

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	R00B9200190		
<b>Functional Area (Enter One Only)</b>	10 – IT Management Consulting Services		
Position Title			
<b>Position Title:</b> Labor Category 3: Senior Subject Matter Expert Organizational Development Specialist/ Training Lead <b>(Each Master Contractor can only submit one candidate for this RFR)</b>			
<b>Anticipated start date</b>	October 2012		
<b>Duration of assignment</b>	Up to 6 months		
<b>Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)</b>	No		
<b>MBE goal, if applicable</b>	Zero %		
<b>Issue Date: mm/dd/yyyy</b>	09/7/2012	<b>Due Date: mm/dd/yyyy</b>	09/28/2012
		<b>Time (EST): 00:00 am/pm</b>	2:00 PM EST
<b>Place of Performance:</b>	Maryland State Department of Education 200 W. Baltimore Street, Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<ol style="list-style-type: none"> <li>1. An in-person interview may be required</li> <li>2. Potential contractors should submit no more than ONE resume</li> <li>3. Candidates <b><u>must meet all minimum requirements</u></b> to be considered</li> </ol>		
<b>Security Requirements (if applicable):</b>	Pass reference checks		
<b>Invoicing Instructions:</b>	Time and Material Contract. Approved work-logs submitted with bi-weekly timesheets.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education (MSDE) Division for Academic Reform and Innovation (DARI)		
<b>Agency POC Name:</b>	Dorothy M. Richburg, Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	<a href="mailto:drichburg@msde.state.md.us">drichburg@msde.state.md.us</a>	<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		
Section 3 – Scope of Work			

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<b>Background</b>	
<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 a Race to the Top grant 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>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. Race to the Top grant initiatives that can be viewed at: <a href="http://www.msde.maryland.gov/MSDE/programs/race%20to%20the%20top">http://www.msde.maryland.gov/MSDE/programs/race to the top</a> .</p> <p>The purpose of this RFR is to acquire an experienced Organizational Development Specialist/ Training Lead to coordinate Local Educational Agency (LEA) organizational development and training activities in support of RTTT educational systems that are scheduled for statewide implementation in 2013. The selected candidate will work with RTTT project managers to coordinate roll-out activities, develop curriculum training materials, author instructional videos, and provide LEAs with instructional support to enable them to adopt instructional technology systems. The Organizational Development Specialist/ Training Lead will leverage information collected through LEA organizational change management sessions to align current and future business processes to enable continuity of operation. The successful candidate will provide technical assistance to LEA support teams to ensure that applications are carefully introduced, and effectively operationalized/adopted.</p>	
<b>Job Description/s</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p><b>Position(s) Title: Organizational Development Specialist/ Training Lead</b></p> <p><b>Labor Category: 3- Senior Subject Matter Expert</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinate implementation activities among LEAs</li> <li>• Develop curriculum training materials for instructional technology applications</li> <li>• Author instructional videos with industry standard authoring tools</li> <li>• Coordinate LEA feedback through surveys and other data collection tools</li> <li>• Provide onsite and remote instructional support to enable LEAs to adopt technology systems.</li> <li>• Operationalize the Organizational Change Management Plan to enable the dissemination of accurate, relevant, timely, and consistent RTTT program information.</li> </ul>

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<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
<b>Position Title: Organizational Development Specialist/ Training Lead</b>  <b>CATS II Labor Category: 3.Senior Subject Matter Expert</b>	<b>For minimum requirements, see CATS II Labor Category number 3, Senior Subject Matter Expert in addition to the following:</b> <ol style="list-style-type: none"> <li>1. At least ten <b>(10)</b> years Organizational Development and/or Change Management experience working on large-scale, technology-enabled projects</li> <li>2. At least five <b>(5)</b> years' experience in Business Process Management. Experience utilizing appreciative inquiry methods highly preferred.</li> <li>3. At least 6 months experience working with Maryland LEAs.</li> </ol>
<b>Section 4 - Required Submissions</b>	
<p>NOTE:</p> <ul style="list-style-type: none"> <li>- Master Contractors may propose only one candidate for each position requested.</li> <li>- - Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.</li> <li>- - Master Contractors proposing in response to the RFR must submit the documents below as separate files</li> <li>- contained in two separate emails as follows: <ul style="list-style-type: none"> <li>- <b>Email 1 with "Technical": Master Contractor Name, RFR number, &amp; candidate name, and in the subject line</b> <ul style="list-style-type: none"> <li>o Resume for each labor category described in the RFR (Attachment 1)</li> <li>o Two current references</li> </ul> </li> <li>- <b>Email 2 with "Financial": Master Contractor Name, RFR number, &amp; candidate name, and in the subject line</b> <ul style="list-style-type: none"> <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 Any documents listed below as required by the hiring agency</li> </ul> </li> </ul> </li> </ul>	
<b>Section 5 - Evaluation Criteria - (Provide a list of evaluation criteria in descending order of importance)</b>	
<ul style="list-style-type: none"> <li>• Personnel's qualifications and experience performing the duties as specified in Section 2</li> </ul>	
<ul style="list-style-type: none"> <li>• Understanding of the work to be accomplished</li> </ul>	
<ul style="list-style-type: none"> <li>• References</li> </ul>	
<ul style="list-style-type: none"> <li>• Cost</li> </ul>	

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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. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

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ATTACHMENT 1 – RFR RESUME FORM  
RFR #R00B9200190**

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.

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

<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 SUBEJCT MATTER EXPERT**

**Organizational Development Specialist/ Training Lead**

**RFR #R00B9200190**

(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>Total Price (Labor Rate x Hours)</b>
<b>#3 - Senior Subject Matter Expert</b>	\$	<b>1040*</b>	\$
<b>Total RFR Price</b>			\$

\*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

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

ADDRESS \_\_\_\_\_

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

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

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

FIN \_\_\_\_\_ DUNS NO \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

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

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.