 am/pm	NO LATER THAN 2:00 PM
Place of Performance:	Maryland State Department of Education (MSDE) 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		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland State Department of Education (MSDE) Division of Assessment and Accountability (DAA)		
Agency POC Name:	Dorothy M. 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	
<p>The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The agency has received a Race to the Top grant and a State Longitudinal Data System grant from the US Department of Education to implement educational reforms in Maryland, and to improve the collection and dissemination of educational information.</p> <p>The 2012 Maryland State Longitudinal Data System (SLDS) grant will further the advances that Maryland has made in establishing a culture that uses data not only for compliance, but also for the improvement of academic performance and achievement for all students. Maryland’s vision for its education longitudinal data and analysis systems is an integrated data network that supports just-in-time analysis to improve education policies and delivery of education. The FY2012 SLDS grant seeks to accomplish the vision through 5 objectives including; expanding data collections; implementing data standards and improving data quality when merging data across multiple agencies; improve access to information; training and professional development; and to further career and college preparation, readiness, and workforce outcome through research using longitudinal data.</p> <p>MSDE is seeking up to two (2) Subject Matter Experts to support operations for the Interagency SLDS Projects. The Interagency SLDS Project objectives will support the execution of a Maryland State Longitudinal Data System that links student level data across prekindergarten through grade 20. The project will be known as the Interagency State Longitudinal Data System (IA-SLDS) and is an enhancement to the Maryland State Longitudinal Data System enterprise solution to the Data Quality Campaign 10 Essential Elements and 10 State Actions of a Longitudinal Data System (http://www.dataqualitycampaign.org/survey/elements).</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
Subject Matter Expert - Interagency SLDS Subject Matter Expert (SME)	<ol style="list-style-type: none"> 1. Work collaboratively with stakeholder groups and development teams to identify, design and develop educational business accountability and performance metrics, reports and dashboards. 2. Review performance metrics, reports and dashboards required by the Interagency SLDS grant and verify that the deliverables meet the grant assurances. 3. Prepare system requirements and associated procurements to secure appropriate vendors for COTS and/or custom development solutions.

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	<ol style="list-style-type: none"> 4. Manage and review the activities of the project team(s) and/or vendors as necessary. 5. Assist stakeholders and end users in interpreting OBIEE dashboard data analytics. 6. Communicate effectively with stakeholders.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Mandatory Minimum Experience/Knowledge/Skill
<p>Subject Matter Expert - Interagency SLDS Subject Matter Expert (SME)</p>	<p>For minimum requirements, see CATS II Labor Category 4 for Subject Matter Expert plus the items listed below:</p> <ol style="list-style-type: none"> 1. Minimum of 2 (two) years working in a K12 or higher education environment with training curriculum development preferred. 2. Minimum of 2 (two) years experience in managing a vendor performing custom development or a COTS implementation. 3. Minimum of 2 (two) years of experience preparing business requirements. 4. Experience with Oracle Business Intelligence Enterprise suite, and Oracle Portal suite. 5. Minimum of 1 (one) year experience in juvenile services, Career Technology Education or Postsecondary Private Career Schools.

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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)
- o Two current references

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
- o Resume
- o References

**Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)**

1. Work Experience
2. Training and Education
3. Ability to answer interview questions
4. References
5. Price

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.

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ATTACHMENT 1 - RFR RESUME FORM
SUBJECT MATTER EXPERT
RFR #R00B9200187**

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

RFR PRICE PROPOSAL – SUBJECT MATTER EXPERT

RFR #R00B9200187

(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 _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

FIN _____ DUNS NO. _____

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.