

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

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200151</b>		
<b>Functional Area (Enter One Only)</b>	<b>FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING</b>		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Senior Subject Matter Expert and Business Analyst for Educator Evaluation Tools and Systems <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	July18, 2011		
<b>Duration of assignment</b>	Six Months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	June 15, 2011	<b>Due Date:</b> mm/dd/yyyy	June 23, 2011
		<b>Time (EST):</b> 00:00 am/pm	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems 200 West Baltimore Street; Baltimore, MD 21201		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions. Structured interviews will be performed via phone		
<b>Security Requirements (if applicable):</b>	Pass reference checks and obtain State ID Badge		
<b>Invoicing Instructions:</b>	Standard invoicing procedures for the CATS II Master Contract		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems		
<b>Agency POC Name:</b>	Dorothy Richburg Procurement Specialist	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	drichburg@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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Section 3 – Scope of Work	
Background	
<p>Maryland State Department of Education (MSDE) has assumed a progressive stance in the collection, validation and reporting of education accountability data. The state established its first Educational Data Warehouse (EDW) in 1999 and today strives to achieve the ten essential elements and fundamentals for PreK-12 longitudinal data systems established by the Data Quality Campaign, see <a href="http://www.dataqualitycampaign.org">www.dataqualitycampaign.org</a> for additional information on the ten essential requirements.</p> <p>With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE is increasing the kinds of student and educator evaluation data collected and analyzed. To help MSDE achieve this aim, The Division of Accountability, Assessment and Data Systems (DAADS) is modernizing and enhancing its; (1) Educational Data Warehouse (EDW) and (2) associated data reporting systems, and implementing new systems. As a result of a multitude of new projects within DAADS, there is an increased need for additional specialized functional systems requirements definition and business analysis work to be performed.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of <b>One (1) K12 Subject Matter Expert (SME) in the area of K12 educator evaluation tools and data systems that has experience with</b> state and county school systems education evaluation systems. The <b>K12 educator evaluation SME</b> will work with the DAADS technical team, Race to the Top project teams, and LEAs to identify, design, and develop educator effectiveness tool requirements and specifications, and Human Capital Resource system requirements and specifications to support educator effectiveness evaluation data collection and storage.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Senior Subject Matter Expert and Business Analyst for Educator Evaluation Systems</p>	<p>Assist RTTT-DAADS project team in collecting business requirements and calculation needs of stakeholders for educator evaluation assessment tools and data systems.</p> <p>Assist RTTT-DAADS project team in issuing RFI to identify COTS system to meet requirements needs.</p> <p>Work With LEA groups in requirements gathering and documentation of these requirements.</p> <p>Assist the LEAs, DAADS-RTTT team writing Department of Information Technology (DOIT) System Development Life Cycle (SDLC) compliant requirements documents.</p> <p>Note: Educator evaluation tools will include both school administrator and teacher evaluation tools.</p>

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	The candidate must also demonstrate all aspects of proper communications skills, both verbal and non-verbal and possess good interpersonal communication skills and proper attire.
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
1. Senior Subject Matter Expert and Business Analyst for Teacher Evaluation Systems	<p>For minimum requirements, see CATS II Labor Category number 3 for Senior Subject Matter Expert.</p> <p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING MANDITORY CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. Minimum of twelve (10) years working in a K-12 environment.</li> <li>2. Minimum of ten (8) years experience working with educator evaluations, assessments, and performance evaluations.</li> <li>3. Minimum of two (2) years experience in preparing requirements documents for educator evaluation assessment tools and data systems for storing that information.</li> <li>4. Minimum of two (2) years experience with HR systems that are used for storing educator assessment and performance metrics.</li> </ol>
<b>Section 4 - Required Submissions</b>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> <li>o Resume for each position / service type described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	

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1. Resume showing evidence of all skills listed in Section 3. Scope of Work
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal
3. Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Candidate must meet minimum qualifications in Section 3 to be considered for an interview.
2. Candidate interview will be ranked based on technical questions
3. Price rankings of the proposals
4. References
<b>Basis for Award Recommendation</b>
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. <b>Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.</b>

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**ATTACHMENT 1 – RFR RESUME FORM  
SENIOR SUBJECT MATTER EXPERT AND BUSINESS ANALYST  
FOR EDUCATOR TOOLS AND SYSTEMS  
RFR # R00B9200151**

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

<add lines as needed>

**C. Employment History**

List employment history, starting with the most recent employment first

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

**D. References**

List persons the State may contact as employment references

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

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**ATTACHMENT 2  
SENIOR SUBJECT MATTER EXPERT AND BUSINESS ANALYST  
FOR EDUCATOR TOOLS AND SYSTEMS  
RFR PRICE PROPOSAL  
RFR #R00B9200151**

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

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
#3 – Senior Subject Matter Expert	\$	1040 hrs	\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

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.