Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply

Section 1 – General Information	
RFR Number: **(Reference BPO Number)**	R00B4400079
Functional Area **(Enter One Only)**	FUNCTIONAL AREA TWO – WEB AND INTERNET SYSTEMS

LABOR CATEGORY/S	
APPLICATIONS PROGRAMMER	
Anticipated Start Date	December 1, 2013.
Duration of Assignment	Not to exceed 6 months
Designated Small Business Reserve?(SBR): **(Enter "Yes" or "No")**	No

MBE Goal, if applicable		0%

Issue Date: mm/dd/yyyy	October 25, 2013	**Due Date:** mm/dd/yyyy	November 18, 2013
		Time (EST): 00:00 am/pm	No later than 2:00 PM EST

Place of Performance:	Maryland State Department of Education (MSDE) Division of Curriculum 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.
Special Invoicing Instructions:	Standard invoicing procedures for the CATS + Master Contract.

Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland State Department of Education / Division of Curriculum, Assessment and Accountability		
Agency PO Name:	Dorothy Richburg Procurement Officer	**Agency PO Phone Number:**	410-767-0628
Agency PO Email Address:	drichburg@msde.state.md.us	**Agency PO Fax:**	410-333-2017
Agency PO Mailing Address:	Same as above		

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Section 3 – Scope of Work
Agency / Project Background

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 state actions for PK12 and P20W longitudinal data systems established by the Data Quality Campaign (see www.dataqualitycampaign.org for additional information).

With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE with the P20W partners are enhancing student, teacher, higher education, and work force data that is blended and analyzed. To help MSDE and its P20W partners achieve this aim, The Division of Curriculum, Assessment, and Accountability is participating in the collaborative development of a new data warehouse with an ETL data transfer subsystem. MSDE is currently using Oracle 11G R2 Relational Database Management System (RDBMS) and Oracle Warehouse Builder (OWB) suite of tools. As a result of this new collaborative project, Curriculum, Assessment, and Accountability has a need for a specialized Oracle Web Center developer with experience in higher education data, PK12 data, and/or work force data to create user application interfaces for Private Career School (PCS) and Institutes of Higher Education (IHE) user communities.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1) Oracle Web Center** Application Programmer with extensive **version 11.1.1.5** experience to create user web application interfaces.

Job Description/s	
Labor Category/s **(From Section 1 Above)**	**Duties / Responsibilities**
Labor Category – Applications Programmer	1. Work with business users to develop website requirements 2. Develop website page navigation charts 3. Develop, test and implement Oracle Web Center solution into the P20W production environments 4. Operate, manage and maintain Oracle Web Center solutions 5. Develop dynamic webpage to Oracle 11G R2 database connectivity 6. Integrate Oracle LDAP access protocols into the Web Center environment for SSO (Single Sign On) and work with the security operations center (SOC) staff to define and validate LDAP roles as they apply to WebCenter access and security 7. Provide thorough Web Center testing prior to migration to production to include regression testing 8. Design, develop, test and implement Web Center backup and recovery and DR (disaster recovery) solutions for Web Center implementations 9. Monitor Web Center activity and provide performance enhancements to maintain Web Center solutions within tolerances of all Service Level Agreements (SLAs) 10. Troubleshoot and provide support for Web Center issues and work with the State Helpdesk support teams to resolve issues with Web Center solutions. 11. Maintain strong security for Web Center solutions 12. Participate in any required COOP exercises

Minimum Qualifications
For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below. **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
Labor Category – Applications Programmer	**For minimum requirements, see CATS + Labor Category Applications Programmer in addition to the following:** **EDUCATION:** 1. A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **GENERAL EXPERIENCE:** 2. Must have five (5) years of computer experience in information systems design 3. A minimum of three (3) years of object oriented software development experience designing, building and deploying custom application solutions required 4. A minimum of five (5) years designing and implementing web portals using standard development languages, technologies, and development methods including: HTML/XHTML, SQL, PL/SQL, XML, and Java 5. A minimum of four (4) years of experience conducting software requirements mapping; application configuration and testing; and application interface design & testing 6. A minimum of three (3) years experience with Oracle Web Center Portal implementation, integration, operations, and management in a secure data center environment **SPECIALIZED EXPERIENCE:** 7. At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives 8. A minimum of three (3) years experience with any combination of work with Personally Identifiable Information (PII) data and compliance with the Family Educational Rights and Privacy Act (FERPA) and/or Payment Card Industry (PCI) compliance. 9. A minimum of one (1) year of experience providing FERPA compliance for a publically facing education website 10. A minimum of three (3) years experience using Oracle 11G RDBMS API's (e.g. ODBC & JDBC) in support of web interface database connectivity 11. A minimum of two (2) years experience using Oracle LDAP integration with web services to control access to web pages and content 12. A minimum of two (2) years experience providing audit support from Oracle Web Center logs

	13. A minimum of one (1) year of experience working at a State or Local Education Agency 14. Experience with intrusion detection testing and remediation

Preferred Qualifications
The additional Experience/Knowledge/Skills listed below are preferred by the State.

N/A	

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+ 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 of 2 with "Technical": Master Contractor Name, RFR number, & candidate name in the subject line
- Resume for each labor category described in the RFR (Attachment 1)
- Three (3) 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 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line
- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
- Living Wage Affidavit (Attachment I in the CATS+ RFP)

List any other required documents to be submitted by Master Contractors, for example, copies of professional certifications, school / training transcripts, company references, etc.

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. Three (3) **current** references that can be called for performance verification of the submitted consultant(s) work experience and skills

Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:
(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

The Agency PO 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 PO will initiate and deliver a Task Order 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 # R00B4400079

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for

Labor Category:	**APPLICATIONS PROGRAMMER**

Candidate Name:

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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts 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]**	*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>			

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LABOR CATEGORY PERSONNEL RESUME SUMMARY
(ATTACHMENT 1 CONTINUED)
*"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?

LABOR CATEGORY TITLE – 10 – Applications Programmer	
Requirement	**Candidate Relevant Experience ***
Education: • A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred.	**Education:**
General Experience: • Must have five (5) years of computer experience in information systems design • A minimum of three (3) years of object oriented software development experience designing, building and deploying custom application solutions required • A minimum of five (5) years designing and implementing web portals using standard development languages, technologies, and development methods including: HTML/XHTML, SQL, PL/SQL, XML, and Java • A minimum of four (4) years of experience conducting software requirements mapping; application configuration and testing; and application interface design & testing • A minimum of three (3) years experience with Oracle Web Center Portal implementation, integration, operations, and management in a secure data center environment	**General Experience:**
Specialized Experience: • At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives • A minimum of three (3) years experience with any combination of work with Personally Identifiable Information (PII) data and compliance with the Family Educational Rights and Privacy Act (FERPA) and/or Payment Card Industry (PCI) compliance. • A minimum of one (1) year of experience providing	**Specialized Experience:**

FERPA compliance for a publically facing education website • A minimum of three (3) years experience using Oracle 11G RDBMS API's (e.g. ODBC & JDBC) in support of web interface database connectivity • A minimum of two (2) years experience using Oracle LDAP integration with web services to control access to web pages and content • A minimum of two (2) years experience providing audit support from Oracle Web Center logs • A minimum of one (1) year of experience working at a State or Local Education Agency • Experience with intrusion detection testing and remediation	

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

_____   _____   _____
Print Name   Signature   Date

Proposed Individual:

_____   _____
Signature   Date

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RFR PRICE PROPOSAL
Applications Programmer - Web Center
RFR #R00B4400078

(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	$	***1,040 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 less.

VENDOR'S NAME_____

ADDRESS_____

CITY, STATE AND ZIP CODE_____

TELEPHONE NO._____ FAX NO._____

FIN_____ DUNS 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+ Master Contract.