

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200153</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)			
<b>22. Senior Database Management Specialist (Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	July 18, 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 14, 2011	<b>Due Date:</b> mm/dd/yyyy	June 22, 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 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. As a result of a multitude of new Race to the Top projects (RTTT) within DAADS, there is an increased need for specialized requirements definition, design, and development for a data exchange for transferring data between the P12 longitudinal data system and K12 student information systems.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of <b><u>One (1) Senior Database Management Specialist that has experience with transaction data transfer systems and operational management of data collections.</u></b> The senior database management specialist must have experience in preparing requirements, designing data collection processes, developing tracking methods, conducting operations of data collections, coordinating with submitters and technical resources, and managing resolution of issues, risks, and change controls. The senior database management specialist will assist the RTTT Team in managing a new MSDE data collection from the 24 local school districts, including tracking large data files, managing the data validation process and file resubmission(s), collaborating the ETL and DBA resources, and communicating with local IT resources. Additionally, the senior database management specialist will support the selection of a technology approach, assess market tools and tools within MSDE DAADS, and evaluate SIF and Common Data Standards for Application Interface transaction record formats and methods.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p><b>22. Senior Database Management Specialist</b></p>	<p>Assist the RTTT Team in managing a new MSDE data collection from the 24 local school districts, including tracking large data files, managing the data validation process and file resubmission(s), collaborating the ETL and DBA resources, and communicating with local IT resources.</p> <p>Support the selection of a technology approach, assess market tools and tools within MSDE DAADS, and evaluate SIF and Common Data Standards for Application Interface transaction record formats and methods.</p>

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	<p>Assist in the preparation of procurement documents for purchasing or building a data exchange</p> <p>Performs stakeholder satisfaction surveys.</p> <p>The candidate must also demonstrate all aspects of proper communication skills, both verbal and non-verbal.</p>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
<p><b>22. Senior Database Management Specialist</b></p>	<p>For minimum requirements, see CATS II Labor Category number 22 for Senior Database Management Specialist.</p> <p><b>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. EDUCATION – BS REQUIRED, WITH MS PREFERRED IN COMPUTER SCIENCE</li> <li>2. Minimum of six (6) years of experience doing systems analysis and programming.</li> <li>3. Minimum of four (4) years experience preparing software requirements and specification documents.</li> <li>4. Minimum of three (3) years of experience planning, collecting requirements, designing data collection processes, and developing tracking methods.</li> <li>5. Minimum of two (2) years of experience conducting operations of data collections, coordinating with submitters and technical resources, tracking data files, and managing resolution of issues, risks, and change controls</li> <li>6. It is highly desired that the candidate have at least one (1) years experience with SIF and Common Data Standards for Application Interface transaction record formats and methods.</li> </ol>

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<b>Section 4 - Required Submissions</b>
<b>NOTE:</b> <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>
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 DATABASE MANAGEMENT SPECIALIST  
RFR # R00B9200153**

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

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

**A. Education / Training**

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

**B. Relevant Work Experience**

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

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

<add lines as needed>

**C. Employment History**

List employment history, starting with the most recent employment first

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

**D. References**

List persons the State may contact as employment references

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

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**ATTACHMENT 2  
RFR PRICE PROPOSAL  
SENIOR DATABASE MANAGEMENT SPECIALIST  
RFR # R00B9200 153**

(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)
<b>22. Senior Database Management Specialist</b>	\$	1040 hrs	\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

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

ADDRESS \_\_\_\_\_

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

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

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

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

SIGNATURE \_\_\_\_\_

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

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

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