Request for Resume (RFR)
CATS II Master Contract

<table>
<tr><td colspan="4" align="center">Section 1 —General Information</td></tr>
<tr><td>RFR Number:
(Reference BPO Number)</td><td colspan="3">R62P3400008</td></tr>
<tr><td>Functional Area
(Enter One Only)</td><td colspan="3">FUNCTIONAL AREA 10 – IT MANAGEMENT AND CONSULTING SERVICES</td></tr>
<tr><td colspan="4" align="center">Position Title/s or Service Type/s
(Short term staff or PMP)</td></tr>
<tr><td colspan="4" align="center">Labor Category4: Systems Matter Expert – Business Analyst for Higher Education Collection System
(Each Master Contractor can only submit one candidate for the RFR)</td></tr>
<tr><td>Anticipated start date</td><td colspan="3">October 29, 2012</td></tr>
<tr><td>Duration of assignment</td><td colspan="3">Up to Six Months</td></tr>
<tr><td>Designated Small Business Reserve?(SBR):
(Enter "Yes" or "No")</td><td colspan="3">No</td></tr>
<tr><td colspan="2">MBE goal, if applicable</td><td colspan="2">0%</td></tr>
<tr><td>Issue Date:
mm/dd/yyyy</td><td>September 6, 2012</td><td>Due Date:</td><td>September 28 2012</td></tr>
<tr><td></td><td></td><td>Time (EST):
02:00 pm</td><td>2:00 PM</td></tr>
<tr><td>Place of Performance:</td><td colspan="3">Maryland Higher Education Commission
6 North Liberty Street, Ground Suite
Baltimore, MD 21201</td></tr>
<tr><td>Special Instructions:
(e.g. interview information, attachments, etc.)</td><td colspan="3">Interviews will be conducted by a panel of three persons using a standardized set of interview questions.</td></tr>
<tr><td>Security Requirements (if applicable):</td><td colspan="3">Pass reference checks and obtain State ID Badge</td></tr>
<tr><td>Invoicing Instructions:</td><td colspan="3">Standard invoicing procedures for the CATS II Master Contract</td></tr>
<tr><td colspan="4" align="center">Section 2 — Agency Point of Contact (POC) Information</td></tr>
<tr><td>Agency / Division Name:</td><td colspan="3">Maryland Higher Education Commission
Office of Information Systems</td></tr>
<tr><td>Agency POC Name:</td><td>La Juan Lee
Procurement Officer</td><td>Agency POC Phone Number:</td><td>410-767-3090</td></tr>
<tr><td>Agency POC Email Address:</td><td>llee@mhec.state.md.us</td><td>Agency POC Fax:</td><td>410-332-0250</td></tr>
<tr><td>Agency POC Mailing Address:</td><td colspan="3">Maryland Higher Education Commission
6 North Liberty Street, Ground Suite
Baltimore, MD   21201</td></tr>
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Section 3 – Scope of Work

Background

The Maryland Higher Education Commission (MHEC) is the State's coordinating and planning agency for higher education. The Commission maintains a higher education information system, the Maryland Annual Collection (MAC), which annually collects numerous surveys from public and independent Maryland colleges. The Commission collects a variety of information based on aggregate data and unit record data for student enrollment, degree attainment, employee data, high school graduate information, student transfers and financial aid data. The data is processed into statewide data sets and used as a resource for the Commission and the higher education community for policy and research studies and for extensive reporting. Data is also used across organizational lines by the Maryland State Department of Education (MSDE) and Department of Labor, Licensing and Regulation (DLLR), for high-school graduate performance in college, workforce development and for implementation of the Maryland Longitudinal Data System (MLDS).

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1) Subject Matter Expert (SME) – Business Analyst for MHEC's data collection system.** The business analyst must have experience with preparing documents and requirements for higher education collections system environments. SME will work directly with MHEC's Information Technology team and developers to modernize current operations into a new Oracle database system.

Duties include but are not limited to defining functional requirements, documenting business logic for ETL processes and error detection, documenting program and system specifications in preparation for deployment to institutions and defining requirements for reporting needs and dashboard preparation.

The candidate must demonstrate all aspects of proper communication skills, both verbal and non-verbal, must articulate clear and concise responses to the interview questions and possess good interpersonal communication skills and proper attire.

Job Description

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
4. Subject Matter Expert – Business Analyst for Higher Education Collection System	1. Assist MHEC and development team in the collection and documentation of functional requirements for each data collection system. 2. Prepare system specifications for each collection system. 3. Prepare and document business logic for ETL processes and error detection for each collection system. 4. Define and document new reporting needs for data collection systems the new Oracle environment. 5. Assist with requirements definition for Oracle Business Intelligence Enterprise Edition (OBIEE) activities for development of collection system dashboards.

	6. Prepare documents and institutional manuals to assist with coordination of system specification deployment to institutions and for beta testing.
	7. Perform other related tasks as assigned by Project Manager.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
4. Subject Matter Expert – Business Analyst for Higher Education Collection System	**CANDIDATES MUST MEET THE FOLLOWING CRITERIA:** 1. Education – BS required, with MS preferred 2. At least 2 years of experience Project Management skills. 3. At least 4 years of experience Oracle 11g Certification. 4. At least 5 years of experience with implementing Oracle relational databases, data warehouses, and batch data collection/transfer applications. 5. At least 5 years of experience as Database Administrator managing databases and warehouses using Oracle 10g/11g and experience. 6. At least 3 years of experience working as a business analyst with experience preparing software requirements and specification documents. 7. At least 3 years of experience with ETL and OBIEE development.

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Section 4 - Required Submissions

NOTE:
- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing <u>not</u> 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.
- Master Contractors proposing in response to the RFR <u>must</u> submit the documents below **as separate files** contained in **two separate emails** as follows:

Email 1 with "Technical": Master Contractor Name, RFR number, & candidate name, and in the subject line
   - o Resume showing evidence of all skills listed in Section 3. Scope of Work)
   - o Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills

Email 2 with "Financial": Master Contractor Name, RFR number, & candidate name, and in the subject line
   - 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)

Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)

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

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.**

ATTACHMENT 1 – RFR RESUME FORM
SUBJECT MATTER EXPERT
RFR # R62P3400008

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

<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

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ATTACHMENT 2
RFR PRICE PROPOSAL
SUBJECT MATTER EXPERT
RFR # R62P3400008

(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)
4. Subject Matter Expert – Business Analyst for Higher Education Collections System	$	**1040 hrs***	$
Total RFR Price (Sum of Labor Category Prices):			$

*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_____

FIN_____DUNS_____

TELEPHONE NO._____FAX NO._____

EMAIL ADDRESS_____

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 is 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.