

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R62B9200013		
Functional Area (Enter One Only)	FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING		
Position Title/s or Service Type/s (Short term staff or PMP)			
65. Systems Design Engineer – Higher Education Data Collection and Database Analyst (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	February 2012		
Duration of assignment	Six Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	December 16, 2011	Due Date:	January 13, 2012
		Time (EST): 02:00 pm	2:00 PM
Place of Performance:	Maryland Higher Education Commission 6 North Liberty Street, Ground Suite 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 Higher Education Commission Office of Information Systems		
Agency POC Name:	La Juan Lee Procurement Officer	Agency POC Phone Number:	410-767-3090
Agency POC Email Address:	llee@mhec.state.md.us	Agency POC Fax:	410-332-0250
Agency POC Mailing Address:	Maryland Higher Education Commission 6 North Liberty Street, Ground Suite Baltimore, MD 21201		
Section 3 – Scope of Work			

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Background

The Maryland Higher Education Commission (MHEC) is the State's coordinating and planning agency for higher education. The Commission maintains a higher education information system, called the Maryland Annual Collection (MAC), which annually collects numerous surveys from 60 public and independent Maryland colleges. This COBOL based legacy system runs on an HPe3000 minicomputer. There are six systems in place to collect a variety of information based on aggregate data and individual records for student enrollment, degree, employee, high school graduate, transfer and financial aid data. The data are edited and processed into statewide data sets and used as a data resource for in-State institutions, the Commission, the higher education community for policy and research studies and for extensive reporting. The data from this system has been, and will continue to be used across organizational lines by the Maryland State Department of Education and Department of Labor, Licensing and Regulation, for high-school graduate performance in college, workforce development and for implementation of the Maryland Longitudinal Data System (MLDS).

In addition to the legacy system, the Commission has provided a secure web site for institutions to securely download and upload data files and software tools required for these systems. This web site was developed and implemented using visual basic, interactive web applications and MS Access.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1) Software Systems Design Engineer that has experience with higher education collection systems, COBOL legacy system migrations and upgrading structures to Oracle system architectures.** The design engineer must have experience in analyzing COBOL software systems, preparing functional requirements, developing and implementing data transfer systems for higher education collections and developing overall system architectures. The Systems Design Engineer will analyze current program applications and data collections, devise a plan for application and data migration, make recommendations and design the upgraded system architecture, perform solution presentations, develop functional requirements and provide supporting documents. This data gathering will be used for a vendor solicitation to develop software to upgrade to an Oracle environment. In addition, the engineer will perform a cost and resource analysis to determine an overall budget for the upgraded system. The outcomes of the system and cost analysis must be documented in a Comprehensive System Architecture Strategy Document to be used for system guidance and direction.

The candidate must demonstrate all aspects of proper communication skills, both verbal and non-verbal, must articulate clear and concise responses to the interview questions and possess good interpersonal communication skills and proper attire.

Job Description/s

**Position Title/s or Service Type/s
(From Section 1 Above)**

Duties / Responsibilities

65. Systems Design Engineer - Higher Education Data Collection and Database Analyst

1. Analyze existing COBOL application system architecture with reusable components identified.
2. Devise a plan for software application and data migration into an Oracle environment
3. Recommend and design an upgraded higher education information system architecture which includes but not limited to software applications,

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	<p>performance, data structures, iterative plans and road maps, data storage and reporting needs.</p> <ol style="list-style-type: none"> 4. Work with MHEC technical team in functional requirements gathering and documentation of these requirements. 5. Have consistent meetings with MHEC technical staff and provide written documentation 6. Make executive solution presentations. 7. Present a final Comprehensive System Architecture Strategy Document.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>65. Systems Design Engineer – Higher Education Data Collection and Database Analyst</p>	<p>For minimum requirements, see CATS II Labor Category number 65 for Systems Design Engineer.</p> <p>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 1. EDUCATION – BS REQUIRED, WITH MS PREFERRED IN COMPUTER SCIENCE 2. Minimum of six (6) years of experience planning, designing, building, and implementing IT systems, relational databases, data warehouses, and batch data collection/transfer applications. 3. Minimum of six (6) years experience with higher education student data systems and data warehouses in Oracle or SQL-server. 4. Minimum of four (4) years of experience analyzing user requirements and translating them into system designs using various design tools and techniques. 5. Minimum of four (4) years experience with analyzing and selecting systems based on user requirements for higher education data. 6. Minimum of four (4) years experience preparing software requirements and specification documents. 7. Experience with applications development in COBOL and HP systems. 8. Experience with web-based application and business intelligence solutions.

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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)

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

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 qualifications in Section 3 to be considered for an interview.

2. Candidate interview will be ranked based on technical questions

3. Price rankings of the proposals

4. References

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
SYSTEMS DESIGN ENGINEER
Higher Education Data Collection and Database Analyst
RFR # R62B9200013**

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

<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
SYSTEMS DESIGN ENGINEER
Higher Education Data Collection and Database Analyst
RFR # R62B9200013**

(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)
65. Systems Design Engineer	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS _____

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.