



**CONSULTING AND TECHNICAL SERVICES II (CATS II)  
TASK ORDER REQUEST FOR PROPOSALS (TORFP)  
EDUCATION DATA WAREHOUSE SUPPORT AND  
MAINTENANCE**

**CATS II TORFP # R00B9200131**

**Maryland State Department of Education  
Division of Accountability, Assessment and Data Systems**

**FRIDAY, JULY 1, 2011**

# TABLE OF CONTENTS

<b>KEY INFORMATION SUMMARY SHEET.....</b>	<b>4</b>
<b>NOTICE TO MASTER CONTRACTORS.....</b>	<b>5</b>
<b>PRE-PROPOSAL CONFERENCE INTENT TO ATTEND.....</b>	<b>6</b>
<b>SECTION 1 - ADMINISTRATIVE INFORMATION .....</b>	<b>7</b>
1.1    RESPONSIBILITY FOR TORFP AND TO AGREEMENT .....	7
1.2    TO AGREEMENT.....	7
1.3    TO PROPOSAL SUBMISSIONS.....	7
1.4    ORAL PRESENTATIONS/INTERVIEWS .....	7
1.5    CONFLICT OF INTEREST .....	7
1.6    NON-DISCLOSURE AGREEMENT .....	8
1.7    LIMITATION OF LIABILITY CEILING.....	8
1.8    CONTRACT MANAGEMENT OVERSIGHT ACTIVITIES .....	8
<b>SECTION 2 - SCOPE OF WORK .....</b>	<b>9</b>
2.1    PURPOSE.....	9
2.2    REQUESTING AGENCY BACKGROUND.....	9
2.3    ROLES, ASSIGNMENTS, AND RESPONSIBILITIES.....	10
2.3.1    ROLES.....	10
2.4    SYSTEM ENVIRONMENT.....	15
2.5    CONTRACTOR PERSONNEL .....	15
2.6    DELIVERABLES .....	22
2.6.1    DELIVERABLE SUBMISSION PROCESS .....	22
2.6.2    DELIVERABLE DESCRIPTIONS / ACCEPTANCE CRITERIA .....	24
2.7    REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES .....	25
2.8    INVOICING.....	26
2.8.1    INVOICE SUBMISSION PROCEDURE.....	26
2.9    CHANGE ORDERS .....	26
<b>2.10    TERM OF CONTRACT .....</b>	<b>27</b>
<b>SECTION 3 - TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS .....</b>	<b>28</b>
3.1    REQUIRED RESPONSE .....	28
3.2    FORMAT.....	28
3.2.1    TECHNICAL PROPOSAL.....	28
3.3    FINANCIAL RESPONSE .....	29
<b>SECTION 4 – TASK ORDER AWARD PROCESS .....</b>	<b>30</b>
4.1    OVERVIEW .....	30
4.2    TECHNICAL PROPOSAL EVALUATION CRITERIA.....	30
4.3    SELECTION PROCEDURES .....	30
4.4    COMMENCEMENT OF WORK UNDER A TO AGREEMENT .....	30
<b>ATTACHMENT 3 – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE.....</b>	<b>36</b>
<b>ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY .....</b>	<b>37</b>
<b>ATTACHMENT 5 – DIRECTIONS .....</b>	<b>39</b>
<b>ATTACHMENT 6 – NOTICE TO PROCEED .....</b>	<b>40</b>
<b>ATTACHMENT 7 – NON-DISCLOSURE AGREEMENT (OFFEROR).....</b>	<b>41</b>
<b>ATTACHMENT 8 – NON-DISCLOSURE AGREEMENT (TO CONTRACTOR).....</b>	<b>42</b>

**ATTACHMENT 9 – TO CONTRACTOR SELF-REPORTING CHECKLIST.....44**  
**ATTACHMENT 10 – LIVING WAGE AFFIDAVIT OF AGREEMENT .....47**  
**ATTACHMENT 11 – AGENCY ACCEPTANCE OF DELIVERABLE FORM.....48**  
**EXHIBIT A .....49**  
**APPENDIX A – PUBLIC REPORTING TIMELINES BY CONTENT.....52**  
**APPENDIX B - FEDERAL COMPLIANCE REPORTING TIMELINE.....54**

## KEY INFORMATION SUMMARY SHEET

This Consulting and Technical Services II (CATS II) Task Order Request for Proposals (TORFP) R00B9200131 is issued to obtain the services necessary to satisfy the requirements defined in Section 2 - Scope of Work. All CATS II Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Master Contractors choosing not to submit a proposal must submit a Master Contractor Feedback form. The form is accessible via your CATS II Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu. In addition to the requirements of this TORFP, the Master Contractors are subject to all terms and conditions contained in the CATS II RFP issued by the Maryland Department of Information Technology and subsequent Master Contract Project Number 060B9800035, including any amendments.

<b>TORFP Title:</b>	Education Data Warehouse Support and Maintenance
<b>Functional Area:</b>	Functional Area 5 – Software Engineering
<b>TORFP Issue Date:</b>	Friday, July 1, 2011
<b>Closing Date and Time:</b>	Tuesday, August 23, 2011 no later than 2:00 PM EST
<b>TORFP Issuing Agency:</b>	Maryland State Department of Education (MSDE) Division of Accountability, Assessment and Data Systems(DAADS)DS)
<b>Send Questions and Proposals to:</b>	Dorothy M. Richburg, Procurement Officer <a href="mailto:drichburg@msde.state.md.us">drichburg@msde.state.md.us</a>
<b>TO Procurement Officer:</b>	Dorothy M. Richburg, Procurement Officer Maryland State Department of Education 200 West Baltimore Street; Baltimore, MD 21201 Telephone: 410-767-0628; Fax: 410-333-2017 email: <a href="mailto:drichburg@msde.state.md.us">drichburg@msde.state.md.us</a>
<b>TO Manager:</b>	Janice Johnson, Branch Chief Maryland State Department of Education Division of Accountability, Assessment and Data Systems 200 West Baltimore Street; Baltimore, MD 21201 Telephone: 410-767-0025; Fax: 410-333-2017 <b>email:</b> <a href="mailto:jjohnson@msde.state.md.us">jjohnson@msde.state.md.us</a>
<b>TO Project Number:</b>	R00B9200131
<b>TO Type:</b>	Time and Material
<b>Period of Performance:</b>	Through May 31, 2014
<b>MBE Goal:</b>	0 percent
<b>Small Business Reserve (SBR):</b>	No
<b>Primary Place of Performance:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems 200 West Baltimore Street Baltimore, MD 21201
<b>TO Pre-proposal Conference:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems 200 West Baltimore Street, 8 <sup>th</sup> Floor, CR 6 Baltimore, MD 21201 Wednesday, July 27, 2011 @ 1:00 PM EST See Attachment 5 for directions.

## NOTICE TO MASTER CONTRACTORS

All CATS II Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Those Master Contractors deciding not to submit a TO Proposal are required to submit the reason(s) why per Section 3.1 of the TORFP. If you have chosen not to propose to this TORFP, you must complete and email this notice to the TO Procurement Officer. If you are submitting a TO Proposal, we also ask that you take a few minutes and provide comments and suggestions regarding the enclosed TORFP.

**TORFP Title: EDUCATION DATA WAREHOUSE SUPPORT AND MAINTENANCE**

**TORFP No.: R00B9200131**

1. If you have responded with a "not submitting Task Order Proposal", please indicate the reason(s) below:
  - ( ) Other commitments preclude our participation at this time.
  - ( ) The subject of the TORFP is not something we ordinarily provide.
  - ( ) We are inexperienced in the services required.
  - ( ) Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
  - ( ) The scope of work is beyond our present capacity.
  - ( ) Doing business with the State of Maryland is too complicated. (Explain in REMARKS section.)
  - ( ) We cannot be competitive. (Explain in REMARKS section.)
  - ( ) Time allotted for completion of a Task Order Proposal is insufficient.
  - ( ) Start-up time is insufficient.
  - ( ) Bonding/Insurance requirements are too restrictive. (Explain in REMARKS section.)
  - ( ) TORFP requirements (other than specifications) are unreasonable or too risky.  
(Explain in REMARKS section.)
  - ( ) Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
  - ( ) Payment schedule too slow.
  - ( ) Other: \_\_\_\_\_.
  
2. If you have submitted a Task Order Proposal, but wish to offer suggestions or express concerns, please use the Remarks section below.

Remarks:

---

---

Master Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**EDUCATION DATA WAREHOUSE SUPPORT AND MAINTENANCE  
TORFP #R00B9200131**

**PRE-PROPOSAL CONFERENCE INTENT TO ATTEND  
Print or Type**

**NAME OF COMPANY:**

**ADDRESS OF COMPANY:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

**EXPECTED NUMBER OF ATTENDEES:**

**NAME OF PRIMARY CONTACT FOR  
PURPOSES OF SENDING INFORMATION:**

**If you are unable to attend the Pre-Proposal conference or submit a proposal, for this project,  
please fill out the bottom portion of this letter and return to:**

**Maryland State Department of Education  
Attention: Dorothy M. Richburg, Procurement Officer  
200 West Baltimore Street  
Baltimore, Maryland 21201**

**I \_\_\_ will \_\_\_ will not attend the pre-proposal conference**

**I \_\_\_ will \_\_\_ will not submit a proposal for this project. If not, please explain:**

**\_\_\_ Too busy at this time                      \_\_\_ Not engaged in this type of work  
\_\_\_ Site location too distant                \_\_\_ Project too large/small (circle one)  
\_\_\_ Other (specify)**

**Do you wish to receive solicitations for similar/other projects in the future?     \_\_\_ Yes \_\_\_ No**

**Signature \_\_\_\_\_ Company Name \_\_\_\_\_**

**Date \_\_\_\_\_ Telephone No. \_\_\_\_\_**

**Insert RFP# \_\_\_\_\_ Fax No. \_\_\_\_\_**

**Are you a member of the Small Business Reserve Program?     \_\_\_ Yes \_\_\_ No**

**Are you a MBE    Yes \_\_\_\_\_ No \_\_\_\_\_**

## **SECTION 1 - ADMINISTRATIVE INFORMATION**

### **1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT**

The TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement (TOA) scope issues, and for authorizing any changes to the TOA.

The TO Manager has the primary responsibility for the management of the work performed under the TOA; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the CATS II Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target (e.g., within scope) completion of the Scope of Work.

### **1.2 TO AGREEMENT**

Based upon an evaluation of TO Proposal responses, a Master Contractor will be selected to conduct the work defined in Section 2 - Scope of Work. A specific TOA, Attachment 2, will then be entered into between the State and the selected Master Contractor, which will bind the selected Master Contractor (TO Contractor) to the contents of its TO Proposal, including the price proposal.

### **1.3 TO PROPOSAL SUBMISSIONS**

The TO Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet above. The date and time of submission is determined by the date and time of arrival in the TO Procurement Officer's e-mail box. The TO Proposal is to be submitted via e-mail as two attachments in MS Word format. The "subject" line in the e-mail submission shall state the TORFP #R00B9200131. The first file will be the TO Proposal technical response to this TORFP and titled, "CATS II TORFP # R00B9200131 Technical". The second file will be the financial response to this CATS II TORFP and titled, "CATS II TORFP # R00B9200131 Financial". The following proposal documents must be submitted with required signatures as .PDF files with signatures clearly visible:

- Attachment 1 – Price Proposal
- Attachment 3 – Conflict of Interest Affidavit and Disclosure
- Attachment 10 – Living Wage Affidavit of Agreement

### **1.4 ORAL PRESENTATIONS/INTERVIEWS**

All Master Contractors and proposed staff will be required to make an oral presentation to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The Procurement Officer will notify Master Contractor of the time and place of oral presentations.

### **1.5 CONFLICT OF INTEREST**

The TO Contractor awarded the TOA shall provide IT technical and/or consulting services for State agencies or component programs with those agencies, and must do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 3 this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

## **1.6 NON-DISCLOSURE AGREEMENT**

Certain system documentation may be available for potential Offerors to review at a reading room at Maryland State Department of Education (MSDE). Offerors who review such documentation will be required to sign a Non-Disclosure Agreement (Offeror) in the form of Attachment 7. Please contact the TO Procurement Officer of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TOA in order to fulfill the requirements of the TOA. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement (TO Contractor) in the form of Attachment 8.

## **1.7 LIMITATION OF LIABILITY CEILING**

Pursuant to Section 27 (C) of the CATS II Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TOA amount.

## **1.8 CONTRACT MANAGEMENT OVERSIGHT ACTIVITIES**

The Department of Information Technology (DoIT) is responsible for contract management oversight on the CATS II Master Contract. As part of that oversight, DoIT has implemented a process for self-reporting contract management activities of CATS II Task Orders (TO). This process shall typically apply to active TOs for operations and maintenance services valued at \$1 million or greater, but all CATS II TOs are subject to review.

Attachment 9 is a sample of the TO Contractor Self-Reporting Checklist. DoIT will send initial checklists out to applicable TO Contractors approximately three months after the award date for a TO. The TO Contractor shall complete and return the checklist as instructed on the checklist. Subsequently, at six month intervals from the due date on the initial checklist, the TO Contractor shall update and resend the checklist to DoIT.



## SECTION 2 - SCOPE OF WORK

### 2.1 PURPOSE

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](http://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 moving forward to increase the kinds of student data collected and analyzed. The enhanced data collection and reporting will meet new Federal reporting requirements, and help Local Education Agencies (LEA's) design curriculums that ready students to meet their post-secondary goals.

The objective of this Task Order RFP (TORFP) is to acquire the services of a Senior Information Technology Architect data warehouse (DWH) Data Modeler and a Project Manager. The Senior Information Technology Architect DWH Data Modeler and Project Manager will work with the Division of Accountability, Assessment and Data Systems (DAADS). The Senior Information Technology Architect DWH Data Modeler will support and maintain the existing MSDE EDW to meet federal and state compliance reporting. The Project Manager will manage the work performed under the task order and identify issues and risks. The Project manager will make recommendations for possible issues and risk mitigation strategies and ensures the work performed under the task order is within scope, consistent with requirements and delivered on time and on budget.

If TO Contractor is required to perform additional work, or there is a work reduction due to unforeseen scope changes, the TO Contractor and TO Manager shall negotiate a mutually acceptable modification to the contract based on the TO Contractor's Master Contract and scope of the work change. No scope of work modification shall be performed until a change order is approved by the TO Manager and DoIT and executed by the TO Procurement Officer.

### 2.2 REQUESTING AGENCY BACKGROUND

The MSDE is a State agency that was established in 1916, and is overseen by The State Board of Education, to provide for the "general care and supervision of public education" in Maryland. MSDE is currently made up of 16 Divisions that oversee, develop, and support the delivery of PreK-12 education through 24 county schools systems.

This TORFP request is being issued by the MSDE's DAADS. DAADS is responsible for overseeing the collaborative effort of several divisions within MSDE and local school systems to develop, administer, score, and report key student assessments. DAADS also (1) produces the Maryland School Performance Program's Annual Report Card that provides accountability performance information for the state, LEAs and schools, and (2) maintains the EDW containing data from local school systems that the annual report card is produced from.

MSDE's EDW is used to retrieve and analyze queries from the legislature, the public, and other MSDE stakeholders. This contract shall include: on-site and off-site technical support/troubleshooting; software upgrades, and enhancements to the following applications, systems and programs:

- Maryland School Assessment (MSA)
- Alternative Maryland School Assessment (AltMSA)
- Maryland High School Assessment (HSA)
- Teacher Qualifications
- Student attendance and enrollment
- Special Services Information
- English as a Second Language

- School Improvement Rewards and Recognition
- Adequate Yearly Progress of the federal No Child Left Behind Act
- Limited English Proficient students
- MSA and HSA results for special groups of students
- Race/Ethnicity/Gender Taxonomies
- Gifted and Talented students
- Other Factors: Wealth, Expenditures, Staff, and School Day/Year
- High School Completion Information
- Grade 12 Documented Decisions
- Graduation and Dropout Information
- College Readiness – SAT, ACT, PSAT, AP assessments
- Standardized Course Codes
- National Clearing House Post Secondary Enrollment
- Early Childhood Information

## **2.3 ROLES, ASSIGNMENTS, AND RESPONSIBILITIES**

### **2.3.1 ROLES**

#### **Senior Information Technology Architect**

The role of the Senior Information Technology Architect is to support and maintain the EDW throughout the System Development Life Cycle (SDLC) data warehouse lifecycle.

The general description of this role is as follows:

Supplies expertise in modeling and organizing information to facilitate support of projects or information architectures utilizing the most current principles and practices of architecture data management systems.

This position is both a designer and developer position dealing with state-of –the-art technologies, databases, reporting systems, and Extract, Transform and Load (ETL) software. Typical CATS II labor categories and qualification that may meet the requirements of this position include, but are not limited to:

- #38 – Senior Information Technology Architect

#### **Duties:**

1. Review and document data structures, data sources, ETL processes, quality routines of the EDW
2. Map, gap, and compare the MSDE EDW data structures to national data models to identify areas for modification or improvement
3. Assist in the preparation of the Component Impact Summary for the eleven data domains to modify data structures, data sources, ELT processes, quality routines of the EDW
4. Participate with the DAADS team to analyze and propose new or changes to data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities
5. Assist in the preparation of the Design Change Component Summary summary for each data domain, for the proposed changes to that domain, for data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities
6. Assist in the preparation of development and conversion strategies, and documentation, for modifying or creating new data structures, ETL programs, transformations, indexes, data staging areas, summary tables,

and data quality routine based upon redesign activities. Develop strategies for data acquisitions, archiving, recovery, and implementation of a reporting database on an enterprise level.

7. Define, prepare, develop, document data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities for each of the data domains as needed for the EDW.
8. Define, prepare, develop, and document conversion routines for data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities
9. Create test plan cases and documentation for each data domain, for the proposed changes to that domain, for its data structures, data, ETL programs, and data quality routines.
10. 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.
11. Assist in preparing conversion schedules, cut-over procedures, and cut-over component checklists
12. Assist in conversion and cut-over procedures to implement changes to data structures, data, ETL programs, and data quality routines and document the results. Assist in the quality assurance activities to verify successful conversion before system goes live.

**Education:** Bachelor's Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or a related field. Master's degree preferred.

**General Experience:** At least ten (10) years experience planning, designing, building, and implementing IT systems.

**Specialized Experience:** At least five (5) years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions and be a recognized expert within the IT industry. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.

#### **TO Contractor Minimum Qualifications – Senior Information Technology Architect**

The following minimum qualifications are mandatory. The Master Contractor's Sr. IT Architect must demonstrate expertise in the following:

- Education: BS or MS in computer science or information systems.
- Ten (10) years of data warehousing design and development knowledge
- Six (6) years of Informatica 8.x ETL development and administration
- Four (4) years of working with Oracle 9ig or higher
- Four (4) years of working with Erwin modeling tool
- Four (4) years or higher programming in SQL,PL/SQL, HTML
- Four (4) years of Entity Relationship Diagram and dimensional data modeling
- Documented experience in:
  - Informatica Data Integration Certification, or documented equivalent
  - ETLs process design, development, and performance tuning
  - Data modeling using ERD and dimensional models for highly conformed data marts, relational operational data stores, and star-schemas. Knowledge of Kimball, Hybrid, and Inmon approaches to data warehouses design

- Oracle DBA skills with and ability to define indexes, create and edit tables, monitor Oracle performance
- Informatica 8.x system administrator skills and training
- Data warehouse design and development
- General Work Experience: Minimum of ten (10) years experience planning, designing, building, and implementing data warehouses using Informatica creating ETL and data quality programs, and developing data warehouse structures.
- General Industry Experience: K-12 or Higher Education industry data warehousing experience
- Communication Skills: Fluent in speaking will be assessed during the interview process. Minimum of five (5) years verifiable experience working with end-users in defining and preparing detail specifications for data warehouses, ETL programs, and quality routines.

### **Project Manager**

The role of the TO Contractor Project Manager is to act as a facilitator between MSDE and the TO Contractor. The project manager manages the EDW support and maintenance project and the work performed under task order.

The general description of this role is as follows:

Manages the project and the work performed under the task order. Identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Ensures the work performed under the task order is within scope, consistent with requirements and delivered on time and on budget.

Typical CATS II labor categories and qualification that may meet the requirements of this position include, but limited to:

- #2 – Project Manager

### **Duties:**

1. Develops and then maintains the Work Breakdown Structure (WBS) on MSDE EDW activities using Microsoft Project 2007 on a weekly basis. Prepares a Project Management Plan document that meets the State SDLC methodology under the Planning Phase. It must document project scope, tasks, schedules resources and any interrelationships with other projects. The plan must detail the functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling. It must include a work breakdown structure for the project using Microsoft Project 2007 or higher. The plan must have a change management section to define the process to address project scope changes. It must be revised at the end of each phase of the SDLC.
2. All meetings between MSDE staff and the TO Contractor require a Meeting Minutes to be completed and approved by the TO Manager.
3. Prepares a monthly status report for MSDE of the project five (5) business days after the end of each month. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
4. Prepares for the TO Manager a quarterly status report five (5) business days after the end of each calendar quarter.
5. Manages Change Control, Issues escalation and resolution, schedule, costs, and resources as defined in the project management plan
6. Ensures appropriate product-related training and documentation are developed and made available to customers through project team meetings
7. Develops and utilizes a Communications Plan for project.

8. Prepares a Risk Management Plan document that meets the State SDLC methodology under the System Concept Development Phase.

**Education:** Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master’s degree or project management certification preferred.

**General Experience:** At least five (5) years of experience in project management.

**Specialized Experience:** At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.

Labor category information provided above is for guidance to provide the TO Contractor in preparing a response to this TORFP. Any submission must specially meet the skills requirements outlined in this TORFP in Sections 2.3.3 and 2.5.

**To Contractor Minimum Qualifications - Project Manager**

- Education: BS or MS in computer science, information systems, engineering, business or other related discipline.
- Documented experience in:
  - Managing three (3) successful IT related projects that were delivered on time and on budget.
- General Work Experience: At least five (5) years of experience in project management
- Communication Skills: Fluent in speaking and writing English. Minimum of five (5) years verifiable experience managing IT projects.

**2.3.2 MANAGING WORK ASSIGNMENTS**

The development method for this project will be SDLC methodologies with work assignments following the work tasks outlined in the Master Project Plan. Work assignments will be reviewed and adjusted on a daily basis by the MSDE Project Manager.

**2.3.3 RESPONSIBILITIES**

The responsibilities of the Senior IT Architect and the Project Manager are listed in Tables 2.3.3-1 and 2.3.3-2 below respectively.

<b>Table 2.3.3-1 Senior IT Architect</b>	
<b>SDLC Phase</b>	<b>Responsibilities</b>
Requirements 1.4.1.1	Review and document data structures, data sources, ELT processes, quality routines of the EDW
Requirements 1.4.1.1	Map, gap, and compare the MSDE EDW data structures to national data models to identify areas for modification or improvement
Requirements 1.4.1.1	Assist in the preparation of the Component Impact Summary for the eleven data domains to modify data structures, data sources, ELT processes, quality routines of the EDW
Design 1.4.1.2	Participate with the DAADS team to analyze and propose new or changes to data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities
Design 1.4.1.2	Assist in the preparation of the Design Change Component Summary summary for each data domain, for the proposed changes to that domain, for data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities

Development Planning 1.4.1.3	Assist in the preparation of development and conversion strategies, and documentation, for modifying or creating new data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon redesign activities. Develop strategies for data acquisitions, archiving, recovery, and implementation of a reporting database on an enterprise level.
Development 1.4.1.4	Define, prepare, develop, document data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon a redesign activities for each of the data domains as needed for the EDW.
Conversion 1.4.1.4.3	Define, prepare, develop, and document conversion routines for data structures, ETL programs, transformations, indexes, data staging areas, summary tables, and data quality routine based upon redesign activities
Test Planning 1.4.1.4.4	Create test plan cases and documentation for each data domain, for the proposed changes to that domain, for its data structures, data, ETL programs, 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
Implementation 1.4.1.4.5	Assist in conversion and cut-over procedures to implement changes to data structures, data, ETL programs, and data quality routines and document the results. Assist in the quality assurance activities to verify successful conversion before system goes live.

**Table 2.3.3-2  
Project Manager**

<b>SDLC Phase</b>	<b>Responsibilities</b>
Planning 1.4.1.5.1	Develops and then maintains the Work Breakdown Structure (WBS) on MSDE EDW activities using Microsoft Project 2007 on a weekly basis. Prepares a Project Management Plan document that meets the State SDLC methodology under the Planning Phase. It must document project scope, tasks, schedules resources and any interrelationships with other projects. The plan must detail the functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling. It must include a work breakdown structure for the project using Microsoft Project 2007 or higher. The plan must have a change management section to define the process to address project scope changes. It must be revised at the end of each phase of the SDLC.
Entire SDLC 1.4.1.5.2	All meetings between MSDE staff and the TO Contractor require a Meeting Minutes to be completed and approved by the TO Manager.
Monthly Status 1.4.1.5.3	Prepares a monthly status report for MSDE of the project five (5) business days after the end of each month. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
Quarterly Status 1.4.1.5.4	Prepares for the TO Manager a quarterly status report five (5) business days after the end of each calendar quarter.
As Needed 1.4.1.5.5	Manages Change Control, Issues escalation and resolution, schedule, costs, and resources as defined in the project management plan
Design – Test 1.4.1.5.6	Ensures appropriate product-related training and documentation are developed and made available to customers through project team meetings
Planning 1.4.1.5.7	Develops and utilizes a Communications Plan for project.
Concept 1.4.1.5.8	Prepares a Risk Management Plan document that meets the State SDLC methodology under the System Concept Development Phase.

## 2.4 SYSTEM ENVIRONMENT

The EDW system is a distributed, multi-tier system. Several Oracle databases are hosted in a multi-server Dell environment. Educational data is inserted into the Oracle databases via Informatica ETL programs. Reports and data analysis is performed using COGNOS C8 BI, and SAS 10. Table 2.4 lists the current EDW components.

<b>Table 2.4 EDW Components</b>	
<b>EDW Components</b>	<b>Component Description</b>
Hardware Platforms	Dell R900 – 64 Bit
Operating System(s)	Windows 2008 Windows 2003
Databases	Oracle 10g/11g SQL Server 2008
Middleware/Webserver	Oracle OAS MS IIS 7 Apache Server
ETL system	Informatica 8.5/8.6
Analytics/Reporting Tools	COGNOS C8 BI 8.4 SAS 10
Storage	Dell/EMC SAN
Network	TCP/IP
Development tools	Erwin Data Modeler SQL PL/SQL Toad or SQL Developer Oracle Designer Java HTML APEX HP Load Runner

## 2.5 CONTRACTOR PERSONNEL

### 2.5.1 PROFESSIONAL SKILLS AND EXPERIENCE

<b>Table 2.5.1 Senior IT Architect</b>			
<b>SDLC/WBS#</b>	<b>Required Skills Requirements to Perform Responsibilities</b>	<b>Responsibilities</b>	<b>Deliverable ID # From Section 2.6.2 Below</b>
Requirement Analysis 1.4.1.1	Ability to read ERD and dimensional models and trace data lineage to reports and processes  Understanding of primary, foreign, compound, and surrogate keys and how to structure them	Review and document data structures, ETL processes, and data quality routines of the EDW	Not applicable

**Table 2.5.1**

**Senior IT Architect**

<b>SDLC/WBS#</b>	<b>Required Skills Requirements to Perform Responsibilities</b>	<b>Responsibilities</b>	<b>Deliverable ID # From Section 2.6.2 Below</b>
	<p>Ability to read and write SQL code</p> <p>Ability to use TOAD or SQL Developer to access Oracle databases and view tables structures</p>		
Requirement Analysis 1.4.1.1	<p>Knowledgeable in NCES data models with experience in performing gap analysis to identify potential data set modifications and enhancements.</p> <p>Ability to use ERWIN to create new ERD and dimensional models, and perform reverse engineering on existing data structures.</p>	Map and gap/compare the MSDE EDW data structures to national data models to identify areas for modification or improvement	1.4.1.1-1 Gap Analysis Document with conceptual dimensional models
Requirement Analysis 1.4.1.1	Ability to use MS Word with four (4) years experience in preparing functional requirements specifications.	Prepare Component Impact Summary for the eleven data domains	1.4.1.1-2 Component Impact Summary that lists EDW components that will require changes including data structures, reports, statistical analyses, ETLs, data quality routines, data collection routines
Design 1.4.1.2	Ability to use ERWIN to create new ERD and dimensional models. Ability to use Oracle database language to build, create, and modify statements to create new, and modify, existing data structures.	Participate with the team and document proposed data structure changes based upon a redesign activities	1.4.1.2-3 ERD and conceptual dimensional models per data domain to be changed
Design 1.4.1.2	Ability to use MS Word with four (4) years experience in preparing functional requirements and detail design specifications for data base designs	Assist in preparation of design Change Component Summary for each data domain, for the proposed changes to that domain, for analytics, reports, and data	1.4.1.2-4 Functional requirements & Detail Design Specifications for changes for each data domain to be changed



**Table 2.5.1**

**Senior IT Architect**

<b>SDLC/WBS#</b>	<b>Required Skills Requirements to Perform Responsibilities</b>	<b>Responsibilities</b>	<b>Deliverable ID # From Section 2.6.2 Below</b>
		quality routines	
Development Planning 1.4.1.3	Four (4) years experience SDLC development cycles on data warehouse development projects, with experience in defining and recommending development approaches for modification of data sets.	Prepare development strategy summary for each data domain, for the proposed changes to that domain, for analytics, reports, and data quality routines.	1.4.1.3-5 Development Approach for each data domain to be changed

SDLC/WBS#	Required Skills Requirements to Perform Responsibilities	Responsibilities	Deliverable ID # From Section 2.6.2 Below
Development 1.4.1.4.3	<p>Six (6) years experience in defining ETL programs and processes using Informatica. Examples of activities the Senior IT Architect will be engaged in as part of developing, testing and implementing changes to the EDW include:</p> <ul style="list-style-type: none"> <li>• Analyzing the source system</li> <li>• Examining characteristics of the dimensional model</li> <li>• Analyzing structures of the dimensional data warehouse</li> <li>• Designing/modifying the staging area</li> <li>• Building the logical data mapping</li> <li>• Determining the system-of-record</li> <li>• Data content profiling &amp; analysis</li> <li>• Collecting/validating ETL business rules</li> <li>• Integrating data sources</li> <li>• Capturing changed data (CDC)</li> <li>• Building data quality subroutines</li> <li>• Enforcing data quality policies at the transformation level</li> <li>• Tracking data quality failures</li> <li>• Generating surrogate keys and recommending indexes</li> <li>• Building conforming dimensions with disparate sources</li> <li>• Loading Type 1 dimensions</li> <li>• Loading Type 2 dimensions</li> <li>• Loading transaction facts</li> <li>• Loading periodic snapshot facts</li> <li>• Loading accumulating snapshot facts</li> <li>• Using the surrogate key pipeline</li> <li>• Defining and loading aggregates</li> <li>• Recommending materialize views and defining them</li> <li>• Defining, creating, and loading bridge tables</li> <li>• Handling late arriving data</li> <li>• Program event and required scheduler functionality</li> <li>• Enforcing load dependencies</li> <li>• Loading star-schemas</li> <li>• Sequencing batch jobs</li> <li>• Detailing Types of ETL metadata</li> <li>• Capturing, generating and presenting metadata</li> <li>• Using metadata for compliance requirements</li> <li>• Recovering from failure</li> <li>• Enforcing standardization</li> </ul>	Define, prepare, and develop data sets, Oracle data tables, ETL programs, quality routines, summary tables, indexes, etc.	1.4.1.4-6 ETL programs and Maps

Testing Planning 1.4.1.4.4	Four (4) years experience in defining test case scenarios, and performing manually executed unit testing. Experience using Load runner to test reports and software batch processes desirable.	Create test plan cases for each data domain, for the proposed changes to that domain, for analytics, reports, and data quality routines.	1.4.1.4-7 Test Case Definitions
Testing 1.4.1.4.4	Four (4) years experience in defining test case scenarios, and performing manually executed unit testing. Experience using Load runner to perform testing desirable.	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.	1.4.1.4-8 Test Results with Change Request Attachments
Implementation and Conversion 1.4.1.4.5	Four (4) years experience in preparing conversion strategies, and utilities for data conversion, table structure conversion.  Four (4) years experience in participant in data conversions of exiting data warehouse structures	Assist in preparing conversion schedules, cut-over procedures, and cut-over component checklists  Assist in implementation activities.	1.4.1.4.5-9 Conversion Schedule Cut-Over Procedures Cut- Over Checklist

**Table 2.5.2 Project Manager**

<b>SDLC/WBS#</b>	<b>Required Skills Requirements to Perform Responsibilities</b>	<b>Responsibilities</b>	<b>Deliverable ID # From Section 2.6.2 Below</b>
Planning Analysis 1.4.1.5.1	Ability to plan, and develop detailed functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling.	Plan, develop and maintain the WBS for the EDW	1.4.1.5.1 Project Plan
Entire SDLC 1.4.1.5.2	Knowledgeable in gathering information during meetings to document the outcomes and decision points.	All meetings between MSDE staff and the TO Contractor require meeting	1.4.1.5.2 Meeting Minutes

	Ability to articulate succinctly in written communication the outcomes from all meetings.	minutes to be completed and approved by the TO Manager.	
Monthly Status 1.4.1.5.3	<p>Five (5) years experience with managing projects of similar scope and development cycles on data warehouse development projects.</p> <p>Knowledgeable in tracking project progress through milestones, identifying new risks, scope changes, overdue milestones and status of all tasks.</p>	Prepares a monthly status report for MSDE of the project five (5) business days after the end of each month. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and issues.	1.4.1.5.3 Monthly Status Report
Quarterly Status 1.4.1.5.4	<p>Five (5) years experience with managing projects of similar scope and development cycles on data warehouse development projects.</p> <p>Knowledgeable in tracking project progress through milestones, identifying new risks, scope changes, overdue milestones and status of all tasks.</p>	Prepares for the TO Manager a quarterly status report five (5) business days after the end of each calendar quarter.	1.4.1.5.4 Quarterly Status Report
As Needed 1.4.1.5.5	Five (5) years experience with managing data warehouse development cycles of similar scope that includes change control escalation and resolution strategies.	Manages Change Control, Issues escalation and resolution, schedule, costs, and resources as defined in the project management plan.	1.4.1.5.5 Change Control Document
Design – Test 1.4.1.5.6	Five (5) years experience with managing data warehouse development cycles and product related training.	Ensures appropriate product-related training and documentation are developed	1.4.1.5.6 Training Plan Document

		and made available to customers through project team meetings.	
Planning 1.4.1.5.7	Five (5) years experience with managing data warehouse development cycles and preparing communication plans.	Develops and utilizes a Communications Plan for the project.	1.4.1.5.7 Communication Plan Document
Concept 1.4.1.5.8	Five (5) years experience with managing data warehouse development cycles.  Knowledgeable in the creation of a System Boundary Analysis Document and Risk Management Plan.	Prepares a System Boundary Analysis and Risk Management Plan document that meets the State SDLC methodology.	1.4.1.5.8 System Boundary Analysis Document Risk Management Plan Document

### 2.5.3 WORK HOURS

- (A) The TO Contractor’s Senior IT Architect will work approximately 8 hours per day (specific hours to be approved by the TO Manager), Monday through Friday except for State holidays. The TO Contractor personnel shall be available via phone and/or email or in person if requested to receive and respond to requests and/or feedback during normal business hours.
- (B) For purposes of estimating, assume the Project Manager would perform 10 hours of work each week for a total of 520 hours over the course of one year and the Senior IT Architect will work up to 45 hours weekly as needed for 50 weeks for a total of 2250 hours over the course of one year. Please note that hours listed reflect an estimate only and shall not be construed as actual billable hours.
- (C) Requests for leave should be submitted to the Task Order Manager at least two weeks in advance. The Task Order Manager reserves the right to request a temporary replacement of an individual of equal qualifications if leave extends longer than one consecutive week. In cases where there is insufficient coverage, leave may be denied.

#### 2.5.3.1 SERVICE LEVEL AGREEMENT

- (A) The TO Contractor shall provide experienced, Senior IT Architect under the direction of MSDE’ Task Order Manager on tasks described in this TORFP
- (B) The TO Contractor staff assigned to the TO shall work off-site, but are required to attend in-person work sessions for one week on a quarterly basis. Hourly rates provided are fully loaded for on-site work with no additional funding for other direct costs such as travel expenses.
- (C) The TO Contractor staff assigned to the TO shall adhere to MSDE policies regarding the use of telephone, internet, email, and Human Resources Employment Policies.
- (D) MSDE will provide an on-site desktop with associated software tools for the TO Contractor to perform the tasks assigned while on-site at MSDE.

- (E) The TO Contractor's personnel shall provide weekly, monthly, and upon request, reports on the status of all active assignments, and hours worked, to include work accomplished and work planned according to the project plan.
- (F) MSDE's internal policies governing change management, documentation, maintenance, privacy and security, testing, training, disaster recovery, and data management will apply to all work under this TO. TO Contractor staff assigned to the TO shall adhere to these policies as directed by MSDE Management.

## **2.5.4 PERFORMANCE EVALUATION**

TO Contractor personnel will be evaluated by the TO Manager as needed or on a weekly basis for each assignment performed during the initial two week period. The TO Contractor personnel must maintain a "Meets Expectation" in each category of the performance evaluation (i.e., Work Quality, Work Quantity, Working Relationships, Work Habits, and Performance Management Rating). If the TO Manager has determined there are issues with the performance of the TO Contractor personnel, the TO Manager will notify both the TO Contractor and the TO Contractor personnel by email, identifying the issue and the expected action(s) to correct the issue. Performance issues identified by the agency are subject to the mitigation process described in Section 2.5.5 below.

## **2.5.5 PERFORMANCE PROBLEM MITIGATION**

In the event the agency is not satisfied with the performance of TO Contractor personnel, the mitigation process is as follows. The TO Manager will notify the TO Contractor in writing describing the problem and delineating remediation requirements. The TO Contractor will have three business days to respond with a written remediation plan. The plan will be implemented immediately upon acceptance by the TO Manager. Should performance issues persist, the TO Manager may give written notice or request immediate removal of the individual whose performance is at issue. The TO Manager will determine the amount of time the TO Contractor has to provide a replacement.

## **2.5.6 SUBSTITUTION OF PERSONNEL**

The substitution of personnel procedures is as follows. The TO Contractor may not substitute personnel without the prior approval of the agency. To replace any personnel, the TO Contractor shall submit resumes of the proposed personnel specifying their intended approved labor category. All proposed substitute personnel shall have qualifications equal to or better than those of the replaced personnel and must be approved by the TO Manager. The TO Manager shall have the option to interview the proposed substitute personnel. After the interview, the TO Manager shall notify the TO Contractor of acceptance or denial of the requested substitution.

## **2.5.7 PROJECT DATA MANAGEMENT**

All data related to the project and to MSDE's operations are confidential and may not be shared with anyone outside the project team. To ensure the safety of MSDE documents, TO Contractor Personnel are required to save and store all project information, files and data on the designated MSDE share drive and folder, such as but not limited to Project Plans, WBS, monthly status reports, weekly status reports, meeting minutes, requirements, documentation, and all other written documents relating to any assigned project or work.

## **2.6 DELIVERABLES**

### **2.6.1 DELIVERABLE SUBMISSION PROCESS**

For each written deliverable, draft and final, the TO Contractor shall submit to the TO Manager one hard copy and one electronic copy using the appropriate project designated to including ERWIN, Microsoft Office 2007,

Microsoft Project 2007 and/or Microsoft Visio 2007. All deliverables must adhere to the State's SDLC methodology as documented at the link above.

Drafts of all final deliverables are required per the project schedule. Written deliverables draft documents must demonstrate due diligence in meeting the scope and requirements of the associated final written deliverable. A draft written deliverable may contain limited structural errors such as poor grammar, misspellings, or incorrect punctuation, but must:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable's content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.
- E) Represent a significant level of completeness towards the associated final written deliverable that supports a concise final deliverable acceptance process.

Upon completion of a deliverable, the TO Contractor shall document each deliverable in final form to the TO Manager for acceptance. The TO Contractor shall memorialize document delivery by using the MSDE's secure servers and project folder structure for the final documents. The TO Manager shall acknowledge receipt of deliverable(s) in writing. Upon receipt of a final deliverable, the TO Manager shall commence a review of the deliverable as required to validate the completeness and quality in meeting requirements. In the event of rejection, the TO Contractor shall correct the identified deficiencies or non-conformities.

A written deliverable defined as a final document must satisfy the scope and requirements of this TORFP and the project plan schedule for that deliverable. Final written deliverables shall not contain structural errors such as poor grammar, misspellings or incorrect punctuation, and must:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable's content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.

The State required minimum deliverables for this TORFP are defined below, and are further identified in the Project Plan. Within each task, the TO Contractor may suggest other subtasks or deliverables to improve the quality and success of the project.

## 2.6.2 DELIVERABLE DESCRIPTIONS / ACCEPTANCE CRITERIA

Timelines for all document deliverables described below will be 60 days prior to the timelines described in appendix A and B to allow for the acceptance of the deliverable.

<b>Deliverable ID#</b>	<b>Deliverable Description</b>	<b>Acceptance Criteria</b>
1.4.1.1-1	Gap Analysis Document with conceptual dimensional models	Based on completeness of models, analysis, and accuracy of documented solution, and clarity of writing. Consistent with MD's SDLC requirements.
1.4.1.1-2	Change Component Summary that lists EDW components that will require changes including data structures, reports, statistical analyses, ETLs, data quality routines, data collection routines	Based on completeness of models, detail and accuracy of documented analysis, solution, and clarity of writing. Consistency with MD's SDLC requirements.
1.4.1.2-3	ERD and conceptual dimensional models per data domain to be changed	Correctness of models structures in conforming to ERD and dimensional modeling rules.
1.4.1.2-4	Functional Requirements & Detail Design Specifications for changes for each data domain to be changed	Based on completeness and accuracy of documented solution, and clarity of writing. Includes all components required within MD's SDLC requirements.
1.4.1.3-5	Development Approach for each data domain to be changed	Based on completeness and accuracy of documented solution, and clarity of writing.
1.4.1.4-6	Star schema designs Summary table definitions Staging area table definitions ETL programs ETL scheduler events Data lineage mappings Data Quality routines Conversion routines Index recommendations Surrogate key definitions	Based on completeness and accuracy of documented solution, correctness of design solution relative to known design principles, and clarity of writing. Consistent with MD's SDLC requirements.
1.4.1.4-7	Test Case Definitions	Based on completeness and accuracy of documented solution, and clarity of writing. Consistent with MD's SDLC requirements.
1.4.1.4-8	Test Results  Change Requests	Based on completeness and accuracy of documented testing activity, and clarity of writing. Consistent with MD's SDLC requirements.
1.4.1.4-9	Conversion Schedule Cut-Over Procedures Cut- Over Checklist	Based on completeness and accuracy of documented solution, and clarity of writing. Consistent with MD's SDLC requirements.



1.4.1.4-10	System goes live and all data structures completed, quality assured and ready for public reporting release of results as documented in the timeline in Appendix A.	Quality data content was delivered on time as documented in Appendix A.
1.4.1.4-11	All data structures completed, quality assured and ready for federal compliance reporting as documented in the timeline in Appendix B.	Quality data content was delivered on time as documented in Appendix B.
1.4.1.5.1	Project Management Plan with WBS on a weekly basis.	Documents tasks in the project plan down to a weekly basis and updates the plan as changes occur.
1.4.1.5.2	Meetings and Meeting minutes	TO Contractor is expected to attend all project planning and review meetings as scheduled on the Project Calendar and prepare meeting minutes that must be approved by the TO Manager.
1.4.1.5.3	Monthly Status Report	Status report must cover milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
1.4.1.5.4	Quarterly Status Report	Prepares for the TO Manager a quarterly status report 5 business days after the end of each calendar quarter.
1.4.1.5.5	Change Control Issues Identified	Manages Change Control, issues escalation and resolution, schedule, costs, and resources as defined in the project management plan.
1.4.1.5.6	Training Plan Document	Based on the completeness and accuracy of the training performed and the supporting documentation. Consistent with MD's SDLC requirements.
1.4.1.5.7	Communications Plan	Based on the completeness and accuracy of the communications plan and the utilization of the plan by the TO Contractor. Consistent with MD's SDLC requirements.
1.4.1.5.8	Risk Management Plan	Based on the completeness and accuracy of the Risk Management Plan. Consistent with MD's SDLC requirements.

## 2.7 REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES

The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at <http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx> under "Policies and Guidance." These may include,

but are not limited to:

- The State's System Development Life Cycle (SDLC) methodology
- The State Information Technology Security Policy and Standards
- The State Information Technology Project Oversight
- The State of Maryland Enterprise Architecture
- The TO Contractor shall follow COGNOS, Oracle, ERWIN, Kimball, and Inmon best practices in data warehouse. TO Contractor's staff and sub-contractors are to follow a consistent methodology for all TO activities.

## **2.8 INVOICING**

Invoicing will be for TO Contractor's time. Payments will only be made after TO Manager's approved of the TO Contractor's invoice. Invoices must include copies of the TO Contractor's timesheet and daily Outlook Calendar that identifies the daily work tasks and deliverables completed for the invoice period.

Invoice payments to the TO Contractor shall be governed by the terms and conditions defined in the CATS II Master Contract. Proper invoices for payment shall contain the TO Contractor's Federal Tax Identification Number, as well as the information described below, and must be submitted to the TO Manager for payment approval.

The TO Contractor shall submit invoices for payment, on or before the 15<sup>th</sup> day of the month following receipt of the approved notice(s) of acceptance from the TO Manager. A copy of the notice(s) of acceptance shall accompany all invoices submitted for payment.

### **2.8.1 INVOICE SUBMISSION PROCEDURE**

This procedure consists of the following requirements and steps:

- A) A proper invoice shall identify the Maryland State Department of Education (MSDE) as the TO Requesting Agency, deliverable description, associated TOA number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
- B) The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor and signed Acceptance of Deliverable form – Attachment 11, for each deliverable being invoiced) submitted for payment  

Mrs. Janice Johnson, Branch Chief  
Division of Accountability, Assessment and Data Systems  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, MD 21201
- C) Invoices for final payment shall be clearly marked as "FINAL" and submitted when all work requirements have been completed and no further charges are to be incurred under the TOA. In no event shall any invoice be submitted later than 60 calendar days from the TOA termination date.

## **2.9 CHANGE ORDERS**

If the TO Contractor is required to perform additional work, or if there is a work reduction due to unforeseen scope changes, the TO Contractor and TO Manager shall negotiate a mutually acceptable price modification based on the TO Contractor's proposed rates in the Master Contract and Statement of Work (SOW) change. No SOW modifications shall be performed until a change order is executed by the TO Procurement Officer.

## **2.10 TERM OF CONTRACT**

The term of this contract shall be for a base period of one year with the option to renew for two one year periods.

**REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK**

## **SECTION 3 - TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS**

### **3.1 REQUIRED RESPONSE**

Each Master Contractor receiving this CATS II TORFP must respond within the submission time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit one of two possible responses: 1) a proposal; or 2) a completed Master Contractor Feedback Form. The feedback form helps the State understand for future contract development why Master Contractors did not submit proposals. The form is accessible via the CATS II Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu.

### **3.2 FORMAT**

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS II TORFP. A TO Proposal shall contain the following sections in order:

#### **3.2.1 TECHNICAL PROPOSAL**

##### **A) Proposed Services**

- 1) Executive Summary: A high level overview of the Master Contractor's understanding of the background, purpose, and objectives of the TORFP. The Executive Summary shall summarize the Master Contractor's capabilities and experience, and summarize the proposed methodology and solution for achieving the objectives of the TORFP.

##### **B) Proposed Personnel**

- 1) Identify and provide resumes for all proposed personnel by labor category. The resume should feature prominently the proposed personnel's skills and experience as they relate to the Master Contractor's proposed solution and Section 2 – Scope of Work.
- 2) Prepare as summary table mapping each candidates experience showing their ability to meet the role and skill requirements in Sections 2.3.3 and 2.5.
- 3) Certification that all proposed personnel meet the minimum required qualifications and possess the required certifications in accordance to Section 2.5.1.
- 4) Provide the names and titles of the Master Contractor's management staff who will supervise the personnel and quality of services rendered under this TOA.
- 5) Provide three (3) references for each personnel proposed that verifies they can perform the tasks outlined in this TORFP.
- 6) Complete and provide, at the interview, Attachment 4 – Labor Classification Personnel Resume Summary.

##### **C) Subcontractors**

- 1) Identify all proposed subcontractors, including MBEs, and their roles in the performance of Section 2 - Scope of Work.

##### **D) Master Contractor and Subcontractor Experience and Capabilities**

- 1) Provide up to three (3) examples of projects or contracts the Master Contractor has completed that were similar to Section 2 - Scope of Work. Each example must include contact information for the client organization complete with the following:

- a) Name of organization.
  - b) Point of contact name, title, and telephone number
  - c) Services provided as they relate to Section 2 - Scope of Work.
  - d) Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not.
- 2) State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five (5) years with any entity of the State of Maryland. For each identified contract, the Master Contractor shall provide:
- a) Name of organization.
  - b) Point of contact name, title, and telephone number
  - c) Services provided as they relate to Section 2 - Scope of Work.
  - d) Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not.
  - e) Dollar value of the contract.
  - f) Whether the contract was terminated before the original expiration date.
  - g) Whether any renewal options were not exercised.

Note - State of Maryland experience can be included as part of Section E2 above as project or contract experience. State of Maryland experience is neither required nor given more weight in proposal evaluations.

E) Proposed Facility

- 1) Identify Master Contractor's facilities, including address, from which any work will be performed.

F) State Assistance

- 1) Provide an estimate of expectation concerning participation by State personnel.

G) Confidentiality

- 1) A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the TO Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

### 3.3 FINANCIAL RESPONSE

- A) A description of any assumptions on which the Master Contractor's Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the price proposal);
- B) Attachment 1 - Completed Financial Proposal with all rates fully loaded.

## **SECTION 4 – TASK ORDER AWARD PROCESS**

### **4.1 OVERVIEW**

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS II TORFP. In making the TOA award determination, the TO Requesting Agency will consider all information submitted in accordance with Section 3.

### **4.2 TECHNICAL PROPOSAL EVALUATION CRITERIA**

The following are technical criteria for evaluating a TO Proposal in descending order of importance.

1. Experience on the resume and from the references of the candidates to perform the roles and skills listed in Sections 2.3.3 and 2.5
2. Experience of the candidate to use the tools and technologies listed in Section 2.4

### **4.3 SELECTION PROCEDURES**

- A) TO Proposals will be assessed throughout the evaluation process for compliance with the minimum personnel qualifications and quality of responses to the TORFP. TO Proposals deemed technically qualified will have their financial proposal considered. All others will be deemed not reasonably susceptible to award and will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
- B) Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.
- C) The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight.

### **4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT**

Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement, a Non-Disclosure Agreement (To Contractor), a Purchase Order, and by a Notice to Proceed authorized by the TO Procurement Officer. See Attachment 6 - Notice to Proceed (sample).

**EDUCATION DATA WAREHOUSE SUPPORT AND MAINTENANCE**

**ATTACHMENT 1 – PRICE PROPOSAL**

**PRICE PROPOSAL (TIME AND MATERIALS) FOR CATS II  
TORFP # R00B9200131**

**YEAR 1 (NTP – 5/31/2012)**

<b>Labor Categories that could meet TORFP Requirements for Proposed Resource Functional Areas 5</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Fully Loaded Hourly Labor Rate</b>	<b>Maximum Estimated No. of Hours</b>	<b>Total Proposed CATS II TORFP Price</b>
#2 - Project Manager		520	
#38 – Senior Information Technology Architect		2250	
<b>Total Evaluated Cost</b>	\$		\$

**OPTION YEAR 1 (6/1/2012 – 5/31/2013)**

<b>Labor Categories that could meet TORFP Requirements for Proposed Resource</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Fully Loaded Hourly Labor Rate</b>	<b>Maximum Estimated No. of Hours</b>	<b>Total Proposed CATS II TORFP Price</b>
#2 – Project Manager		520	
#38 – Senior Information Technology Architect		2250	
<b>Total Evaluated Cost</b>	\$		\$

**OPTION YEAR 2 (6/1/2013 – 5/31/2014)**

<b>Labor Categories that could meet TORFP Requirements for Proposed Resource</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Fully Loaded Hourly Labor Rate</b>	<b>Maximum Estimated No. of Hours</b>	<b>Total Proposed CATS II TORFP Price</b>
#2 – Project Manager		520	
#38 – Senior Information Technology Architect		2250	
<b>Total Evaluated Cost</b>	\$		\$

EDUCATION DATA WAREHOUSE SUPPORT AND MAINTENANCE

ATTACHMENT 1 – PRICE PROPOSAL (CONTINUED)

PRICE PROPOSAL (TIME AND MATERIALS) FOR CATS II  
TORFP # R00B9200131

PRICE PROPOSAL SUMMARY

PERIOD	AMOUNT
TOTAL YEAR I	\$
TOTAL OPTION YEAR 1	\$
TOTAL OPTION YEAR 2	\$
<b>GRAND TOTAL</b>	\$

VENDOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

FIN \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**\*NOTE: ALL OPTION PERIODS ARE ESTIMATES ONLY! This is for evaluation purposes only. The actual option periods may be more or less, but will go through May 31, 2014.**

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

**SUBMIT THIS WITH THE FINANCIAL RESPONSE**



## ATTACHMENT 2 – TASK ORDER AGREEMENT

### CATS II TORFP# ADPICS PO Number OF MASTER CONTRACT #060B9800035

This Task Order Agreement (“TO Agreement”) is made this day of Month, 201X by and between Task Order Contractor (TO Contractor) and the STATE OF MARYLAND, TO Requesting Agency.

IN CONSIDERATION of the mutual premises and the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In this TO Agreement, the following words have the meanings indicated:
  - a. “Agency” means the TO Requesting Agency, as identified in the CATS II TORFP # ADPICS PO.
  - b. “CATS II TORFP” means the Task Order Request for Proposals # ADPICS PO, dated MONTH DAY, YEAR, including any addenda.
  - c. “Master Contract” means the CATS II Master Contract between the Maryland Department of Information Technology and TO Contractor dated MONTH DAY, YEAR.
  - d. “TO Procurement Officer” means TO Procurement Officer. The Agency may change the TO Procurement Officer at any time by written notice to the TO Contractor.
  - e. “TO Agreement” means this signed TO Agreement between TO Requesting Agency and TO Contractor.
  - f. “TO Contractor” means the CATS II Master Contractor awarded this TO Agreement, whose principal business address is \_\_\_\_\_.
  - g. “TO Manager” means TO Manager of the Agency. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
  - h. “TO Proposal - Technical” means the TO Contractor’s technical response to the CATS II TORFP dated date of TO Proposal – Technical.
  - i. “TO Proposal – Financial” means the TO Contractor’s financial response to the CATS II TORFP dated date of TO Proposal - Financial.
  - j. “TO Proposal” collectively refers to the TO Proposal – Technical and TO Proposal – Financial.
2. Scope of Work
  - 2.1 This TO Agreement incorporates all of the terms and conditions of the Master Contract and shall not in any way amend, conflict with or super-cede the Master Contract.
  - 2.2 The TO Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS II TORFP. These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following Exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict between this TO Agreement and any of these Exhibits, the following order of precedence shall determine the prevailing provision:
    - a. The TO Agreement,
    - b. Exhibit A – CATS II TORFP
    - c. Exhibit B – TO Proposal-Technical
    - d. Exhibit C – TO Proposal-Financial

2.3 The TO Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the TO Procurement Officer or any other person shall be treated as a change or entitle the TO Contractor to an equitable adjustment under this Section. Except as otherwise provided in this TO Agreement, if any change under this Section causes an increase or decrease in the TO Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Contractor must assert in writing its right to an adjustment under this Section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this Section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this Section shall excuse the TO Contractor from proceeding with the TO Agreement as changed.

### 3. Time for Performance

Unless terminated earlier as provided in the Master Contract, the TO Contractor shall provide the services described in the TO Proposal and in accordance with the CATS II TORFP on receipt of a Notice to Proceed from the TO Manager. The term of this TO Agreement is for a period of \_\_\_\_\_, commencing on the date of Notice to Proceed and terminating on Month Day, Year.

### 4. Consideration and Payment

4.1 The consideration to be paid the TO Contractor shall be done so in accordance with the CATS II TORFP and shall not exceed \$\_\_\_\_\_. Any work performed by the TO Contractor in excess of the not-to-exceed ceiling amount of the TO Agreement without the prior written approval of the TO Manager is at the TO Contractor's risk of non-payment.

4.2 Payments to the TO Contractor shall be made as outlined in Section 2 of the CATS II TORFP, but no later than thirty (30) days after the Agency's receipt of an invoice for services provided by the TO Contractor, acceptance by the Agency of services provided by the TO Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.

4.3 Each invoice for services rendered must include the TO Contractor's Federal Tax Identification Number which is \_\_\_\_\_. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the Agency TO Manager unless otherwise specified herein.

4.4 In addition to any other available remedies, if, in the opinion of the TO Procurement Officer, the TO Contractor fails to perform in a satisfactory and timely manner, the TO Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the TO Contractor to be reduced or withheld until such time as the TO Contractor meets performance standards as established by the TO Procurement Officer.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO Contractor Name

\_\_\_\_\_  
By: Type or Print TO Contractor POC

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

MARYLAND STATE DEPARTMENT OF EDUCATION

\_\_\_\_\_  
By: Albert Annan, TO Procurement Officer

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

### **ATTACHMENT 3 – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE**

- A) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C) The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):
- E) The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_

(Authorized Representative and Affiant)

SUBMIT AS A .PDF FILE WITH TO RESPONSE

## **ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY**

### **INSTRUCTIONS:**

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 060B9800035.
2. Only labor categories proposed in the Master Contractors Financial Proposal may be proposed under the CATS II TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. This summary is required at the time of the interview.

For example: If you propose John Smith, who is your subcontractor, and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as three months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement; in this case, three months.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

**ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME  
SUMMARY (CONTINUED)**

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
<b>LABOR CLASSIFICATION TITLE – (INSERT LABOR CATEGORY NAME)</b>	
Education: (Insert the education description from the CATS II RFP from Section 2.10 for the applicable labor category.)	
Experience: (Insert the experience description from the CATS II RFP from Section 2.10 for the applicable labor category.)	
Duties: (Insert the duties description from the CATS II RFP from Section 2.10 for the applicable labor category.)	

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

**Contractor’s Contract Administrator:**

\_\_\_\_\_

Signature Date

**Proposed Individual:**

\_\_\_\_\_

Signature Date

**SUBMIT WITH TECHNICAL PROPOSAL  
SIGNATURE REQUIRED AT THE TIME OF THE INTERVIEW**

## **ATTACHMENT 5 – DIRECTIONS**

### **TO THE PRE-TO PROPOSAL CONFERENCE**

The Pre-Proposal Conference will be held:

**Wednesday, July, 27, 2011 @ 1:00 PM EST**  
**Maryland State Department of Education**  
**200 West Baltimore Street**  
**Baltimore, MD 21201**  
**8<sup>th</sup> Floor, CR 6**

#### **From Interstate 95 (Washington, D. C.)**

95 to Exit 53 – “Route 395 North/Downtown”. On 395, take exit “Downtown/Inner Harbor”, which is the left lane. Stay in left lane. “Downtown/Inner Harbor” exit becomes Howard Street. Cross Conway, Camden, and Pratt Streets. After Pratt, get in the right lane. Cross Lombard Street, turn right at next light which is Baltimore Street. You can turn right from both lanes, but the left lane of Howard Street puts you into the left lane of Baltimore Street and gives easy access to the parking lot, and directly across from the First Mariners Arena (Formerly the Baltimore Arena).

#### **From Interstate 95 (North of Baltimore—Philadelphia/New York)**

95 South to Baltimore. Pass the exits to 695 – Baltimore Beltway. As soon as you pass the 695 exits, get in the right two lanes. Stay to the right and follow signs to 95 South/Ft. McHenry Tunnel. (The left two lanes go to 895 and the “old” Harbor Tunnel.) When you exit the Ft. McHenry tunnel stay on the right and take the first exit – 395/Baltimore/Downtown. On the exit ramp you should begin to move to the left and continue to follow the signs that say “Downtown/Inner Harbor”. Downtown/Inner Harbor” exit becomes Howard Street. Cross Conway, Camden, and Pratt Streets. After Pratt, get in the right lane. Cross Lombard Street, turn right at next light which is Baltimore Street. You can turn right from both lanes, but the left lane of Howard Street puts you into the left lane of Baltimore Street and gives easy access to the parking lot next to the building. MSDE is in the middle of the block, on the left, right next to the parking lot, and directly across from the First Mariners Arena (formerly the Baltimore Arena).

#### **From Annapolis – Route 50**

Route 50 West to Route 97 North to Baltimore to exit “695 (Baltimore Beltway) West” to Baltimore. Exit 7B from the Beltway to Baltimore-Washington Parkway “295 North to Baltimore”. Follow directions below for 295 North to Baltimore.

#### **From the Baltimore-Washington Parkway (Route 295)**

295 North to Baltimore – all the way into Baltimore City. The name of the road/street changes from BW Parkway to Russell Street to Paca Street. As you come into the city you will pass the site of the new Camden Yards (Oriole Ballpark) on the right, you will cross Pratt Street, Lombard Street, and Redwood Street. At Baltimore Street turn right. Cross Eutaw Street and Howard Street. MSDE is in the middle of the block, on the left, right next to the parking lot, and directly across from the 1st Mariners Arena (Formerly the Baltimore Arena).

## ATTACHMENT 6 – NOTICE TO PROCEED

Month Day, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS II Task Order Agreement #ADPICS PO

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, Year, for the above-referenced Task Order Agreement. Mr. / Ms. \_\_\_\_\_ of \_\_\_\_\_ (Agency Name) will serve as the TO Manager and your contact person on this Task Order. He / She can be reached at telephone \_\_\_\_\_.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

TO Procurement Officer

Task Order Procurement Officer

Enclosures (2)

cc: TO Manager

Procurement Liaison Office, Department of Information Technology

Project Management Office, Department of Information Technology



## **ATTACHMENT 7 – NON-DISCLOSURE AGREEMENT (OFFEROR)**

This Non- Disclosure Agreement (the "Agreement") is made this \_\_\_ day of \_\_\_\_\_ 201\_, by and between \_\_\_\_\_ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as " the State").

OFFEROR warrants and represents that it intends to submit a TO Proposal in response to CATS II TORFP #ADPICS PO for TORFP Project Name. In order for the OFFEROR to submit a TO Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to \_\_\_\_\_. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described above, the OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to TO Procurement Officer, TO Requesting Agency on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.
8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: \_\_\_\_\_ BY: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP**

## ATTACHMENT 8 – NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

**THIS NON-DISCLOSURE AGREEMENT** (“Agreement”) is made as of this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between the State of Maryland (“the State”), acting by and through its TO Requesting Agency (the “Department”), and \_\_\_\_\_ (“TO Contractor”), a corporation with its principal business office located at \_\_\_\_\_ and its principal office in Maryland located at \_\_\_\_\_.

### RECITALS

**WHEREAS**, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for TORFP Title TORFP No. ADPICS PO dated \_\_\_\_\_, (the “TORFP”) issued under the Consulting and Technical Services procurement issued by the Department, Project Number 060B9800035; and

**WHEREAS**, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding \_\_\_\_\_ (the “Confidential Information”).

**NOW, THEREFORE**, in consideration of being given access to the Confidential Information in connection with the TORFP and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.
2. TO Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor’s Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.
3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor’s performance of the TORFP or who will otherwise have a role in performing any aspect of the TORFP, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor’s Personnel or the TO Contractor’s former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. TO Contractor shall, at its own expense, return to the Department, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the TO Agreement.
7. A breach of this Agreement by the TO Contractor or by the TO Contractor’s Personnel shall constitute a breach of the TO Agreement between the TO Contractor and the State.

8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.
10. The parties further agree that:
  - a. This Agreement shall be governed by the laws of the State of Maryland;
  - b. The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
  - c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
  - d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
  - e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and
  - f. The Recitals are not merely prefatory but are an integral part hereof.

**TO Contractor/TO Contractor's Personnel:**

**TO Requesting Agency:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP

## ATTACHMENT 9 – TO CONTRACTOR SELF-REPORTING CHECKLIST

The purpose of this checklist is for CATS II Master Contractors to self-report on adherence to procedures for Task Orders (TO) awarded under the CATS II Master Contract. Requirements for TO management can be found in the CATS II Master Contract RFP and at the TORFP level. The Master Contractor is requested to complete and return this form by the **Checklist Due Date** below. Master Contractors may attach supporting documentation as needed. Please send the completed checklist and direct any related questions to [contractoversight@doit.state.md.us](mailto:contractoversight@doit.state.md.us) with the TO number in the subject line.

<b>Master Contractor:</b>	
<b>Master Contractor Contact / Phone:</b>	
<b>Procuring State Agency Name:</b>	
<b>TO Title:</b>	
<b>TO Number:</b>	
<b>TO Type (Fixed Price, T&amp;M, or Both):</b>	
<b>Checklist Issue Date:</b>	
<b>Checklist Due Date:</b>	
<b>Section 1 – Task Orders with Invoices Linked to Deliverables</b>	
A) Was the original TORFP (Task Order Request for Proposals) structured to link invoice payments to distinct deliverables with specific acceptance criteria? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, skip to Section 2.)	
B) Do TO invoices match corresponding deliverable prices shown in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
C) Is the deliverable acceptance process being adhered to as defined in the TORFP? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
<b>Section 2 – Task Orders with Invoices Linked to Time, Labor Rates and Materials</b>	
A) If the TO involves material costs, are material costs passed to the agency without markup by the Master Contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
B) Are labor rates the same or less than the rates proposed in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
C) Is the Master Contractor providing timesheets or other appropriate documentation to support invoices? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	

**Section 3 – Substitution of Personnel**

A) Has there been any substitution of personnel?

Yes  No  (If no, skip to Section 4.)

B) Did the Master Contractor request each personnel substitution in writing?

Yes  No  (If no, explain why) \_\_\_\_\_

C) Does each accepted substitution possess equivalent or better education, experience and qualifications than incumbent personnel?

Yes  No  (If no, explain why) \_\_\_\_\_

D) Was the substitute approved by the agency in writing?

Yes  No  (If no, explain why) \_\_\_\_\_

**Section 4 – MBE Participation**

A) What is the MBE goal as a percentage of the TO value? (If there is no MBE goal, skip to Section 5)

\_\_\_\_\_ %

B) Are MBE reports D-5 and D-6 submitted monthly?

Yes  No  (If no, explain why) \_\_\_\_\_

C) What is the actual MBE percentage to date? (divide the dollar amount paid to date to the MBE by the total amount paid to date on the TO)

\_\_\_\_\_ %

**(Example - \$3,000 was paid to date to the MBE sub-contractor; \$10,000 was paid to date on the TO; the MBE percentage is 30% ( $3,000 \div 10,000 = 0.30$ ))**

D) Is this consistent with the planned MBE percentage at this stage of the project?

Yes  No  (If no, explain why) \_\_\_\_\_

E) Has the Master Contractor expressed difficulty with meeting the MBE goal?

Yes  No

(If yes, explain the circumstances and any planned corrective actions)

\_\_\_\_\_

**Section 5 – TO Change Management**

A) Is there a written change management procedure applicable to this TO?

Yes  No  (If no, explain why) \_\_\_\_\_

B) Does the change management procedure include the following?

Yes  No  Sections for change description, justification, and sign-off

Yes  No  Sections for impact on cost, scope, schedule, risk and quality (i.e., the impact of change on satisfying TO requirements)

Yes  No  A formal group charged with reviewing / approving / declining changes (e.g., change control board, steering committee, or management team)

C) Have any change orders been executed?

Yes  No

**(If yes, explain expected or actual impact on TO cost, scope, schedule, risk and quality)**

\_\_\_\_\_

D) Is the change management procedure being followed?

Yes  No  **(If no, explain why)** \_\_\_\_\_

# ATTACHMENT 10 – LIVING WAGE AFFIDAVIT OF AGREEMENT

Contract No. \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland's Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

## If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. \_\_\_\_\_ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons (check all that apply):

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee's time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Witness Name (Typed or Printed): \_\_\_\_\_

Witness Signature & Date: \_\_\_\_\_

# ATTACHMENT 11 – AGENCY ACCEPTANCE OF DELIVERABLE FORM

Agency Name: TO Requesting Agency

TORFP Title: TORFP Project Name

TO Manager: TO Manager and Phone Number

**To:**

The following deliverable, as required by TO Agreement #ADPICS PO, has been received and reviewed in accordance with the TORFP.

Title of deliverable: \_\_\_\_\_

TORFP Contract Reference Number: Section # \_\_\_\_\_

Deliverable Reference ID # \_\_\_\_\_

This deliverable:

Is accepted as delivered.

Is rejected for the reason(s) indicated below.

REASON(S) FOR REJECTING DELIVERABLE:

OTHER COMMENTS:

\_\_\_\_\_  
TO Manager Signature

\_\_\_\_\_  
Date Signed

ISSUED BY THE TO MANAGER AS REQUIRED IN SECTION 2.8.1 OF THE TORFP.



**EXHIBIT A**

**TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN  
ACCESS TO THE CONFIDENTIAL INFORMATION**

Printed Name and Address  
of Employee or Agent

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **APPENDIX A**

### **PUBLIC REPORTING TIMELINE**

## Data Delivery Timeline - Annually

	FINAL data expected from EDW
<b>MSA</b>	
MSA regular proficiency score data by grade (3,4,5,6,7,8) All grades MSA data (grade 99) MSA Science grades 5,8 All grades MSA Science data (grade 99) SubScores for MSA Algebra MSA by proficiency Levels Biology MSA by Proficiency Levels English MSA by Proficiency Levels	June 2011, 2012, 2013, 2014
<b>Alt-MSA</b>	
Alt-MSA proficiency score data by grade (3,4,5,6,7,8,10) Alt-MSA Science grades 5,8 and 10 All grades Alt-MSA data (grade 99) All grades Alt-MSA Science data (grade 99)	June, 2011, 2012, 2013, 2014
<b>AYP</b>	
AYP for elem and Middle AYP for High schools/Districts/State Elem/Middle Schools Identified for Improvement High Schools Identified for Improvement Systems Identified for Improvement	July, 2011, 2012, 2013, 2014
<b>MOD-MSA</b>	
Mod-MSA proficiency score data by grade (3,4,5,6,7,8) All grades Mod-MSA data (grade 99) Subscores for Mod-MSA	July, 2011, 2012, 2013, 2014
<b>H.S.A. Status</b>	
High School Assessment Status data	September, 2011, 2012, 2013, 2014
<b>NAEP</b>	
NAEP data	August, 2011, 2012, 2013, 2014
<b>GRADUATION</b>	
Graduation Leaver Rate	September,

		2011, 2012, 2013, 2014 January, 2011, 2012, 2013, 2014
	Cohort Graduation Summary and Details	
<b>DROP OUT</b>		
		September, 2011, 2012, 2013, 2014 January, 2011, 2012, 2013, 2014
	Drop out rate	
	Cohort Dropout Summary and Details	
<b>PROMOTION</b>		
		August, 2011, 2012, 2013, 2014
	Promotion	
<b>DEMOGRAPHICS</b>		
		February, 2011, 2012, 2013, 2014
	School data set	
	School Begin/End Grades Data ( final data)	
	Enrollment	
<b>Data Delivery Timeline – Annually</b>		
	Students receiving special services	
	Highly Qualified Teacher	
	Data	
	High School Completion	
	data	
	Grade 12 Documented Decisions Data	
	Wealth, Expenditures, Staffing, Length of Year	
<b>ATTENDANCE/PARTICIPATION</b>		
		June, 2011, 2012, 2013, 2014
	Participation (Attendance)	
		June, 2011, 2012, 2013, 2014
	Student Mobility	
		June, 2011, 2012, 2013, 2014
	Absent fewer than 5 more than 20	
<b>COLLEGE READINESS</b>		
		April, 2011, 2012, 2013, 2014
	Advanced Placement	
	SAT	
	ACT	

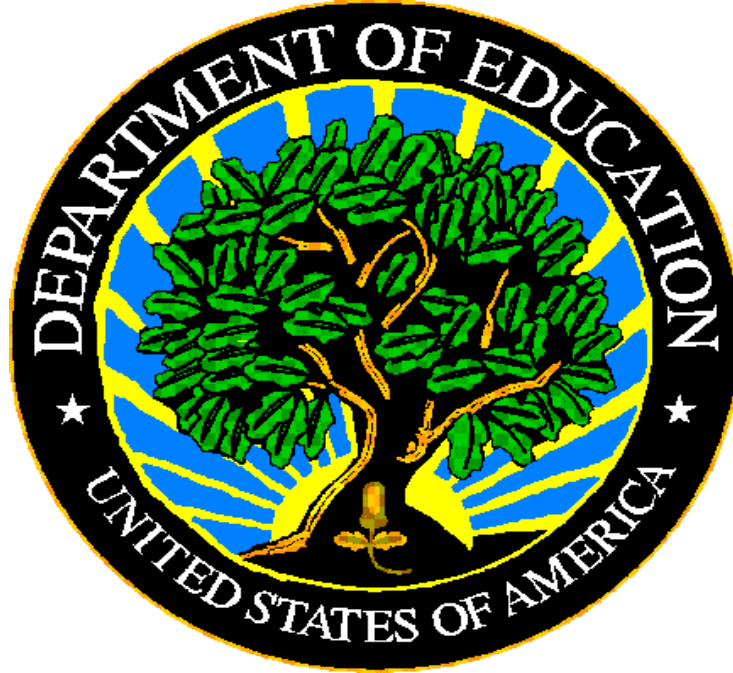
PSAT	March, 2011, 2012, 2013, 2014
National Clearing House	May, 2011, 2012, 2013, 2014
Post Secondary	2014

NCES

School directory file	January, 2011, 2012, 2013, 2014
-----------------------	---------------------------------------

## **APPENDIX B**

### **FEDERAL COMPLIANCE REPORTING TIMELINE**



**U.S. DEPARTMENT OF EDUCATION**

**EDFacts Calendar**

October 2010 – March 2012

*(As of April 4, 2011)*

*The EDFacts Calendar is intended to provide an overview of due dates for EDFacts file submissions as well as other important EDFacts dates. Some dates may be subject to change. The calendar will be updated monthly, and updates will be noted in red. For detailed guidance on submitting EDFacts files, please see the EDFacts Workbook, File Specifications, FAQs and other helpful documents available on [www.ed.gov/edfacts](http://www.ed.gov/edfacts).*

## October 2010

### SY 2009-10 Files Due

None

### Events/Important Dates

October 1 – Part 2 of SY 2009-10 CRDC opens to LEAs

October 4 – EIMAC General Statistics Task Force meeting in DC

October 6 – Migrant WebEx, 3PM ET, sponsored by ED's Office of Migrant Education. *EDFacts* coordinators invited to join with their migrant coordinators.

October 7 – PSC webinar with states, 3PM ET, focus on IDEA Exiting, Staffing, and Discipline

October 29 – FY10 *EDFacts* Task Orders Improvement Plans due

### Also in October:

Release III of SY2009-10 State Submission Plan in *EMAPS*

## November 2010

### SY 2009-10 Files Due

#### *IDEA Files Due November 1:*

N/X005 Children w/Disabilities (IDEA) Removal to Interim Alternative Educational Setting

N/X006 Children w/Disabilities (IDEA) Suspensions/Expulsions

N/X007 Children w/Disabilities (IDEA) Reasons for Unilateral Removal

N/X009 Children w/Disabilities (IDEA) Exiting Special Education

N/X070 Special Education Teachers

N/X088 Children w/Disabilities (IDEA) Disciplinary Removals

N/X099 Special Education Related Services Personnel

N/X112 Special Education Paraprofessionals

N/X143 Children w/Disabilities (IDEA) Total Disciplinary Removals

N/X144 Educational Services During Expulsion



*CSPR Part I Submissions begin—See list of files in December*

Events/Important Dates

*(Planned)* November 8 – SY 2009-10 CSPR Part I opens

November 10 – CSPR Part I Training Webinar, 3PM ET

November 22 – Release of Academic Achievement Levels survey in *EMAPS*

November 30—Webinar on *EMAPS* Academic Achievement Levels Survey, 3PM ET

Also in November:

- Continued release of School District Profile Subreports

**December 2010**

SY 2009-10 Files Due

*CSPR Part I Files (Due in ESS December 16)*

- N/X010 Public School Choice
- N/X043 Homeless Served (McKinney-Vento)
- N/X045 Immigrant
- N/X050 Title III LEP English Language Proficiency Results
- N/X063 Teacher Quality in Elementary Classes
- N/X064 Teacher Quality in Core Secondary Classes
- N/X067 Title III Teachers
- N/X075 Academic Achievement in Mathematics
- N/X078 Academic Achievement in Reading (Language Arts)
- N/X079 Academic Achievement in Science
- N/X081 Assessment Participation
- N/X093 Children w/Disabilities Participation in Assessments
- N/X103 Accountability
- N/X116 Title III LEP Students Served
- N/X121 Migrant Students Eligible - 12 Month
- N/X122 MEP Students Eligible and Served - Summer / Intersession
- N/X126 Title III Former LEP Students
- N/X128 Supplemental Educational Services
- N/X131 LEA End of SY Status
- N/X137 LEP English Language Proficiency Test
- N/X138 Title III LEP English Language Proficiency Test
- N/X139 LEP English Language Proficiency Results
- N/X141 LEP Enrolled
- N/X 152 Corrective Actions
- N/X 153 Restructuring Actions
- N/X118 Homeless Students Enrolled *(not used for CSPR, but due date remains 12/16 for SY2009-10)*

*CTE Files (For SY 2009-10 , these files are optional, if an SEA elects to submit these files the files are due December 31)*

- N/X082 CTE Concentrators Exiting
- N/X083 CTE Concentrators Graduates
- N/X142 CTE Concentrators Academic Achievement
- ~~N/X148 CTE Participants Non-Traditional Fields- (No longer used.)~~
- ~~N/X149 CTE Concentrators Non-Traditional Fields-(No longer used.)~~
- N/X154 CTE Concentrators Graduation Rate
- N/X155 CTE Participants in programs for Non-Traditional
- N/X156 CTE Concentrators in Programs For Non-Traditional
- N/X157 CTE Concentrators Technical Skills

*Other (Not used in CSPR; used for Performance Evaluation. Due December 31.)*

- N/X106 Elementary/Middle Additional Indicator
- N/X107 High School Graduation Rate Indicator
- N/X108 Mathematics Participation Status
- N/X109 AMO Mathematics Status
- N/X110 Reading/Language Arts Participation Status
- N/X111 AMO Reading/Language Arts Status

<u>Events/Important Dates</u>	
December 1—Education for Homeless Children and Youth Webinar, 2:30-3:30PM ET	
December 3 – CRDC Part 2 closes to LEAs	
December 13—Deadline for completion of Academic Achievement Levels survey in <i>EMAPS</i>	
December 17 – SY 2009-10 CSPR Part I closes at 5PM ET; <b>files due into ESS by 5PM ET</b>	
<b>December 16</b>	

## January 2011

### SY 2009-10 Files Due

*Due January 31*

N/X032 Dropouts

N/X040 Graduates/Completers

N/X041 Graduation Rates

N/X071 Personnel Skilled in Technology

N/X117 8<sup>th</sup> Grade Technology Literacy

### SY 2010-2011 Files Due

*Due January 31*

N/X029 Directory

N039 Grades Offered (*not required if Directory is submitted in XML*)

### Events/Important Dates

January 6—PSC Webinar, to include a discussion of CCD deadlines for SY2010-11, 3PM ET

January 10 —CSPR II Opens

January 12 —Webinar on IDEA data submissions, 3:30PM ET

January 13—CSPR Part II Training Webinar, 3-4:30PM ET

January 24—EIMAC Task Force meeting

January 31—Baseline SIG data (non-XML only) for SY2009-10 due to PSC

### Also in January:

- Release of SY 2010-11 State Submission Plan survey in *EMAPS*
- ESS 7.0 opens for submission of early SY 2010-11 files in early January

**February 2011**

SY 2009-10 Files Due

*IDEA Files Due February 1*

N/X003 Children w/Disabilities (IDEA) Academic Achievement

N/X004 Children w/Disabilities (IDEA) Not Participating in Assessments

N/X146 Children w/Disabilities (IDEA) Alternate Assessment Caps

*Note: File N/X093 Children w/Disabilities (IDEA) Participation in Assessments due December 16 for CSPP Part I is also used February 1 for IDEA reporting requirements.*

*CSPP Part II Files (Due in ESS by February 17)*

N/X036 Title I Part A TAS Services

N/X037 Title I Part A SWP/TAS Participation

N/X054 MEP Students Served - 12 Months

N/X065 Federally Funded Staff

N/X113 N or D Academic Achievement – State Agency

N/X119 N or D Participation – State Agency

N/X123 MEP Students Served - Regular School Year

N/X124 MEP Students Served - Summer/Intersession

N/X125 N or D Academic Achievement -LEA

N/X127 N or D Participation - LEA

N/X134 Title I Part A Participation

N/X135 N or D Long Term

N/X145 MEP Services

*Other (Not used for CSPP; used by Office of Safe and Drug-Free Schools. Due by February 28)*

N/X030 Discipline Incidents

N/X136 Students Disciplined

SY 2010-11 Files Due

*IDEA Files Due February 2*

N/X002 Children w/Disabilities (IDEA) School Age—SEA and LEA Level

N/X089 Children w/Disabilities (IDEA) Early Childhood—SEA and LEA Level

Events/Important Dates

February 9—Webinar on EMAPS State Submission Plan and LEAD018 Report, 3PM ET

February 15—PSC Webinar, to include discussion of SY2010-11 File Specs, 3PM ET

February 18—CSPP II Closes for SY 2009-10 at 5PM ET; **files due into ESS by 5PM ET February 17**

February 21-25—NCES Forum and MIS Conference in Austin TX

February 28—CSPP Part I reopens for data corrections (closes on March 16<sup>th</sup>)

•

## March 2011

### SY 2009-100 Files Due

*Due March 31*

N/X086 Students Involved with Firearms

N/X094 Firearm Incidents

### SY 2010-11 Files Due

*Due March 31*

N/X033 Free and Reduced Price Lunch

N/X052 Membership

N/X129 CCD School

N/X130 ESEA Status

### Events/Important Dates

March 8—PSC Updates Webinar (including discussion of assessment file reporting options)

March 16—CSPR Part I reopen period closes

- Also in March:
- March 18 - Release of IDEA metadata survey in EMAPS
- March 22- Release of GFSA Survey in EMAPS
- *Distribute charter data quality reports*
- March 25 - Release of 2011 Draft State Profiles

## April 2011

### SY 2010-11 Files Due

*Due April 30*

N/X002 Children w/Disabilities (IDEA) School-Age, School level

*(To be used for Civil Rights Data Collection.)*

N/X046 LEP Students in LEP Program

### Events/Important Dates

**NEW!** April 4 – (EMAPS Survey Due) State Supplemental Survey for IDEA Metadata

April 11—CSPR Part II reopens for data corrections

April 12 – State Trend Profiles released to Congress

April 12, 3 pm – PSC Online Meeting with States (Training on graduation rates and cohorts)

**NEW!** April 15<sup>th</sup> – (EMAPS Survey Due) Gun-Free Schools Act (GFSA) Survey

April 27–CSPR Part II reopen period closes

Also in April:

- Continue distribution of charter data quality reports

**May 2011**

SY 2010-11 Files Due

*Due May 31*

N/X059 Staff FTE

Events/Important Dates

May 2 – EIMAC General Statistics Task Force meeting

May 10, 3pm – PSC Online Meeting with States (webinar)

Also in May:

**June 2011**

SY 2008-09 Files Due

N/X035 Federal Programs due June 1

SY 2010-11 Files Due

(None)

Events/Important Dates

June 16-17—EDFacts Coordinators meeting in Washington, DC

**July 2011**

SY 2010-11 Files Due

(None)

Events/Important Dates

Also in July:

- NCES Forum and Summer Data Conference in DC (July 27-29)
- *(Planned)* Release of 2011 State Profiles and Congressional District Profiles

**August 2011**

SY 2010-11 Files Due

(None)

Events/Important Dates

Also in August

**September 2011**

SY 2010-11 Files Due

*Due September 30*

N/X162 Internet Access

N/X168 Charter Schools

Events/Important Dates

September 30 – FY10 ED*Facts* Task Order Implementation Reports due



## October 2011

### SY 2010-11 Files Due

None

### Events/Important Dates

October 3 – EIMAC General Statistics Task Force meeting in DC

### Also in October:

- *(Planned)* Release of Academic Achievement Levels survey in EMAPS

## November 2011

### SY 2010-11 Files Due

#### *IDEA Files Due November 2:*

N/X005 Children w/Disabilities (IDEA) Removal to Interim Alternative Educational Setting

N/X006 Children w/Disabilities (IDEA) Suspensions/Expulsions

N/X007 Children w/Disabilities (IDEA) Reasons for Unilateral Removal

N/X009 Children w/Disabilities (IDEA) Exiting Special Education

N/X070 Special Education Teachers

N/X088 Children w/Disabilities (IDEA) Disciplinary Removals

N/X099 Special Education Related Services Personnel

N/X112 Special Education Paraprofessionals

N/X143 Children w/Disabilities (IDEA) Total Disciplinary Removals

N/X144 Educational Services During Expulsion

*CSPR Part I Submissions begin—See list of files in December*

### Events/Important Dates

*(Planned)* November 7 – SY 2010-11 CSPR Part I opens

### Also in November:

**December 2011**

SY 2010-11 Files Due

*CSPR Part I Files (Due in ESS December 15)*

N/X004 Children w/Disabilities (IDEA) Not Participating in Assessments

N/X010 Public School Choice

N/X043 Homeless Served (McKinney-Vento)

N/X045 Immigrant

N/X050 Title III LEP English Language Proficiency Results

N/X063 Teacher Quality in Elementary Classes

N/X064 Teacher Quality in Core Secondary Classes

N/X067 Title III Teachers

N/X075 Academic Achievement in Mathematics

N/X078 Academic Achievement in Reading (Language Arts)

N/X079 Academic Achievement in Science

N/X081 Assessment Participation

N/X103 Accountability

N/X116 Title III LEP Students Served

N/X118 Homeless Students Enrolled

N/X121 Migrant Students Eligible - 12 Month

N/X122 MEP Students Eligible and Served - Summer / Intersession

N/X126 Title III Former LEP Students

N/X128 Supplemental Educational Services

N/X132 School End of SY Status

N/X137 LEP English Language Proficiency Test

N/X138 Title III LEP English Language Proficiency Test

N/X139 LEP English Language Proficiency Results

N/X141 LEP Enrolled

N/X146 Children w/Disabilities (IDEA) Alternate Assessment Caps

N/X 152 Corrective Actions

*CTE Files (Due December 31, 2011)*

N/X082 CTE Concentrators Exiting

N/X083 CTE Concentrators Graduates

N/X142 CTE Concentrators Academic Achievement

N/X154 CTE Concentrators Graduation Rate

N/X155 CTE Participants in programs for Non-Traditional

N/X156 CTE Concentrators in Programs For Non-Traditional

N/X157 CTE Concentrators Technical Skills

N/X 158 CTE Concentrators Placement

*Other (Not used in CSPR; used for Performance Evaluation. Due December 31.)*

N/X106 Elementary/Middle Additional Indicator

N/X107 High School Graduation Rate Indicator

N/X108 Mathematics Participation Status

N/X109 AMO Mathematics Status

N/X110 Reading/Language Arts Participation Status

N/X111 AMO Reading/Language Arts Status

N/X 153 Restructuring Actions	
N/X164 PSC/SES Data	

Events/Important Dates

December 16 (*Planned*) – SY 2010-11 CSPR Part I closes; **files due into ESS by COB ET  
December 15**

Also in December:

- (*Planned*) ESS 8.0 opens for submission of early SY 2011-12 files
- (*Planned*) Release of SY 2011-12 State Submission Plan in *EMAPS*

**January 2012**

SY 2010-11 Files Due

*Due January 31*

N/X032 Dropouts

N/X040 Graduates/Completers

N/X041 Graduation Rates

N/X071 Personnel Skilled in Technology

N/X117 8<sup>th</sup> Grade Technology Literacy

N/X131 LEA End of SY Status

N/X150 Regulatory Cohort Graduation Rate

N/X151 Cohorts for Regulatory Graduation Rate

SY 2011-2012 Files Due (*Tentative*)

*Due January 31*

N/X029 Directory

N039 Grades Offered (*not required if Directory is submitted in XML*)

Events/Important Dates

January 9 (*Planned*) —CSPR II Opens

Also in January:

- (*Tentative*) EIMAC Task Force meeting

**February 2012**

SY 2010-11 Files Due

*SIG/SFSF Files Due February 10*

N/X159 Average Scale Scores

N/X160 HS Graduates Postsecondary Enrollment

N/X161 HS Graduates Postsecondary Credits Earned

N/X166 Evaluation of Staff

N/X167 School Improvement Grants

*CSPR Part II Files (Due into ESS by February 16)*

N/X036 Title I Part A TAS Services

N/X037 Title I Part A SWP/TAS Participation

N/X054 MEP Students Served - 12 Months

N/X065 Federally Funded Staff

N/X113 N or D Academic Achievement – State Agency

N/X119 N or D Participation – State Agency

N/X123 MEP Students Served - Regular School Year

N/X124 MEP Students Served - Summer/Intersession

N/X125 N or D Academic Achievement -LEA

N/X127 N or D Participation - LEA

N/X134 Title I Part A Participation

N/X135 N or D Long Term

N/X145 MEP Services

N/X 165 Migrant Data

*Other (Not used for CSPR; used by Office of Safe and Drug-Free Schools. Due by February 28)*

N/X030 Discipline Incidents

N/X136 Students Disciplined

SY 2011-12 Files Due (Tentative)

*IDEA Files Due February 1*

N/X002 Children w/Disabilities (IDEA) School Age—*SEA and LEA Level*

N/X089 Children w/Disabilities (IDEA) Early Childhood—*SEA and LEA Level*

Events/Important Dates

*(Planned)* February 17—CSPR II Closes for SY 2009-10 at 5PM ET; **files due into ESS by 5PM ET February 16**

Also in February:

- *(Planned)*—CSPR Part I reopens for data corrections

**March 2012**

SY 2010-11 Files Due

*Due March 2*

N/X086 Students Involved with Firearms

N/X094 Firearm Incidents

N/X163 Discipline Data

SY 2011-12 Files Due (*Tentative*)

*Due March 31*

N/X033 Free and Reduced Price Lunch

N/X052 Membership

N/X129 CCD School

N/X130 ESEA Status

Events/Important Dates

Also in March:

- (*Planned*) CSPR Part I reopen period closes
- (*Planned*) Release of draft 2012 State Profiles

## Recommendations for Solicitation

- 1) Define all acronyms the first time they are used, and then use the acronym throughout. Do not repeatedly define throughout the solicitation. ITPO attempted to change every instance of this; however, MSDE will need to review carefully. MDSE must also provide the meanings of undefined acronyms such as ETL, ELT, and ERD.
- 2) Review the Scope in Section 2.1 and provide a short statement about the responsibilities and requirements of the Project Manager.
- 3) Review the responsibilities of the Sr. IT Architect and the Project Manager in Section 2.3.3. Provide clarification and justification for why Table 2.3.3-1 lists all the duties of the Sr. IT Architect directly from Section 2.3.1, while Table 2.3.3-2 lists the Project Manager responsibilities that differ from the duties mentioned in Section 2.3.1.
- 4) Modify minimum qualifications Section 2.5.1 to ensure all items are verifiable.
- 5) Review and update acceptance criteria to ensure deliverables will meet MSDE's needs with suggested requirements for content and frequency if applicable.
- 6) Review and update the Key Information Summary Sheet.
- 7) Provide clarification and justification for MBE goal of 0%. Provide a PRG sheet.
- 8) Review and update the Table of Contents. Include all new sections added by DoIT.
- 9) Review all comments in solicitation and address actions provided by DoIT. Once edits have been made, MSDE may release this solicitation without further approval.