

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200198		
Functional Area (Enter One Only)	FUNCTIONAL AREA 10 - IT MANAGEMENT CONSULTING SERVICES		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. IT Management Consulting Services- Project Manager for RTTT Data Center Systems Implementation and Operations (Each Master Contractor can submit up to one (1) candidate for the RFR)			
Anticipated start date	January, 2013		
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	Dec. 26, 2012	Due Date: mm/dd/yyyy	January 15, 2013
		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.		
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 and Assessment		
Agency POC Name:	Deborah Harris Procurement Officer	Agency POC Phone Number:	410-767-0118
Agency POC Email Address:	dharris@msde.state.md.us	Agency POC Fax:	410-333-8723
Agency POC Mailing Address:	Maryland State Department of Education 200 West Baltimore Street- RM 220 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 is increasing the kinds of student data collected and analyzed and is in the process of developing new data reporting systems and a new virtual and hardware based platforms in a new data center. To help MSDE achieve this aim, there is an increased need for additional specialized data center implementation and operations management.</p> <p>The objective of this Request for Resume (RFR) is to acquire the services of one (1) experienced data center operations manager to oversee the implementation of new Race to the Top systems, manage operations staff, and the implementation of standard operations methods and procedures.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>1. IT Management Consulting Services- Project Manager for RTTT Data Center Systems Implementation and Operations</p>	<ol style="list-style-type: none"> 1. The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. 2. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. 3. Acts as a facilitator between a State agency and IT contractor. 4. Is responsible for ensuring that work performed under TOs is within scope, consistent with requirements, and delivered on time and on budget. 5. Identifies critical paths, tasks, dates, testing, and acceptance criteria. 6. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). 7. Monitors issues and provides resolutions for up-to-date status reports. 8. Demonstrates excellent writing and oral communications skills. 9. Manages operations staff 10. Ensures all systems are operational and maintained 11. Works as coordinating liaison between MSDE and

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	<p>DPSCS technical operations teams. 12. Implements new application, database, network, security, backup and recovery, disaster recovery, and storage solutions in the data center.</p>
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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>1. IT Management Consulting Services- Project Manager for RTTT Data Center Systems Implementation and Operations</p>	<p>For minimum requirements, see CATS II Labor Category Number 1, Project Manager in addition to the following criteria.</p> <ul style="list-style-type: none"> • Education - BS in computer science, MS preferred. • Data center management experience to include: <ul style="list-style-type: none"> ○ Minimum of 5 years verifiable experience with data center operations system administration management ○ Minimum of 5 years verifiable experience with data center operations database management ○ Minimum of 5 years verifiable experience with data center operations network management ○ Minimum of 5 years verifiable experience with data center operations security management ○ Minimum of 5 years verifiable experience with developing and implementing data center operations and help desk procedures. ○ Minimum of 5 years verifiable experience with data center operations implementing new virtual environments, production environments, backup and recovery systems, and disaster recovery systems. ○ Minimum of 5 years verifiable experience with managing EMC, CISCO, and Oracle hardware.

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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:
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- **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 references that can be contacted for performance verification of the submitted consultant(s) work experience and skills. Telephone number and email address of reference is needed.

Email 2 with "Financial": Master Contractor Name, RFR number & candidate name and in the subject line

- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- 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

2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal

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 15 OBIEE technical questions

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
RFR # R00B9200198**

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
RFR # R00B9200198**

(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)
1. IT Management Consulting Services -RTTT Project Manager	\$	*1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

*To be used for evaluation purposes

VENDOR'S NAME _____ FIN _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.