

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

Section 1 – General Information			
RFR Number: (Reference BPO Number)	R00B4400098		
Functional Area (Enter One Only)	FUNCTIONAL AREA TWO – WEB AND INTERNET SYSTEMS		
LABOR CATEGORY/S			
APPLICATIONS PROGRAMMER – IDENTITY RESOLUTION SPECIALIST (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated Start Date	February 10, 2014		
Duration of Assignment	Not to exceed 6 months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE Goal, if applicable	0%		
Issue Date: mm/dd/yyyy	December 11, 2013	Due Date: mm/dd/yyyy	January 6, 2014
		Time (EST): 00:00 am/pm	No later than 2:00 PM EST
Place of Performance:	Maryland State Department of Education (MSDE) Division of Curriculum, Assessment, Accountability and Data Systems 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (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 (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) Division of Curriculum, Assessment, Accountability and Data Systems		
Agency PO Name:	James L. Blackburn Procurement Officer	Agency PO Phone Number:	410-767-7156
Agency PO Email Address:	jblackburn@msde.state.md.us	Agency PO Fax:	410-333-2017

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Agency PO Mailing Address:	See "Place of Performance" above
Section 3 – Scope of Work	
Agency / Project Background	
<p>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).</p> <p>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 P20W partners achieve this aim, the Division of Curriculum, Assessment, and Accountability (DCCA) is participating in the collaborative development of a new data warehouse with an ETL data transfer subsystem. MSDE is currently using Oracle 11G Relational Database Management System (RDBMS) and Oracle Warehouse Builder (OWB) suite of tools.</p> <p>As a result of this new collaborative project, DCAA has a need for a specialized ETL developer with experience in higher education data, PK12 data, and/or work force data to participate in the definition of data requirements, definition of logical database data structures, and the definition of ETL workflow processes and programs. This position requires experience in data profiling, data deduplication, data quality (edit rules and standardization), identity resolution, and Extract, Transformation and Load into both 3rd normal form databases and multi-dimensional STAR schemas.</p> <p>The objective of this RFR is to acquire the short-term services of One (1) Applications Programmer – Identity Resolution Specialist with extensive identity resolution, master data management, 3N relational form, star schema, data modeling, and ETL development experience to assist in the Development, Integration & Test, Implementation, and Operations & Maintenance of an interagency P20W Master Data Management (MDM) system.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Labor Category - Applications Programmer – Identity Resolution Specialist	<ol style="list-style-type: none"> 1. Analyze complex education accountability and performance reporting requirements with end users; 2. Prepare data models that support the creation of education data structures, KPI development, and ETL development in Oracle 11g using ERWIN; 3. Develop complex ETL workflows; 4. Write ETL requirements and specifications documents 5. Develop, test, and install ETL workflows to maintain and transform data between various systems; 6. Develop Source To Target Mappings (STM);

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	<ul style="list-style-type: none"> 7. Perform data profiling as inputs to the STM design; 8. Develop Data Quality processes to standardize data, improve data quality, and provide Deterministic Identity Resolution; 9. Design and implement cross-reference and lookup tables into ETL workflows; 10. Develop data lineage reports from the repository; 11. Transform unstructured and poorly structured data into 3rd Normal Form tables with referential constraints; 12. Aggregate and transform 3rd Normal Form data into multi-dimensional STAR schema Dimension and Fact table structures.
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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 full evaluation.**

Labor Category/s (From Section 1 Above)	Minimum Qualifications
Labor Category - Applications Programmer – Identity Resolution Specialist	<p>For minimum requirements, see CATS + Labor Category Applications Programmer in addition to the following:</p> <p>EDUCATION:</p> <ul style="list-style-type: none"> 1. A 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 or three (3) years of equivalent experience in a related field. A Master’s Degree is preferred. <p>GENERAL EXPERIENCE:</p> <ul style="list-style-type: none"> 1. Must have five (5) years of computer experience in information systems design; 2. Minimum of six (6) years of experience designing and developing data warehousing database star schemas, 3N data form databases using Oracle 10 g and 11g relational database management systems 3. Minimum of three (3) years of experience with the Oracle OWB-suite of tools, designing and implementing ETL workflows; 4. Minimum of six (6) years of experience programming in SQL and PL/SQL; 5. Minimum of four (4) years of experience analyzing user requirements and translating them into system data structure designs and Source-To Target-Mappings (STM’s); 6. Minimum of two (2) years of experience installing and administrating an OWB-ETL application environment 7. Minimum of two (2) years of experience using ErWin design tools to create both logical and physical entity relationship (ER) diagrams; and 8. Minimum of one (1) year of experience working at a State or Local Education Agency.

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	<p>SPECIALIZED EXPERIENCE:</p> <ol style="list-style-type: none"> 1. At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives; 2. At least one (1) year of PARTY model identity resolution design & development experience; 3. At least one (1) year of MDM (Master Data Management) implementation experience; 4. At least one (1) year of Deterministic Identity Resolution (DIR) development and implementation experience; and 5. Knowledge of Probabilistic Identity Resolution (PIR).
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
<p>Labor Category - Applications Programmer – Identity Resolution Specialist</p>	<p>N/A</p>
<p>Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> – 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: <p>Email 1 of 2 with “Technical”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> • 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. <p>Email 2 of 2 with “Financial”: Master Contractor Name, RFR number, & candidate name in the subject line</p> <ul style="list-style-type: none"> • Price Proposal (Attachment 2) • Conflict of Interest Affidavit (Attachment G in the CATS+ RFP) • Living Wage Affidavit (Attachment I in the CATS+ RFP) 	
<p>1. Resume showing evidence of all skills listed in Section 3. Scope of Work</p>	
<p>2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal</p>	
<p>3. Three (3) current references that can be called for performance verification of the submitted consultant(s) work experience and skills</p>	

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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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**ATTACHMENT 1
RFR RESUME FORM
RFR # R00B4400098**

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: **LABOR CATEGORY – APPLICATIONS PROGRAMMER**

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] *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]

<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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**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 –APPLICATIONS PROGRAMMER	
Requirement	Candidate Relevant Experience *
<p>Education:</p> <p>A 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 or three (3) years of equivalent experience in a related field. A Master’s Degree is preferred.</p>	<p>Education:</p>
<p>General Experience:</p> <ol style="list-style-type: none"> 1. Five (5) years of computer experience in information systems design 2. Minimum of six (6) years of experience designing and developing data warehousing database star schemas, 3N data form databases using Oracle 10 g and 11g relational database management systems 3. Minimum of three (3) years of experience with the Oracle OWB- suite of tools, designing and implementing ETL workflows 4. Minimum of six (6) years of experience programming in SQL and PL/SQL 5. Minimum of four (4) years of experience analyzing user requirements and translating them into system data structure designs and Source-To-Target Mappings (STM’s) 6. Minimum of two (2) years of experience installing and administrating an OWB-ETL application environment 7. Minimum of two (2) years of experience using ErWin design tools to create both logical and physical entity relationship (ER) diagrams 8. Minimum of one (1) year of experience working at a State or Local Education Agency 	<p>General Experience:</p>

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<p>Specialized Experience:</p> <ol style="list-style-type: none"> 1. At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives 2. At least one (1) year of PARTY model identity resolution design & development experience 3. At least one (1) year of MDM (Master Data Management) implementation experience. 4. At least one (1) year of Deterministic Identity Resolution (DIR) development and implementation experience 5. Knowledge of Probabilistic Identity Resolution (PIR) 	<p>Specialized Experience:</p>
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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

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**ATTACHMENT 2
PRICE PROPOSAL
RFR # R00B4400098**

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

LABOR CATEGORY – APPLICATIONS PROGRAMMER	A	C	D
	Fully Loaded Hourly Labor Rate	Evaluation Hours	Evaluation Price (A x C)
(Enter the proposed resource name)	\$	1,040	\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

FIN _____ DUNS NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

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.