

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	R00B9200166		
Functional Area (Enter One Only)	FUNCTIONAL AREA 2 – WEB AND INTERNET SYSTEMS		
Position Title/s or Service Type/s (Short term staff or PMP)			
4. Subject Matter Expert – Quality Assurance (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	April 2, 2012		
Duration of assignment	As needed up to six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	February 22, 2012	Due Date: mm/dd/yyyy	March 12, 2012
		Time (EST): 00:00 am/pm	No Later Than 2:00 PM EST
Place of Performance:	Maryland State Department of Education 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.		
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 (MSDE)/Division of Accountability, Assessment and Data Systems (DAADS)		
Agency POC Name:	Dorothy Richburg Procurement Officer	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		

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SECTION 3 – SCOPE OF WORK BACKGROUND

Maryland State Department of Education (MSDE) is responsible for developing, implementing, monitoring, and coordinating MSDE's information processing; research, evaluation/reporting activities; student/school/teacher accountability functions, planning functions and federal program compliance reporting. The State Assigned Student Identifiers (SASIDs) and State Assigned Professional Identifiers (SATIDs) are used as the keys for much of the data basing efforts. Many of MSDE's data collections are managed through a web-based data collection system (WDCS). The operation of the WDCS as well as the Unique Student Identifiers System (USIS) and Unique Teacher Identifier System (UTIS) is critical for MSDE to maintain its high standard of reporting compliance.

A Request for Proposal (RFP) is about to be issued by MSDE for providing long-term support and maintenance for the WDCS, USIS, and UTIS web-based applications.

The objective of this Request for Resume (RFR) is to acquire the short-term services to bridge support services between the expiration of the current Support and Maintenance contract and the award of the new contract.

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)

Duties / Responsibilities

4. Subject Matter Expert/Quality Assurance

1. Possesses knowledge of the types of data and processes that would be required from education agencies and schools.
2. Defines the problems and analyzes and develops plans and requirements in the education domain for complex systems.
3. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications for efficient education data collection from local education agencies.
4. Provides strong data analysis and reporting.
5. Maintains the level of quality throughout the software life cycle.
6. Creates and maintains processes for evaluating software and associated documentation.
7. Examines and evaluates the software quality assurance (SQA) process and recommends enhancements and modifications.
8. Designs and executes IT software tests and evaluating results to ensure compliance with applicable regulations.
9. Prepares test scripts and all required test documentation.
10. Prepares all needed test data.
11. Reviews test results and evaluates for conformance to design.

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
4. Subject Matter Expert/Quality Assurance	<p>For minimum requirements, see CATS II Labor Category number 4 for Subject Matter Expert.</p> <p>CANDIDATES MUST MEET THE FOLLOWING CRITERIA:</p> <p>Education: 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.</p> <p>General Experience: Must have six (6) years of experience in education.</p> <p>Specialized Experience: Must have three (3) years demonstrated experience designing, analyzing or reporting on education data sets.</p>
SECTION 4 - REQUIRED SUBMISSIONS	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> 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 <u>must</u> submit the documents below <u>as separate files</u> contained in <u>two separate emails</u> as follows: <p><u>Email 1 with “Technical”: Master Contractor Name, RFR number, & candidate name, and in the subject line</u></p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) <p><u>Email 2 with “Financial”: Master Contractor Name, RFR number, & candidate name, and in the subject line</u></p> <ul style="list-style-type: none"> 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) <p style="padding-left: 40px;">Any documents listed below as required by the hiring agency</p>	
<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. Two (2) 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 (Provide a list of evaluation criteria in descending order of importance)
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. Price rankings of the proposals
4. Candidate's technical merit will rank higher of the overall rank component
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.

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**ATTACHMENT 1
RFR RESUME FORM
Subject Matter Expert
Quality Assurance
R00B9200166**

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

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ATTACHMENT 2
RFR PRICE PROPOSAL
Subject Matter Expert – Quality Assurance
R00B9200166

(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/Quality Assurance	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS NO. _____

TELEPHONE NO. _____ FAX 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.