Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

<table>
<tr><td colspan="4" align="center">Section 1 –General Information</td></tr>
<tr><td>RFR Number:
(Reference BPO Number)</td><td colspan="3">R00B9200113</td></tr>
<tr><td>Functional Area
(Enter One Only)</td><td colspan="3">FUNCTIONAL AREA TWO – WEB AND INTERNET SYSTEMS</td></tr>
<tr><td colspan="4" align="center">Position Title/s or Service Type/s
(Short term staff or PMP)</td></tr>
<tr><td colspan="4">1. Applications Programmer - Race To The Top (RTTT) Oracle OBIEE Business Intelligence Analyst and Developer (Each Master Contractor can only submit one candidate for the RFR)</td></tr>
<tr><td>Anticipated start date</td><td colspan="3">Oct. 18, 2010</td></tr>
<tr><td>Duration of assignment</td><td colspan="3">Six Months</td></tr>
<tr><td>Designated Small Business Reserve?(SBR):
(Enter "Yes" or "No")</td><td colspan="3">No</td></tr>
<tr><td colspan="2">MBE goal, if applicable</td><td colspan="2">0%</td></tr>
<tr><td>Issue Date:
mm/dd/yyyy</td><td>Sept 21, 2010</td><td>Due Date:
mm/dd/yyyy</td><td>September 27, 2010</td></tr>
<tr><td></td><td></td><td>Time (EST):
00:00 am/pm</td><td>No later than 2:00 PM</td></tr>
<tr><td>Place of Performance:</td><td colspan="3">Maryland State Department of Education
Division of Accountability and Assessment
200 West Baltimore Street
Baltimore, MD 21201</td></tr>
<tr><td>Special Instructions:
(e.g. interview information, attachments, etc.)</td><td colspan="3">Interviews will be conducted by a panel of three persons using a standardized set of interview questions.</td></tr>
<tr><td>Security Requirements
(if applicable):</td><td colspan="3">Pass reference checks and obtain State ID Badge</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" align="center">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>Dorothy Richburg
Procurement Officer</td><td>Agency POC Phone Number:</td><td>410-767-0628</td></tr>
<tr><td>Agency POC Email Address:</td><td>drichburg@msde.state.md.us</td><td>Agency POC Fax:</td><td>410-333-2017</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>
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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 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.

With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE is increasing the kinds of student data collected and analyzed. To help MSDE achieve this aim, The Division of Accountability and Assessment is modernizing and enhancing its; (1) Educational Data Warehouse (EDW) and (2) associated data collection systems. As a result of a multitude of new projects within DAA, there is an increased need for additional specialized database and application administrator services to maintain, upgrade, install, patch, monitor, and participate in the enhancement of the existing servers, databases, ETL programs, Erwin ERDs and dimensional models, and data dictionaries that support, but not limited to, the following systems; (1) DAA EDW, (2) DAA ETL, (3) Standard Course System, (4) DAA Performance and Accountability Dashboards, (5) K12 Report Card, and other related applications and servers.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **one (1)** Oracle OBIEE BI Developers to develop Race to the Top performance and accountability data sets, dashboards, alerts, analytics, KPIs, and BI Publisher reports.

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Applications Programmer RTTT Oracle OBIEE BI Developer	· Requirements 1.4.1.1 - Review and document data structures, report data, and data quality processes of the educational data warehouse

· Requirements 1.4.1.1 - Map, compare, and gap the MSDE educational data warehouse data structures to national data models to identify areas for modification and/or improvement. Design new data structures for new RTTT reporting functionality.

· Requirements 1.4.1.1 - Prepare Component Impact Summary for the eleven data domains, and associated processes

· Design 1.4.1.2 - Participate with the MLDS team and document proposed data structure and processes changes based upon a redesign analysis |

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	· Design1.4.1.2 - Prepare a Design Change Impact analysis summary for each data domain and associated processes for the proposed changes to that domain, for data structures, analytics, reports, and data quality routines, and design (1) data sets from SAS, data sets from Oracle tables, (2) KPIs, (3) physical layer connections to data sources, (4) metadata business layer, (5) presentation layer, (6) dashboards with graphics, (7) analytics, (8) alerts, (9) BI Publisher reports, and (10) OLAP cubes for educational data from the Educational Data Ware house or other MLDS data sources. · Development 1.4.1.3 - Prepare a Development Strategy Summary for each data domain, for the proposed changes to that domain and associated processes, for data structures, analytics, reports, and data quality routines. · Development 1.4.1.4 - Define, prepare, and develop; (1) data sets from SAS, data sets from Oracle tables, (2) KPIs, (3) physical layer connections to data sources, (4) metadata business layer, (5) presentation layer, (6) dashboards with graphics, (7) analytics, (8) alerts, (9) BI Publisher reports, and (10) OLAP cubes for educational data from the Educational Data Ware house or other MLDS data sources. · Test 1.4.1.4 - Create test plan cases for each data domain, for the proposed changes to that domain, for analytics, reports, and data quality routines. · Testing 1.4.1.4.4 - Assist in testing change cases, and preparing test results, for each data domain, for the proposed changes to that domain, for analytics, reports, and data quality routines. · Implementation 1.4.1.4.5 - Assist in preparing conversion schedules, cut-over procedures, and cut-over component checklists. Implement OBIEE dashboards, BI Publisher reports, and Oracle OLAP cubes in a production environment that can support 300 users.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. RTTT Oracle OBIEE BI Developer	**For minimum requirements, see CATS II Labor Category for Applications Programmer. Preferred candidates will meet the following criteria:**

	· Education - BS in computer science.
	· Verifiable formal training courses in:
	o OBIEE reports, alerts, dashboard, and metadata design and development
	· Programming skills in SQL and PL/SQL
	· Work Experience:
	o Minimum of 3 years verifiable experience developing OBIEE dashboards, analytics, alerts, physical connect strings, business layer model with dimensions and hierarchies, presentation layer development, and role based security.
	o Minimum of 2 years verifiable experience developing BI Publisher reports.
	o Minimum of 2 years verifiable experience developing OLAP cubes.
	o Minimum of 2 years verifiable experience performing systems business and requirements analysis on data warehouse development projects.
	o Minimum of 2 years verifiable experience working with end-uses in defining and preparing system requirements, dashboard user interface design documents.
	o Minimum of 2 years verifiable experience translating user requirements into data structure designs to relational 3N form, and Oracle OLAP cubes
	o Minimum of 1 year OBIEE administration and management
	· Project experience in developing K-12 CTE, early childhood, or student OBIEE dashboards

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Section 4 - Required Submissions

NOTE:
- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site.
- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:
    o Resume for each position / service type described in the RFR (Attachment 1)
    o Price Proposal (Attachment 2 <u>or</u> 2A)
    o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
    o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
    o Living Wage Affidavit (Attachment I in the CATS II RFP)
    o **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) 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 skills in Section 3 to be considered for an interview.
2. Candidate's interview will be ranked based on 20 technical questions
3. Price rankings of the proposals
4. 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 # R00B9200113

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

RFR PRICE PROPOSAL
RFR # R0OB9200113

(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):			$

VENDOR'S NAME_____FIN_____

ADDRESS_____

CITY, STATE AND ZIP CODE_____

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.