

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

| Section 1 –General Information | | | |
|---|--|-------------------------------------|---------------|
| RFR Number: (Reference BPO Number) | R00B9200148 | | |
| Functional Area (Enter One Only) | 10 – IT Management and Consulting Services | | |
| Position Title/s or Service Type/s (Short term staff or PMP) | | | |
| 59. Internet/Intranet site developer senior: – RTTT Project to Develop Framework and Content for Teacher Toolkit Portal (Each Master Contractor can only submit one candidate for the RFR) | | | |
| Anticipated start date | July 11, 2011 | | |
| Duration of assignment | 6 months | | |
| Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”) | No | | |
| MBE goal, if applicable | 0% | | |
| Issue Date: mm/dd/yyyy | June 10, 2011 | Due Date: mm/dd/yyyy | June 17, 2011 |
| | | Time (EST): 00:00 am/pm | 2:00 p.m. |
| Place of Performance: | Maryland State Department of Education (MSDE) 200 West Baltimore Street, Baltimore, MD 21201 | | |
| Special Instructions: (e.g. interview information, attachments, etc.) | Interviews will be conducted by a panel of three or more persons using a standardized set of interview questions. | | |
| Security Requirements (if applicable): | Pass reference checks | | |
| Invoicing Instructions: | Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP. | | |
| Section 2 – Agency Point of Contact (POC) Information | | | |
| Agency / Division Name: | Maryland State Department of Education (MSDE) Division of Instruction (DOI) | | |
| Agency POC Name: | Dorothy M. Richburg, Procurement Officer | Agency POC Phone Number: | 410-767-0628 |
| Agency POC Email Address: | drichburg@msde.state.md.us | Agency POC Fax: | 410-333-2017 |
| Agency POC Mailing | 200 West Baltimore Street | | |

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|-----------------|---------------------|
| Address: | Baltimore, MD 21201 |
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| Section 3 – Scope of Work | |
|--|---|
| Background | |
| <p>The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The Agency has received Race to the Top grant funds from the US Department of Education to implement educational reforms in Maryland and improve the collection and dissemination of information on school and student performance.</p> <p>Several MSDE Race to the Top initiatives will implement new technology systems, train end-users on how to use them, and improve access and information provided by MSDE reporting information systems. Race to the Top educational improvement initiatives will also engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE’s improvement efforts.</p> <p>The purpose of this Request for Resume is to acquire a full time professional development specialist to design and implement a web-based portal that provides educators in Maryland with access to a variety of online and face-to-face professional development tools that will help them develop their individual professional development plans, and provide opportunities for educators to collaborate online. This individual will work with a full time contractual specialist in the Office of Teacher Effectiveness to meet the overall goals of this project. This project and other Race to the Top grant initiatives that can be viewed at; http://www.msde.maryland.gov/MSDE/programs/race_to_the_top.</p> | |
| Job Description/s | |
| Position Title/s or Service Type/s (From Section 1 Above) | Duties / Responsibilities |
| <p>59. Internet/Intranet site developer senior —Develop Framework and Content for Online Toolkit Portal</p> | <p>The Consultant will be responsible for (a) the design and implementation of a professional development portal, and (b) to assist in the development of quality control protocols that will be used to select online professional development resources. The Consultant will define, develop, and implement project deliverables and carry out duties that include but are not limited to:</p> <ol style="list-style-type: none"> a. Work collaboratively with other RTTT project teams to define and prepare portal requirement documents, b. Develop technical and conceptual designs in accordance with RTTT portal requirements, Managing activities of the project team(s) and/or vendors as necessary; c. Communicating regularly with stakeholders, including the Race to the Top Technical Program Director, relative to project accomplishments, milestones, issues, risks, and remediation actions; d. Managing and assuring the successful attainment of all goals set out at the onset of the project. <p>The consultant must all demonstrate good analytical and</p> |

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| | communication skills, both verbal and non-verbal; capable of translating and/or defining business needs into functional requirements; and must possess good interpersonal communication skills and proper attire. |
| Minimum Qualifications | |
| Position Title/s or Service Type/s (From Section 1 Above) | Technical Experience/Knowledge/Skill |
| 59. Internet/Intranet site developer senior —Develop Framework and Content for Online Toolkit Portal | <p>For minimum requirements, see CATS II Labor Category for Internet/Intranet Site Developer Senior.</p> <p>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA</p> <ol style="list-style-type: none"> 1. A minimum of three (3) years of object oriented software development experience designing, building and deploying custom application solutions required, 2. At least five (5) years designing and implementing web portals using standard development languages, technologies, and development methods including: HTML, UML, Java, and XML. 3. At least five (4) years of experience conducting software requirements mapping; application configuration and testing; and application interface design & testing, 4. At least five (4) years of experience working with design and/or delivery of online professional development courses preferred, 5. One (1) year experience working in a State agency environment with experience doing state procurements preferred. |
| Section 4 - Required Submissions | |
| <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “CATS II Master Contractor Feedback Form” located under “Master Contractor Login” on the CATS II web site. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o Documents listed below as required by the hiring agency | |
| <ol style="list-style-type: none"> 1. Resume 2. References (2 current references) 3. Cost Proposal | |
| Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance) | |
| 1. Work Experience | |
| 2. Training and Education | |
| 3. Ability to answer interview questions | |
| 4. References | |
| 5. Price | |

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Basis for Award Recommendation

RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor.

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**ATTACHMENT 1 – RFR RESUME FORM
INTERNET/INTRANET SITE DEVELOPER SENIOR
RFR #R00B9200148**

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Position or Service described in Section 1 of the RFR. If the RFR requests multiple Positions or Services, use a separate resume form for each proposed candidate.

| | |
|--------------------|---|
| Candidate Name: | Position Title or Service Type (from Section 1 of the RFR): |
| Master Contractor: | |

A. Education / Training

| Institution Name / City / State | Degree / Certification | Year Completed | Field Of Study |
|---------------------------------|------------------------|----------------|----------------|
| <add lines as needed> | | | |

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization] *Description of Work...*
 [Title / Role]
 [Period of Employment / Work]
 [Location]
 [Contact Person (Optional if current employer)]

[Organization] *Description of Work...*
 [Title / Role]
 [Period of Employment / Work]
 [Location]
 [Contact Person]

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

| Start and End Dates | Job Title or Position | Organization Name | Reason for Leaving |
|-----------------------|-----------------------|-------------------|--------------------|
| <add lines as needed> | | | |

D. References

List persons the State may contact as employment references

| Reference Name | Job Title or Position | Organization Name | Telephone / Email |
|-----------------------|-----------------------|-------------------|-------------------|
| <add lines as needed> | | | |

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**ATTACHMENT 2
INTERNET/INTRANET SITE DEVELOPER SENIOR
RFR PRICE PROPOSAL -
RFR #R00B9200148**

(This form is to be filled out by Master Contractors)

| Proposed Labor Category | Hourly Labor Rate | Total Hours (up to 6 months) | Labor Category Price (Labor Rate x Hours) |
|--|-------------------|------------------------------|---|
| 59. Internet/Intranet Site Developer Senior | \$ | 1040 hrs | \$ |
| Total RFR Price (Sum of Labor Category Prices): | | | \$ |

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

FIN _____ DUNS NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.