Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

<table>
<tr><td colspan="4">Section 1 –General Information</td></tr>
<tr><td>RFR Number:
(Reference BPO Number)</td><td colspan="3">R00B9200192</td></tr>
<tr><td>Functional Area
(Enter One Only)</td><td colspan="3">FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING</td></tr>
<tr><td colspan="4">Position Title/s or Service Type/s
(Short term staff or PMP)</td></tr>
<tr><td colspan="4">10. Applications Programmer – Race to the Top SAS Programmer
   (Each Master Contractor can only submit one candidate for the RFR)</td></tr>
<tr><td>Anticipated start date</td><td colspan="3">November 2012</td></tr>
<tr><td>Duration of assignment</td><td colspan="3"> Up to Six Months</td></tr>
<tr><td>Designated Small Business Reserve?(SBR):
(Enter "Yes" or "No")</td><td colspan="3">No</td></tr>
<tr><td>MBE goal, if applicable</td><td colspan="2"></td><td>0%</td></tr>
<tr><td>Issue Date:
mm/dd/yyyy</td><td>October 5, 2012</td><td>Due Date:
mm/dd/yyyy</td><td>October 26, 2012</td></tr>
<tr><td></td><td></td><td>Time (EST):
00:00 am/pm</td><td>No later than 2:00 PM EST</td></tr>
<tr><td>Place of Performance:</td><td colspan="3">Maryland State Department of Education
Division of Accountability, Assessment and Data Systems (DAADS)
200 West Baltimore Street
Baltimore, MD 21201</td></tr>
<tr><td>Special Instructions:
(e.g. interview information, attachments, etc.)</td><td colspan="3">Structured interviews will be performed via phone</td></tr>
<tr><td>Security Requirements
(if applicable):</td><td colspan="3">None</td></tr>
<tr><td>Invoicing Instructions:</td><td colspan="3">Standard invoicing procedures for the CATS II Master Contract</td></tr>
<tr><td colspan="4">Section 2 – Agency Point of Contact (POC) Information</td></tr>
<tr><td>Agency / Division Name:</td><td colspan="3">Maryland State Department of Education / Division of Accountability and Assessment</td></tr>
<tr><td>Agency POC Name:</td><td>Deborah G. Harris
Procurement Officer</td><td>Agency POC Phone Number:</td><td>410-767-0118</td></tr>
<tr><td>Agency POC Email Address:</td><td>dharris@msde.state.md.us</td><td>Agency POC Fax:</td><td>410-333-8723</td></tr>
<tr><td>Agency POC Mailing Address:</td><td colspan="3">Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201</td></tr>
</table>

Section 3 – Scope of Work
Background
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 funds from the US Department of Education to improve student achievement, and the collection and dissemination of information of school and student performance improvement. Race to the Top information technology projects are focused on either; (1) implementing new systems, (2) expanding the understanding of how to IT systems for instructional improvement, (3) simplifying end-user access to educational improvement information, or (4) formulating and answering fundamental educational questions that drive educational improvements. By making more data useable for larger audiences, Race to the Top educational improvement initiatives will further engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE's improvement efforts. MSDE is seeking one (1) SAS programmer to support educational performance and accountability information preparation and analysis to support Race to the Top IT project initiates.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
10. Applications Programmer – RTTT SAS Programmer	1. Design and program SAS student name matching data strategies and statistical analyses 2. Design and program SAS statistical programs 3. Document SAS algorithms and procedures 4. Create and manage large data sets 5. Analyze and reconcile unmatched or exception data 6. Develop and maintain SAS databases supporting analysis data activities 7. Edit and modify SAS programs to perform logical edits in order to rectify data inconsistencies and anomalies 8. Interpret and summarize analyses, and write reports 9. Consult with program managers regarding data acquisition, analysis, and requirements 10. Maintain data security for all collected data and processed

All Master Contract Provisions Apply

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
10. Applications Programmer – RTTT SAS Programmer	**For minimum qualifications, see CATS II Labor Category Number 10, Applications Programmer in addition to the following criteria:** 1. Minimum of five (5) years computer related programming experience. 2. Minimum of three (3) years experience working with end-users in defining SAS analysis requirements, and performing SAS programming and statistical analysis. 3. Minimum of one (1) year experience in education data analysis. 4. Minimum of two (2) years experience creating and processing large SAS data sets.

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 the subject line
     o Resume for each labor category described in the RFR (Attachment 1)
     o Two (2) current reference that can be called for performance verification of the submitted consultant(s) work experience and skills

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)
     Any documents listed below as required by the hiring agency

1. Resume showing evidence of all skills listed in Section 3. Scope of Work

All Master Contract Provisions Apply

Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)
1. Candidate must meet minimum requirements in Section 3 to be considered.
2. Candidate's interview will be ranked based on technical questions.
3. Price rankings of the proposals.
4. Candidate's technical skill will outweigh the financial proposal.
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.**

Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

ATTACHMENT 1 – RFR RESUME FORM
APPLICATIONS PROGRAMMER – RACE TO THE TOP SAS PROGRAMMER
RFR # R00B9200192

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
APPLICATIONS PROGRAMMER
RACE TO THE TOP SAS PROGRAMMER
RFR PRICE PROPOSAL
RFR # R00B9200192

(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):			$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

VENDOR'S NAME_____

ADDRESS_____

CITY, STATE AND ZIP CODE_____

FIN_____DUNS NO._____

TELEPHONE NO._____FAX NO._____

EMAIL ADDRESS_____

SIGNATURE_____

PRINTED NAME_____

TITLE_____DATE_____