

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200122		
Functional Area (Enter One Only)	FUNCTIONAL AREA TWO – WEB AND INTERNET SYSTEMS		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Senior Computer Programmer - Oracle Portal 10g Software Developer			
Anticipated start date	December 1, 2009		
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	October 22, 2010	Due Date: mm/dd/yyyy	October 29, 2010
		Time (EST): 00:00 am/pm	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.)	Structured interviews will be performed via phone		
Security Requirements (if applicable):	Pass reference checks		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland State Department of Education / Division of Accountability and Assessment		
Agency POC Name:	Dorothy M. Richburg, Procurement Officer	Agency POC Phone Number:	410-767-0628
Agency POC Email Address:	drichburg@msde.state.md.us	Agency POC Fax:	410-333-2017
Agency POC Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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Section 3 – Scope of Work	
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. 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 developer services to support our Oracle 10g and 11g OAS/portal.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of one (1) Oracle OAS 10g/11g Portal Software Developer specialist to develop a standardized portal user interface, custom portlets, manage portal security, and add content to the portal.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Oracle Portal 10g Software Developer	<ol style="list-style-type: none"> 1. Analyzes and understands user requirements. 2. Designs software and creates appropriate design documentation. 3. Writes portal and portlet application software code that includes integrating with security subsystems maintained in Oracle Portal OID application. 4. Adds portal content to portal pages. 5. Manages portal security. 6. Participates in application code review sessions. 7. Performs unit testing and support of quality assurance and user acceptance testing. 8. Puts code into production. 9. Creates technical documentation.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Oracle Portal 10g Software Developer	<p>For minimum requirements, see CATS II Labor Category for Senior Computer Programmer. Preferred candidates will meet the attached criteria:</p> <ol style="list-style-type: none"> 1. Education – BS OR MS DEGREE IN COMPUTER SCIENCE.

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	<ol style="list-style-type: none"> 2. Minimum of 8 years development experience in software development as a programmer. 3. Minimum of 5 years software development experience developing web sites or portals. 4. Minimum of 2 years software development experience with Oracle 10g portal creating custom portlets, managing security, adding content, and creating standardized portal templates. 5. Minimum of 5 years experience programming in SQL and PL/SQL. 6. Minimum of 5 years experience doing HTML web programming with Oracle 10g/11g databases.
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Section 4 - Required Submissions	
NOTE:	
<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> 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. One (1) reference 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)
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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 ranking will outweigh financial ranking.

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 # R00B9200122

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): Senior Computer Programmer
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
SENIOR COMPUTER PROGRAMMER
RFR #R00B9200122**

(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)
14. Senior Computer 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.