

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	R00B9200158		
Functional Area (Enter One Only)	Functional Area Two – Web and Internet Systems		
Position Title/s or Service Type/s (Short term staff or PMP)			
4. Subject Matter Expert – Student Growth and Progress Indicator Web Dashboard Designer (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	September 26, 2011		
Duration of assignment	Six Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	August 23, 2011	Due Date: mm/dd/yyyy	August 30, 2011
		Time (EST): 00:00 am/pm	2:00 PM EST
Place of Performance:	Maryland State Department of Education (MSDE) Division of Accountability, Assessment and Data Systems (DAADS) 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions. Structured interviews will be performed via phone		
Security Requirements (if applicable):	Pass reference checks and obtain State ID Badge		
Invoicing Instructions:	Standard invoicing procedures for the CATS II Master Contract		
SECTION 2 – AGENCY POINT OF CONTACT (POC) INFORMATION			
Agency / Division Name:	Maryland State Department of Education / Division of Accountability, Assessment and Data Systems (DAADS)		
Agency POC Name:	Dorothy Richburg Procurement Specialist	Agency POC Phone Number:	410-767-0628
Agency POC Email Address:	drichburg@msde.state.md.us	Agency POC Fax:	410-333-2017
Agency POC Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

Request for Resume (RFR) CATS II Master Contract

SECTION 3 – SCOPE OF WORK	
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 fundamentals for PreK-12 longitudinal data systems established by the Data Quality Campaign, see www.dataqualitycampaign.org for additional information on the ten essential requirements.</p> <p>With the increase in reporting requirements for Federal, and State longitudinal student data, MSDE is increasing the kinds of student data collected and analyzed. To help MSDE achieve this aim, The Division of Accountability, Assessment and Data Systems (DAADS) is modernizing and enhancing its; (1) Educational Data Warehouse (EDW) and (2) associated data reporting systems. As a result of a multitude of new projects within DAADS, there is an increased need for additional specialized requirements definition for student growth and progress indicators and reports to support the following systems; (1) DAA EDW, (2) DAA EDW-ODS OBIEE reporting system, and (3) DAADS RTTT Performance and Accountability Dashboards.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of One (1) subject matter expert to prepare requirements and reports/dashboard designs for student growth and student progress indicator Web reports and dashboards.</p>	
Job Description	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>4. Subject Matter Expert – Student Growth and Progress Indicator Web Dashboard Designer</p>	<p>Assist RTTT Development Team in collecting education student growth and progress educational reporting and calculation requirements for web dashboards, and prepare requirements and design documents</p> <p>Survey LEAs and other state LDS systems for usable student growth and progress educational reporting KPIs for Maryland MSDE web dashboards.</p> <p>Assist RTTT Development Team in designing, developing, and testing student growth and progress educational reporting dashboards and calculations for web dashboards.</p> <p>Perform data quality assurance on student growth and progress dashboards using SAS.</p> <p>Assist LEA and MSDE stakeholders and end users in interpreting student growth dashboards and data analytics by preparing written user manuals and webinars.</p>

Request for Resume (RFR) CATS II Master Contract

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
4. Subject Matter Expert – Student Growth and Progress Indicator Web Dashboard Designer	<p>For minimum requirements, see CATS II Labor Category number #4 for Subject Matter Expert. Preferred candidates will meet the following criteria:</p> <ol style="list-style-type: none"> 1. EDUCATION – BS REQUIRED, WITH MS OR PHD PREFERRED. 2. Minimum of seven (7) years working in K12 environment performing student data analysis 3. Minimum of five (5) years experience performing statistical analysis with k12 data on student performance and growth using SAS 4. Minimum of five (5) years experience working in a Maryland LEA 5. Minimum of four (4) years experience developing student performance and growth dashboards or reports in SAS, Oracle OBIEE or other presentation tool or medium. 6. Minimum of one (1) years experience with Colorado student growth model 7. Minimum of six (6) months experience performing webinars to train and educate end users. 8. Communication Skills: Fluent in speaking and writing English.

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 II 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 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line

- o Resume for each labor category described in the RFR (Attachment 1)

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)
- o **Any documents listed below as required by the hiring agency**

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CATS II Master Contract**

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 current (2) references that can be called for performance verification of the submitted consultant(s) work experience and skills
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.

**Request for Resume (RFR)
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**ATTACHMENT 1 – RFR RESUME FORM
Subject Matter Expert**

**Student Growth and Progress Indicator Web Dashboard Designer
RFR # R00B9200158**

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]	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>

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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ATTACHMENT 2
RFR PRICE PROPOSAL
Subject Matter Expert
Student Growth and Progress Indicator Web Dashboard Designer
RFR # R00B9200158

(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 – Student Growth and Progress Indicator Web Dashboard Designer	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

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 is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.