



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400110
SENIOR SUBJECT MATTER EXPERT

DATE: August 6, 2014

**YOU SHOULD RECEIVE 13 PAGES
In addition to the attendance sheet
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL drichburg@msde.state.md.us
THANK YOU.**

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Friday, May 30, 2014 at 12 p.m.;
2. Questions received prior to the Pre-Proposal Conference; and
3. Attendance Sheet;

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, FRIDAY, AUGUST 15, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

TORFP NO. R00B4400110

SENIOR SUBJECT MATTER EXPERT

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
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MR. BLACKBURN:

Welcome everyone. We're here to discuss the TORFP for the Senior Subject Matter Expert. Following the format, we will introduce ourselves and then Mr. Volrath here will give us an overview of what we're looking for and will be followed by questions.

I'm James Blackburn. I work in Procurement. I help Dorothy Richburg. Seated next to me is?

MR. VOLRATH:

I'm Dave Volrath. I'm the Planning and Development Officer for Teacher/Principal Evaluation.

MR. BLACKBURN:

Very good. And Mr. Phillips, over on the left. We'll work around the room.

MR. PHILLIPS:

Scott Phillips from Precision Task Group, a certified MBE in the State of Maryland.

MR. BLACKBURN:

One more thing. How about spelling your last name as you introduce yourself for the transcription?

MS. CERASI:

RheaAnn Cerasi, Wood Consulting, C-E-R-A-S-I.

MR. REILLY:

Scott Reilly, R-E-I-L-L-Y, with Momentum.

MR. HUSSEY:

Leo Hussey, H-U-S-S-E-Y, with Computer Aid or CAI.

MR. CHERRY:

Scott Cherry, C-H-E-R-R-Y with Gantech.

MS. SCHAD:

Amber Schad, S-C-H-A-D, also with Gantech.

MR. BLACKBURN:

Okay. Perfect. Now Mr. Volrath will do the overview for the TORFP which closes on the 16th of June.

MR. VOLRATH:

Okay. I'm new at this, so let me know if I mess something up. This is a position if you've been following with any of the Race to the Top work systems going on which originally was a four-year project and the state has asked for a fifth-year extension of that work.

So this is a position that would continue to work that has gone forward to date. It is an individual who would be working literally side-by-side with me and a team that is developing the Teacher/Principal Evaluation tools for the LEA's around the state and they're all local tools and we have oversight over the development, management, and validity of those tools.

So this person actually sits as a member of the team that is doing this work. They contribute to the professional development work that we're doing. They provide technical assistance both here at MSDE with the processes that we have to develop and manage to move the data and the information on Teacher Evaluation from the 24 LEA's to a collective measure here and the analysis of that information.

They also provide technical assistance to the 24 LEA's on the systems that they're using with their data collection for Teacher/Principal Evaluation and the analysis of those systems as well.

The individual manages a number of pieces of this project, particularly there that deal to provide professional development to the LEA's. We meet pretty regularly with them with Webinars. This person that conducts the Webinars with me that do the Quality Control checks, about once every two months, I would say.

They have to provide the stock take information at the end of the year, that response to USDE's request for information on the progress of the project. They have to, I have to rely on this person heavily in terms of their ability to provide guidance to me as to whether what LEA's are doing is legitimate, whether it's actually measuring the component measures that we're looking for.

They have to be able to work closely with some external contractors that are a third-party evaluators that come in to assist us in the work of evaluating the bigger project, both at Race to the Top.

There are pieces of the reports that go to USDE annually and monthly that are specific to the technical parts of this work. So they would have to be able to respond to those reports, file those reports and see that they're done correctly.

Obviously they have to manage their own, the personnel type Management pieces that come with this in terms of time sheets and so forth. Make sure those things are done on time.

MR. BLACKBURN:

That sums it up?

MR. VOLRATH:

I think so. In the Big Picture sense.

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN:

Very good. Okay. We'll start with questions. We'll go around clockwise starting with Mr. Phillips.

MR. PHILLIPS:

My first question is you mentioned that this is a four-year project and the fifth year has been added. Do you already have a resource performing this work with you today?

MR. VOLRATH:

We have had the use of the resource for four years to do this work, yes.

MR. PHILLIPS:

Okay. And -- oh, only one question.

MR. BLACKBURN:

Go ahead.

MR. PHILLIPS:

I was going to follow up and just ask. Is that resource eligible to continue in this position?

MR. VOLRATH:

I don't know if I'm in a position --

MR. BLACKBURN:

Yes.

MR. VOLRATH:

Okay. I would think so.

MR. BLACKBURN:

Dorothy says it's Methics.

MR. PHILLIPS:

Methics?

MR. BLACKBURN:

Right. Okay. Continuing on. Mr. Reilly?

MR. REILLY:

Yeah. Just one question. Under Section 2.6.1, and that would be Item 2, providing data analysis including Part B, to provide psychometric support to MSDE and LEA's, how would you define psychometric support?

MR. VOLRATH:

I would say in a less technical sense, it's not the psychometric to the level of doing that type of psychometric analysis. It's more a general review of whether the metrics that are taking place in the local model in a sense, and whether they're performing correctly.

MR. REILLY:

Okay. So it's more of a, for lack of a better term, almost business analysis review or overview of capabilities.

MR. VOLRATH:

They would have to be able to interact with psychometric folks if we needed to bring them in.

MR. REILLY:

Okay.

MR. BLACKBURN:

Thank you. Mr. Bouri, do you have a question?

MR. BOURI:

No questions.

MR. BLACKBURN:

Ms. Cerasi?

MS. CERASI:

No, sir.

MR. BLACKBURN:

Mr. Harjani, how about you?

MR. HARJANI:

No questions.

MR. BLACKBURN:

Mr. Harjani and Mr. Bouri came in late so they have to introduce themselves for the tape, including the spelling of the last name.

MR. BOURI:

Jay Bouri, B-O-U-R-I, N3 Technologies. And they're an MBE.

MR. HARJANI:

Sandeep Harjani, H-A-R-J-A-N-I, Infojini.

MR. BLACKBURN:

Okay. Very good. All right. We'll continue now, Mr. Reilly. Do you have a question?

MR. REILLY:

Yeah, I think my question is more around this, you're very limited in what the minimum qualifications are for this. Yet there seems to be a further expansion on kind of the secondary. Are there things in that secondary part that are more of a priority for you?

MR. VOLRATH:

Give me a little more direction, specifically.

MR. BLACKBURN:

Is there a particular number?

MR. REILLY:

Yes. So 3.9.1 basically says you want them to have Microsoft Computer Onix Systems. That's pretty much it. And then you go to 3.9.2, and it lists a lot of other things that you're looking for requirements. I mean to get more of a sense of the background that you're looking for of the individual.

MR. VOLRATH:

I think it's because there are pieces of this work that involve OVR(?) Grants so you're going to have to be able to use whatever software is in place for managing grant pieces and the budget pieces that go with that as well.

You would also need to be able to understand the mechanics of people's local models, how they function, to calculate teacher ratings.

I don't want to predict. It's not that deep. It's a bigger understanding. It's not a technical piece. We're not looking for rocket science here either.

MR. REILLY:

Okay.

MR. VOLRATH:

Does that help? I don't think I've answered your question so.

MR. REILLY:

Well, I read your listing part about superintendent. That's what I read, from what I'm reading.

MR. VOLRATH:

This would be a superintendent job. Most superintendents couldn't do this.

MR. REILLY:

So I'm just trying to get a better, I think that answers my question.

MR. VOLRATH:

Okay.

MR. REILLY:

Thanks.

MR. BLACKBURN:

Good. Mr. Hussey, do you have a question?

MR. HUSSEY:

Leo Hussey, with CAI. What's the target start date for this engagement?

MR. VOLRATH:

Do you know?

MR. BLACKBURN:

No, I don't. It hasn't been decided. We'll find out though, of course. As of right now we don't.

MR. VOLRATH:

I think a little bit has to do with the fifth-year extension time line, when that goes into effect.

MR. REILLY:

It's important for us to know if we're going to propose a resource on the 16th and have that person available for the target start date, to know what that target date is.

MR. BLACKBURN:

Sure. Well, we'll get that question and answer out to you.

MR. REILLY:

Okay. Thank you.

MR. BLACKBURN:

We're up to Mr. Cherry.

MR. CHERRY:

No questions.

MR. BLACKBURN:

And Ms. Schad?

MS. SCHAD:

No questions.

MR. BLACKBURN:

Okay. Back around to Mr. Phillips?

MR. PHILLIPS:

No questions.

MR. BLACKBURN:

And Mr. Reilly?

MR. REILLY:

Let's see. I'm just trying to catch up because looking at the 2.1.0 you request three years of experience with large scale database, database management but some of the secondary requirements sound more statistical, mathematical process modeling.

MR. VOLRATH:

I would say that's probably accurate.

MR. REILLY:

Okay.

MR. BLACKBURN:

Okay. Very good. Mr. Bouri, do you have a question?

MR. BOURI:

Nope. No questions.

MR. BLACKBURN:

Ms. Cerasi?

MS. CERASI:

No.

MR. BLACKBURN:

And Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

And Mr. Reilly?

MR. REILLY:

No, thank you.

MR. BLACKBURN:

And Mr. Hussey?

MR. HUSSEY:

Just the way I read the TORFP, it looks like there are very few minimum qualifications for the Master Contractor, but there are quite a few for the person that would be proposed. Is that the main evaluation criteria you're looking for is the actual background and skill set of the resource proposed?

MR. VOLRATH:

I would think so. I mean it's got to be a person that can do this work to this level.

MR. BLACKBURN:

Very good. Okay. Mr. Cherry?

MR. CHERRY:

No.

MR. BLACKBURN:

And Ms. Schad? Do you have a question?

MS. SCHAD:

No questions.

MR. BLACKBURN:

We'll go around once more. Mr. Phillips?

MR. PHILLIPS:

No.

MR. BLACKBURN:

And Mr. Reilly?

MR. PHILLIPS:

No, thank you.

MR. BLACKBURN:

Mr. Bouri?

MR. BOURI:

No, sir.

MR. BLACKBURN:

Ms. Cerasi?

MS. CERASI:

No.

MR. BLACKBURN:

Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

Mr. Reilly again? Mr. Hussey?

MR. HUSSEY:

No questions.

MR. BLACKBURN:

Anything else for us? Mr. Cherry?

MR. CHERRY:

No, thank you.

MR. BLACKBURN:

All right. Does anyone have any additional comments or can you think of any other questions you'd like to ask? Anyone have anything more to add?

MR. VOLRATH:

This is in response to the last question. I do rely heavily on this person for counsel in the analytics and the evaluation of different processes.

So this person does weigh in, not only in terms of taking direction from me, but they have to actually give me guidance as to whether these systems are functioning the way they would like to see them function.

So that's probably why you see more qualifications at the individual level.

MR. BLACKBURN:

Good. Are we happy? Please.

FEMALE VOICE:

There's a number of these TORFP's coming out, when can we expect the transcripts to be released?

MR. BLACKBURN:

I don't know. Time has varied, that's for certain. I should think shortly.

MR. VOLRATH:

As soon as I talk to Dorothy.

MR. BLACKBURN:

Yeah. They get turned around fairly quickly and we can then add on any questions that were left unanswered such as the time of the start date question. And I'll get them out.

MR. REILLY:

Sir, can I get one more question.

MR. BLACKBURN:

Yes, Mr. Reilly.

MR. REILLY:

If appropriate. Can I just understand your background?

MR. VOLRATH:

Sure.

MR. REILLY:

So I know how this person fits with you.

MR. VOLRATH:

Sure. I spent 35 years in Harford County as a teacher and an Administrator or as an Executive Officer and during that time, the last 10 years were spent evaluating and supervising principals and administrators.

I came here three years ago just to do this particular work with Teacher/Principal Evaluation and when Dr. Lowery came here, actually when I came here I was doing something else altogether. I was just working on a very small project.

And when I came, when Dr. Lowery came here she asked me to take over the leadership of this project which was failing at that time. And she said put together a team of people to help you get the big TP project back on schedule again.

And it was clear that a lot of this work involved metric, analytics, the ability to build models and calculate evaluation scores. Understanding how to translate student growth measures into an evaluation measure and teacher evaluation. Clearly, I don't have that skill set and there are a number of other skill sets that I don't have as well.

So this team was put together with people who would bring the additional skill sets to the table to get the work done. This is one of the positions and types of skills that we had to bring on board.

MR. REILLY:

Okay. Thank you. That's helpful.

MR. BLACKBURN:

Excellent. Okay. Very good. All right. If no one has anything further to add, I think we can call it a day. Thank you again for coming.

(Whereupon, at 12:20 p.m. the proceedings were adjourned.)

Senior Subject Matter Expert

TORFP R00B4400110

**Vendor Questions from Pre-proposal Conference
Friday, 30 May 2014 12:00 p.m.**

1. Does MSDE require a Resume *and* an Attachment 5 within TO Technical Proposal responses?
No, MSDE require only Attachment 5, but you may submit a resume.
2. Within TORFP Section 3.2.1, Item E, Sub-Item 1, MSDE requests sample work assignments for the proposed personnel. Where should Master Contractors provide experience narratives and references for the firm in order to meet the Offeror Company Minimum Qualifications described in TORFP Section 2.9.1?
Within your proposal.
3. Would MSDE consider striking TORFP Section 3.2.1, Item C – MBE Participation and Item D – Subcontractors due to the lack of MBE Participation Goals and the fact that this is for a single resource?
As stated in the Key Information Summary Sheet – the MBE goal is 0.
4. Is TORFP Section 2.13 – Work Order Process applicable to this engagement?
No.
5. Is there an incumbent? If yes, kindly provide the details of the same.
Yes. The incumbent is Mythics.
6. On page 13, in section 2.9.1 it says “Master Contractor firm shall have one project in the last five years where they have provided technical support of a Microsoft CRM system that supports an organization with an excess of 10,000 users.” Is this requirement relevant to this TORFP or was this statement erroneously left in from another TORFP?
Please disregard; this is not relevant to this project
7. What’s the target start date for this engagement?
As early as possible

MARYLAND STATE DEPARTMENT OF EDUCATION

SENIOR SUBJECT MATTER EXPERT

TORFP #R00B4400110

Friday, 30 May, 2014

	NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
1	Amber Schach	GANTECH	9175 Guilford Rd Columbia MD 21046	410 299 0573	ascha@gantech.net ascha@gantech.net	NO	yes Hispanic
2	Scott Cherry	GANTECH	9175 Guilford Rd Columbia, MD 21046	443-276-4763	Schorage@gantech.net	NO	yes Hispanic
3	Rheanna Casi	WOOD Consulting Services	8161 Maple Lawn Blvd, Suite 375 Fulton MD 20759	301-377-5333	rcasi@woodcons.com	YES	YES
4	Scott Reilly	Momentum	2120 Market Street Camp Hill MD 17011	717-214-8000 x17	sreilly@m-inc.com		Yes
5	LEO HUSSEY	CAI	111 WARREN ROAD SUITE 14A HUNT VALLEY, MD 21030	443-564-6442	LEO-HUSSEY@COMPAQ.COM	NO	NO
6	Jon Rice	BITGROUP	113 WEST MONUMENT BALTIMORE MD 21131	443 977 8767	DRILEY@BITGROUP.COM	YES	YES
7	N. Scott Phillips	Precision Task Group	322 N. Howard Street BALTO. MD 21201	410-984-5050	Scott.Phillips@PTG.COM	NO	Yes
8	VIJAY BOURI	N-3 Technologies, Inc.	1909 Piccard Drive Rockville, MD 20850	301.990.3700	Vijay.bouri@n-3tech.com	✓ Yes	Yes
9	Sandeep Hajjani	INFOJINI INC	Columbia, MD 21046	443-257-0086	SHARJANI@INFOJINICONSULTING.COM	✓ yes	✓ yes.

ATTENDANCE SHEET SENIOR SUBJECT MATTER EXPERT

	NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
10	David Volrath	MSDE					
11	James Blackburn	MSDE Procurement					
12							
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