

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	R00B7400054		
Functional Area (Enter One Only)	Functional Area 17 – Documentation/Technical Writing		
Labor Category/s			
<i>An RFR is limited to only labor categories defined in the CATS+ RFP.</i>			
<i>Enter the labor category/s to be provided:</i>			
1. Analyst, Research (Research/Data Analyst)-Two (2) positions			
Anticipated Start Date	January 16, 2017		
Duration of Assignment	Six (6) Months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE Goal, if applicable			0%
Issue Date: mm/dd/yyyy	November 18, 2016	Due Date: mm/dd/yyyy	December 16, 2016
		Time (EST): 00:00 am/pm	No later than 2:00 PM – Maryland local time
Place of Performance:	Nancy S. Grasmick State Education Building 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>All Proposed Personnel submitted by a Contractor must meet the minimum qualifications in order for any candidate to be considered for award of the TO.</p> <p>Interviews, which are a type of oral presentation, will be performed, by phone or in-person, for all Offerors meeting minimum qualifications. At the Procurement Officer’s discretion, an interview via the web, e.g., Skype, GoToMeeting, WebEx, may be held in lieu of an in-person meeting. Substantively, all candidates shall be interviewed in substantially the same manner. The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.</p> <p>In the event that more than ten (10) qualified proposals are received, the TO Procurement Officer may elect to follow a down-select process as follows:</p> <ul style="list-style-type: none"> a. An initial interview will be performed for all proposals meeting minimum requirements. b. A technical ranking will be performed for all proposals based on the initial interview. Proposals will be ranked from highest to lowest for technical merit based on the quality of the proposals submitted and 		

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

	<p>interview/oral presentation results.</p> <p>c. The top ten (10) proposals identified by the technical ranking will be notified of additional interviews. All other Offerors will be notified of non-selection for this TORFP.</p> <p>d. Interviews will be conducted at the following location:</p> <p align="center">Nancy S. Grasmick State Education Building 200 West Baltimore Street Baltimore, MD 21201</p>		
Security Requirements (if applicable):	Pass reference checks and obtain a Contractor's ID badge.		
Invoicing Instructions			
<p>1. After the end of each month, the Master Contractor shall submit timesheets (for hourly invoicing) and activity reports (for both hourly and annual invoicing) to the Agency Task Order Manager (TO Manager) for review prior to submitting an invoice.</p> <p>2. The TO Manager shall review, sign, and return to the Master Contractor the timesheets (for hourly invoicing) or the activity reports (for annual invoicing).</p> <p>3. The Master Contractor shall send a copy of the signed timesheets or activity reports with an invoice to the Agency TO Manager.</p> <p>4. The Master Contractor shall invoice as follows:</p> <p>a. Annual Labor Rate: Task Orders awarded at the Annual Labor Rate shall be invoiced monthly for 1/12 the Annual Labor Rate.</p> <p>b. Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.</p>			
Special Invoicing Instructions:	1. Monthly invoices along with the MSDE TO Manager approved consultant work log and timesheet should be submitted to Accounts Payable at the address listed above.		
Section 2 – Agency Procurement Officer (PO) Information			
Agency / Division Name:	Maryland State Department of Education (MSDE) Division of Curriculum, Assessment and Accountability (DCAA)		
Agency PO Name:	June Dwyer	Agency PO Phone Number:	410-767-0116
Agency PO Email Address:	june.dwyer@maryland.gov	Agency PO Fax:	N/A
Agency PO Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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

Section 3 – Scope of Work

Agency / Project Background

The Maryland State Department of Education (MSDE) is a State agency that was established in 1916, and is directed by The State Board of Education, to provide for the “general care and supervision of public education” in Maryland. MDSE is currently made up of 16 Divisions that oversee, develop, and support the delivery of PreK-12 education through 24 county school systems. MSDE exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The Agency receives funds from the U.S. Department of Education and other entities to implement educational reforms in Maryland and improve the collection and dissemination of information on school and student performance.

On September 17, 2015, MSDE was awarded the 2015 State Longitudinal Data System (SLDS) grant. The SLDS Program awards grants to State educational agencies (SEAs) to design, develop, and implement statewide longitudinal data systems to efficiently and accurately manage, analyze, disaggregate, and use individual student data. The Department's long-term goal in operating the program is to help all States create comprehensive P-20W (early learning through workforce) systems that foster the generation and use of accurate and timely data, support analysis and informed decision-making at all levels of the education system, increase the efficiency with which data may be analyzed to support the continuous improvement of education services and outcomes, facilitate research to improve student academic achievement and close achievement gaps, support education accountability systems, and simplify the processes used by SEAs to make education data transparent through Federal and public reporting.

One of the 2015 SLDS grant projects to be implemented by MSDE involves creating Rapid Turnaround Reports and the incorporation of dashboards and data visualization into the reports using Tableau visualization software (Desktop and Interactor software configurations) to support the objectives and deliverables associated with the Evaluation and Research Priority Area. The projects deliverables will be used for decision-making that are relevant and timely and can be used for program evaluation. The intent of this project is to emphasize and bridge the gap between dashboards and research in order to provide rapid turnaround of information. The Rapid Turnaround Reports will include an in-depth analysis and findings on at least 5 topics:

1. Analysis of course taking patterns looking at the Student Course Grade Teacher (SCGT) data collection.
2. Analysis of curriculum in use throughout Maryland (Data collected from Project 6.1.1).
3. Investigate the point at which preparation and employment meet: the three years of teacher induction.
4. What is the impact of ECE programs in kindergarten readiness?
5. To what extent are at-risk groups (special needs, English Language Learners, low-income, minority students) becoming better prepared for and succeeding in school?

The Key Deliverables to be created by this RFR engagement include for each of the 5 Rapid Turnaround Report Focus Areas:

- ✓ Analysis of information and/or data in the focus area and a written brief outlining findings
- ✓ Presentation of findings using a data visualization tool such as Tableau

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Analyst, Research	1. Analyzes existing and potential product and service information, prospective customers and markets. Collates information into meaningful reports and presentation material. Maintains any technical information in a systems library.

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

All Master Contract Provisions Apply

	<ol style="list-style-type: none"> 2. Performs education research and data analysis with SLDS information. 3. Creates Rapid Turnaround Reports utilizing Tableau Desktop and Interactor visualization software.
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Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor category. In addition, qualified candidates must 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 evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
Analyst, Research	<ol style="list-style-type: none"> a. Education: <ol style="list-style-type: none"> 1. High School Diploma or Associate's Degree in Business, or related field. b. General Experience: <ol style="list-style-type: none"> 1. A minimum of one (1) year of work or equivalent education experience in a research analyst role. c. Specialized Experience: <ol style="list-style-type: none"> 1. At least one (1) year of experience word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures. 2. At least one (1) year of experience implementing reports, analyses and research briefs to be used for decision-making that are relevant and timely and can be used for program evaluation. 3. A minimum of one (1) year of experience using software tools to create reports, dashboards, analyses, or research briefs utilizing education data.

Preferred Qualifications

The additional Experience/Knowledge/Skills listed below are preferred by the State.

Analyst, Research	<ol style="list-style-type: none"> a. Education: <ol style="list-style-type: none"> 1. A Bachelor's degree in education or statistics is preferred. b. General Experience: <ol style="list-style-type: none"> 1. A minimum of one (1) year of experience in an education environment working as a research analyst. c. Specialized Experience: <ol style="list-style-type: none"> 1. At least one (1) year of experience using Business Intelligence analytics software to create reports and research briefs.
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**Request for Resume (RFR)
CATS+ Master Contract
All Master Contract Provisions Apply**

Section 4 - Required Submissions

NOTE:

1. Master Contractors may propose only one candidate for each position requested.
2. 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.
3. Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails for each position as follows:

Email 1 of 2 with "Technical": Master Contractor Name, RFR number, & candidate name in the subject line for each position (if submitting for both positions).

1. Resume for each labor category described in the RFR (Attachment 1A, 1B).
2. Three (3) current references that can be contacted for performance verification of the submitted candidate's work experience and skills. Telephone number and email address of reference is required.
3. Conflict of Interest Affidavit (Attachment 4 of this RFR)
4. Living Wage Affidavit (Attachment 5 of this RFR)
5. Certification Regarding Investments in Iran (Attachment 3 of this RFR)
6. Criminal Background Check Affidavit (Attachment 6 of this RFR)
7. Any other required documentation to demonstrate meeting minimum qualifications.

Email 2 of 2 as a password protected file with "Financial": Master Contractor Name, RFR number, & candidate name in the subject line for each position (if submitting for both positions). The password must be unique for each candidate e-mail.

1. Price Proposal (Attachment 2A, 2B)

The PO will contact Master Contractors to obtain the password to the financial proposal for those candidates that are deemed reasonably susceptible for award. Master Contractors who cannot provide a password that opens the file will be considered not susceptible for award. Subsequent submissions of financial content will not be allowed.

Section 5 – Evaluation Criteria

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

1. Proposed Individual's Resume and References
2. Interview
3. Price Proposal.

Basis for Award Recommendation

The Agency PO will recommend award to the Master Contractor(s) whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. In this evaluation, technical merit is considered to have greater weight. The MSDE reserves the right to make multiple awards for the services as defined in Section 3- Scope of Work and evaluated per the criteria in Section 5. The Agency PO will initiate and deliver a Task Order Agreement(s) to the selected Master Contractor(s). **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 1A
RFR RESUME FORM**
RFR # R00B7400054

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

Labor Category (from Section 1 of the RFR)	Analyst, Research
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.

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

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

*“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 – Analyst, Research	
Requirement	Candidate Relevant Experience *
Education: 1. High School Diploma or Associate’s Degree in Business, or related field.	Education: 1.
General Experience: 1. A minimum of one (1) year of work or equivalent education experience in a research analyst role.	General Experience: 1.
Specialized Experience: 1. At least one (1) year of experience word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures. 2. At least one (1) year of experience implementing reports, analyses and research briefs to be used for decision-making that are relevant and timely and can be used for program evaluation. 3. A minimum of one (1) year of experience using software tools to create reports, dashboards, analyses, or research briefs utilizing education data.	Specialized Experience: 1.

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

Master Contractor Representative:

_____ Signature _____ Date _____
Print Name

Proposed Individual:

_____ Date _____
Signature

Instruction: Sign each form.

ATTACHMENT 1B

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

RFR RESUME FORM

RFR # R00B7400054

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

Labor Category Analyst, Research
(from Section 1 of the RFR)

Candidate Name:

Master Contractor:

E. Education / Training

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

F. 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] *Description of Work...*
[Title / Role]
[Period of Employment / Work]
[Location]
[Contact Person (Optional if current employer)]

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

<add lines as needed>

G. 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>			

H. References

List persons the State may contact as employment references

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

LABOR CATEGORY PERSONNEL RESUME SUMMARY

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

(ATTACHMENT 1B 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 – Analyst, Research	
Requirement	Candidate Relevant Experience *
Education: 1. High School Diploma or Associate's Degree in Business, or related field.	Education:
General Experience: 2. A minimum of one (1) year of work or equivalent education experience in a research analyst role.	General Experience:
Specialized Experience: 3. At least one (1) year of experience word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures. 4. At least one (1) year of experience implementing reports, analyses and research briefs to be used for decision-making that are relevant and timely and can be used for program evaluation. 5. A minimum of one (1) year of experience using software tools to create reports, dashboards, analyses, or research briefs utilizing education data.	Specialized 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

Instruction: Sign each form.

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

**ATTACHMENT 2-A
PRICE PROPOSAL
RFR # R00B7400054**

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

Period 1 (six-months/1,000 hours)				
	A	B	C	D
CATS+ Labor Category	Fully Loaded Annual Labor Rate	Fully Loaded Hourly Labor Rate *	Evaluation Hours	PERIOD 1 Extended Price (B x C)
Analyst, Research	N/A	\$	1,000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

*The Agency reserves the right to award each individual position at the proposed Hourly Labor Rate. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The hourly labor rate 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.

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

ATTACHMENT 2-B

PRICE PROPOSAL

RFR # R00B7400054

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

Period 1 (six-months/1,000 hours)				
	A	B	C	D
CATS+ Labor Category	Fully Loaded Annual Labor Rate	Fully Loaded Hourly Labor Rate *	Evaluation Hours	PERIOD 1 Extended Price (B x C)
Analyst, Research	N/A	\$	1,000	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

*The Agency reserves the right to award each individual position at the proposed Hourly Labor Rate. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The hourly labor rate 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.

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

ATTACHMENT 3 - CERTIFICATION REGARDING INVESTMENTS IN IRAN

Authority: State Finance & Procurement, §§17-701 – 17-707, Annotated Code of Maryland [Chapter 447, Laws of 2012.]

List: The Investment Activities in Iran list identifies companies that the Board of Public Works has found to engage in investment activities in Iran; those companies may not participate in procurements with a public body in the State. “Engaging in investment activities in Iran” means:

- A. Providing goods or services of at least \$20 million in the energy sector of Iran; or
- B. For financial institutions, extending credit of at least \$20 million to another person for at least 45 days if the person is on the Investment Activities In Iran list and will use the credit to provide goods or services in the energy of Iran.

The Investment Activities in Iran list is located at: www.bpw.state.md.us

Rule: A company listed on the Investment Activities In Iran list is ineligible to bid on, submit a proposal for, or renew a contract for goods and services with a State Agency or any public body of the State. Also ineligible are any parent, successor, subunit, direct or indirect subsidiary of, or any entity under common ownership or control of, any listed company.

NOTE: This law applies only to new contracts and to contract renewals. The law does not require an Agency to terminate an existing contract with a listed company.

CERTIFICATION REGARDING INVESTMENTS IN IRAN

The undersigned certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

The undersigned is unable make the above certification regarding its investment activities in Iran due to the following activities:

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date: _____

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

ATTACHMENT 4 - CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- A) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C) The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):
- E) The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____

(Authorized Representative and Affiant)

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

ATTACHMENT 5 – LIVING WAGE AFFIDAVIT

Contract No. _____
Name of Contractor _____
Address _____
City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons (check all that apply):

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: _____
Signature of Authorized Representative _____
Date: _____ Title: _____
Witness Name (Typed or Printed): _____

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

Witness Signature and Date: _____

ATTACHMENT 6- CRIMINAL BACKGROUND CHECK AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____ (Title) _____ and the duly authorized representative of _____ (Master Contractor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

I hereby affirm that _____ (Master Contractor) _____ has complied with Section 2.4, Security Requirements of the Department of Information Technology's Consulting Technical Services Master Contract Number 060B2490023 (CATS+) hereto as Exhibit A.

I hereby affirm that the _____ (Master Contractor) _____ has provided MSDE with a summary of the security clearance results for all of the candidates that will be working on Task Order RFR Technical Writer, R00B7400054 and all of these candidates have successfully passed all of the background checks required under Section 2.4.3.2 of the CATS + Master Contract. Master Contractors hereby agrees to provide security clearance results for any additional candidates at least seven (7) days prior to the date the candidate commences work on this Task Order.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Master Contractor

Typed Name

Signature

Date

Submit within 45 days of NTP