



200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • msde.maryland.gov

**Amendment #1
To
TO Request For Proposals (TORFP)
Request for Resume(s) RFR R00B7400054 – FA 17
Released November 18, 2016**

Dear Prospective Offerors:

The following amendment is being released to:

1. Answer Questions

The deadline for submission of proposals was extended until December 30, 2016 at 2:00 pm.

What is the total budget limitation of this RFR? **This is a CATS + Task Order RFR. MSDE does not have a budget to disclose for this project.**

Please share the details of the incumbent or vendor currently providing the same services along with last year's expenditure? **There is no incumbent. These are new positions.**

Kindly confirm if telephonic interviews will be allowed for non-local candidates?

All interviews must take place in the same manner. The manner has not been determined yet as there are several considerations involved. Final interviews will take place in person.

Is there an incumbent for the subject RFR? **No**

You must acknowledge the addendum with your proposal. Please return page 2.

All communication for this solicitation must be directed to the Procurement Officer.

Thank you.

**Amendment #1
To
TO Request For Proposals (TORFP)
Request for Resume(s) RFR R00B7400054 – FA 17
Released November 18, 2016**

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



Karen B. Salmon, Ph.D.
State Superintendent of Schools

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Amendment #2
To
TO Request For Proposals (TORFP)
Request for Resume(s) RFR R00B7400054 – FA 17
Released November 18, 2016

Dear Prospective Offerors:

The following amendment is being released to:

1. Answer Questions

The deadline for submission of proposals was extended until December 30, 2016 at 2:00 pm.

Is MSDE planning to make one award to one vendor or pick the 2 best candidates from all responses irrespective of whether they are from one vendor or 2 different vendors?

MSDE intends to award to two candidates. They may be from the same vendor or they may be from 2 vendors. Vendors must submit each candidate individually on the documents provided with the RFR- Candidate #1 on 1A and 2A and Candidate #2 (if applicable) on 1B and 2B.

Can a vendor submit only candidate or should the response **MUST** include 2 candidates?

A vendor may submit one candidate or they may submit two candidates. That is the decision of the Offeror.

You must acknowledge the addendum with your proposal. Please return page 2.

All communication for this solicitation must be directed to the Procurement Officer.

Thank you.

Amendment #2
To
TO Request For Proposals (TORFP)
Request for Resume(s) RFR R00B7400054 – FA 17
Released November 18, 2016

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



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Amendment #3
To
TO Request For Proposals (TORFP)
Request for Resume(s) RFR R00B7400054 – FA 17
Released November 18, 2016

Dear Prospective Offerors:

The following amendment is being released to:

Answer Additional Questions

1. MSDE is requesting two technical writers/research analysts to assist the Division of Curriculum, Assessments and Accountability. However, the RFR did not mention much about the Technical Writing responsibilities and focused more on the Data Analysis / Research work and the desire for them to have Tableau data visualization experience. **QUESTION:** Thus, within the RFR, there is no identifiable substantive context specific to Technical Writing, i.e. what is the “technical expectation” for the “writing skill(s)” requested, or does MSDE’s have a need for “skilled writers,” not necessarily “technical writers,” that can convey the Research Analysts/Data Analysts to be provided? **MSDE is looking for skilled writers, not necessarily ‘technical writers’, who can effectively interpret and communicate research findings through written communications. They should be able to write in a clear, concise and accurate language that can be understood by education professionals as well as the general public.**
2. XXXXX has found very few, if any, “technical writers” that have Tableau. **QUESTION:** Is being a “Technical Writer” part a mandatory skill? **MSDE is looking for skilled writers, not necessarily ‘technical writers’, who can effectively interpret and communicate research findings through written communications. They should be able to write in a clear, concise and accurate language that can be understood by education professionals as well as the general public.**
3. **QUESTION:** May XXXXX provide Research Analysts/Data Analysts that are both strong with data and Tableau, as well as have experience presenting their findings in Word, Excel, PowerPoint, or technical documentation, for a presentation method in addition to dashboard and visual methods using Tableau? **Yes, research/data analysts that are both strong with data and Tableau and who have experience presenting their findings in Word, Excel, PowerPoint, or technical documentation are of interest for this position. MSDE is looking for skilled writers, not necessarily ‘technical writers’ who can effectively interpret and communicate research findings through written communications. They should be able to write in a clear, concise and accurate language that can be understood by education professionals as well as the general public.**

4. **QUESTION:** Is it necessary that the Research Analysts/Data Analysts be summarized by non-technical writers? **MSDE is looking for skilled writers, not necessarily ‘technical writers’, who can effectively interpret and communicate research findings through written communications. They should be able to write in a clear, concise and accurate language that can be understood by education professionals as well as the general public.**

The deadline for submission of proposals was extended until December 30, 2016 at 2:00 pm.

You must acknowledge the addendum with your proposal. Please return page 3.

All communication for this solicitation must be directed to the Procurement Officer.

Thank you.

**Amendment #3
To
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(Print Name)

Signature _____ Date _____

Vendor _____

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