# Request for Resume (RFR)
## CATS+ Master Contract
### All Master Contract Provisions Apply

| Section 1 – General Information | |
|---|---|
| **RFR Number:**<br>**(Reference BPO Number)** | R00B4400129 |
| **Functional Area**<br>**(Enter One Only)** | FUNCTIONAL AREA 7 – INFORMATION SYSTEM SECURITY |

| LABOR CATEGORY | | |
|---|---|---|
| Security, Computer Systems Specialist (Each Master Contractor may submit only one resume) | | |
| **Anticipated Start Date** | April 2014 | |
| **Duration of Assignment** | Up to six (6) months | |
| **Designated Small Business Reserve?(SBR):**<br>**(Enter "Yes" or "No")** | No | |
| **MBE Goal, if applicable** | | 0% |
| **Issue Date:**<br>mm/dd/yyyy | March 14, 2014 | **Due Date:**<br>mm/dd/yyyy | March 31, 2014 |
| | | **Time (EST):**<br>00:00 am/pm | No later than 2:00 PM EST |
| **Place of Performance:** | Maryland State Department of Education (MSDE)<br>Division of Curriculum, Assessment, and Accountability<br>200 West Baltimore Street<br>Baltimore, MD  21201 | | |
| **Special Instructions:**<br>**(E.g. interview information, attachments, etc.)** | Interviews will be conducted in-person by a panel of three persons using a standardized set of interview questions | | |
| **Security Requirements**<br>**(if applicable):** | Pass reference checks and obtain State ID Badge | | |
| **Special Invoicing Instructions:** | Standard invoicing procedures for the CATS + Master Contract | | |

| Section 2 – Agency Procurement Officer (PO) Information | | | |
|---|---|---|---|
| **Agency / Division Name:** | Maryland State Department of Education (MSDE)<br>Division of Curriculum, Assessment, and Accountability | | |
| **Agency PO Name:** | James Blackburn<br>Procurement Officer | **Agency PO Phone Number:** | 410-767-7156 |
| **Agency PO Email Address:** | jblackburn@msde.state.md.us | **Agency PO Fax:** | 410-333-8723 |

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| Agency PO Mailing Address: | Maryland State Department of Education<br>200 West Baltimore Street<br>Baltimore, MD  21201 |
|---|---|

## Section 3 – Scope of Work

### Agency / Project Background

The 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 state actions for PK12 and P20W longitudinal data systems established by the Data Quality Campaign (see www.dataqualitycampaign.org for additional information).

With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE with the P20W partners are enhancing student, higher education, and work force data that is blended and analyzed.  To help MSDE and its interagency P20W partners achieve this aim, the Maryland Longitudinal Data System (MLDS) Center is directing the collaborative development of a new data warehouse using Oracle 11G R2 Relational Database Management System (RDBMS) and Oracle Warehouse Builder (OWB) suite of tools.

As a result of this new collaborative project, the MLDS Center has a need for a Security, Computer Systems Specialist with experience in higher education data, PK12 data, and/or work force data. This resource will work with the MLDS Center staff and MSDE project team at MSDE's facility at 200 West Baltimore Street in Baltimore, MD. The Security, Computer Systems Specialist, along with the MLDS project team, will implement and manage security policies and operational best practices for the P20W data warehouse.

The objective of this Request for Resume (RFR) is to acquire the short-term services of **One (1)** Security, Computer Systems Specialist with extensive experience implementing and managing Oracle OAAM and IDM 11g R2 security software.  Responsibilities will include the security of information and computing resources at all organizational levels; including software/application and data security support, as well as disaster recovery planning and risk assessment.

### Job Description/s

| Labor Category/s<br>(From Section 1 Above) | Duties / Responsibilities |
|---|---|
| Security, Computer Systems Specialist | 1. Analyze and define security requirements for Multi-Level Security (MLS) issues<br>2. Design, develop, engineer, and implement solutions to MLS requirements<br>3. Responsible for the implementation and development of the MLS<br>4. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena<br>5. Perform risk analyses, which also include risk assessments<br>6. Install and configure settings for Oracle OAAM and IDM for access management, strong authentication, Federation, and single sign-on<br>7. Provide operational and analytical support related to security for computing platforms (i.e. PC, servers, mainframe) and networks<br>8. Analyze and evaluate new and emerging security technologies as well |

as vendor security products for their applicability and feasibility of use in securing hardware/software IT and telecommunications resources

9. Support customer security operations, including assisting customers with analyzing, developing and implementing security methodologies and safeguards to protect their IT and telecommunications assets

10. Provide technical training for all aspects of information security relative to personal computers, file servers, and networks

11. Design, tests, installs and supports network security systems

12. Provide virus detection, elimination, and prevention support

13. Review, develop, update and/or integrate disaster recovery, continuity of operations plans, contingency plans, and risk assessments

14. Identify, develop and/or implement mitigation strategies to increase the effectiveness of operations and the continuity of service

15. Provide application security, cryptography, access control, user provisioning, operations security, physical security, telecommunications & network security, business continuity and disaster recovery planning, information security and risk management, legal & regulatory compliance, background investigation process oversight, and security architecture & design

16. Conduct breach assessment and reporting

17. Implement and manage a Security Information and Event Management (SIEM) capability

18. Manage log aggregation and audit reporting

19. Manage vulnerability scans to include vulnerability rating, prioritization and remediation

| **Minimum Qualifications** |
|---|
| For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category.  In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.  **Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.** |

| Labor Category/s<br>(From Section 1 Above) | Minimum Qualifications |
|---|---|
| Security, Computer Systems Specialist | **For minimum requirements, see CATS + Labor Category – Computer Systems Programmer in addition to the following:**<br><br>**EDUCATION:**<br>Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.  Master's Degree is preferred.<br><br>**GENERAL EXPERIENCE:**<br>1. At least one (1) year of experience working with project management tools and reporting systems<br>2. At least one (1) year of experience with Oracle OAAM and IDM product installations and setups for access manager, OAAM, single sign-on, and federated security with LDAP |

|  | |
|---|---|
|  | 3. At least one (1) year of experience with Oracle Business Intelligence Enterprise suite SSO integration<br>4. At least one (1) year of experience with Oracle Portal suite and content management SSO integration<br>5. Communication Skills: Possess excellent oral and written communication skills.<br>6. At least one (1) year experience supporting LDAP software integration<br>7. At least one (1) year experience supporting firewalls in a production environment<br>8. At least one (1) year of experience developing compensating controls in support of meeting compliance standards and IT audits<br>9. At least one (1) year of experience supporting data encryption<br>10. At least one (1) year of experience implementing and supporting Virtual Private Networks (VPN) and IPSEC tunnels<br>11. At least one (1) year of experience supporting a formal change management operation, to include migration control from DEV, to Test, to PROD<br>12. At least one (1) year of experience supporting a formal configuration management operation<br><br>**SPECIALIZED EXPERIENCE:**<br>1. At least one year of Oracle 11g R2 experience |

| Preferred Qualifications | |
|---|---|
| The additional Experience/Knowledge/Skills listed below are preferred by the State. | |
| Security, Computer Systems Specialist | 1. At least one (1) year experience with higher education data, PK12 data, and/or work force data<br>2. Valid Certified Information Systems Security Professional (CISSP) accreditation<br>3. Experience establishing and managing a SOC (Security Operations Center)<br>4. Experience with DCIM (Data Center Infrastructure Management) tools<br>5. At least one (1) year as a systems administrator<br>6. At least one (1) year as a VMWare administrator |

### Section 4 - Required Submissions

**NOTE:**
– Master Contractors may propose only one candidate for each position requested.
– 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+ web site.
– Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:

**Email 1 of 2 with "Technical": Master Contractor Name, RFR number, & candidate name in the subject line**
- Resume for each labor category described in the RFR (Attachment 1)
- Three (3) current references that can be contacted for performance verification of the submitted consultant's work experience and skills. Telephone number and email address of reference is needed.

**Email 2 of 2 with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line**
- Price Proposal (Attachment 2)
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)
- Living Wage Affidavit (Attachment I in the CATS+ RFP)

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

### Section 5 – Evaluation Criteria

Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:

1. Candidate must meet minimum skills in Section 3 to be considered for an interview.

2. Candidate's interview will be ranked based on technical questions and an assessment of verbal communication skills.

3. Vendor must provide written evidence that the submitted candidate is available to work within two weeks of contract being awarded, and is either an employee of the vendor or is currently under contract as a subcontractor.

4. Price rankings of the proposals

5. Candidate's technical merit will rank higher of the overall rank component

### Basis for Award Recommendation

The Agency PO 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 PO will initiate and deliver a Task Order 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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## CATS+ Master Contract

**ATTACHMENT 1**
**RFR RESUME FORM**
**RFR # R00B4400129**

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for

Labor Category:      Security, Computer Systems Specialist

Candidate Name:

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 Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts 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]**

*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 |
|---|---|---|---|
| <add lines as needed> | | | |

# Request for Resume (RFR)
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| LABOR CATEGORY PERSONNEL RESUME SUMMARY |
|---|
| **(ATTACHMENT 1 CONTINUED)** |
| *"Candidate Relevant Experience" section must be filled out.  Do not enter "see resume" as a response. |

| Proposed Individual's Name/Company: | How does the proposed individual meet each requirement? |
|---|---|
| **LABOR CATEGORY TITLE –** Security, Computer Systems Specialist | |
| **Requirement** | **Candidate Relevant Experience *** |
| **Education:**<br>Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.  Master's Degree is preferred. | **Education:** |
| **General Experience:**<br><br>1.  At least one (1) year of experience working with project management tools and reporting systems<br>2.  At least one (1) year of experience with Oracle OAAM and IDM product installations and setups for access manager, OAAM, single sign-on, and federated security with LDAP<br>3.  At least one (1) year of experience with Oracle Business Intelligence Enterprise suite SSO integration<br>4.  At least one (1) year of experience with Oracle Portal suite and content management SSO integration<br>5.  Communication Skills: Possess excellent oral and written communication skills.<br>6.  At least one (1) year experience supporting LDAP software integration<br>7.  At least one (1) year experience supporting firewalls in a production environment<br>8.  At least one (1) year of experience developing compensating controls in support of meeting compliance standards and IT audits<br>9.  At least one (1) year of experience supporting data encryption<br>10.  At least one (1) year of experience implementing and supporting Virtual Private Networks (VPN) and IPSEC tunnels<br>11.  At least one (1) year of experience supporting a formal change management operation, to include migration control from DEV, to Test, to PROD<br>12.  At least one (1) year of experience supporting a formal configuration management operation | **General Experience:** |

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| Specialized Experience: | Specialized Experience: |
|---|---|
| 1. At least one year of Oracle 11g R2 experience | |

The information provided on this form for this labor category is true and correct to the best of my knowledge:

**Master Contractor Representative:**

_____  _____  _____
Print Name                                      Signature                          Date

**Proposed Individual:**

_____  _____
Signature                                  Date

# Request for Resume (RFR)
## CATS+ Master Contract

**ATTACHMENT 2**
**PRICE PROPOSAL**
**RFR # R00B4400129**

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

| Security, Computer Systems Specialist | A | C | D |
|---|---|---|---|
| | Fully Loaded Hourly Labor Rate | Evaluation Hours | Evaluation Price (A x C) |
| (Enter the proposed resource name) | $ | 1,040 | $ |

_____

Authorized Individual Name

_____

Company Name

_____

Title

_____

Company Tax ID #

_____

e-Mail Address

_____

DUNS #

The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower.  Proposed rates must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TOA.  Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.