

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

SECTION 1 –GENERAL INFORMATION			
RFR Number: (Reference BPO Number)	R00B9200175		
Functional Area (Enter One Only)	FUNCTIONAL AREA SIX - SYSTEMS/FACILITIES MANAGEMENT AND MAINTENANCE		
Position Title/s or Service Type/s (Short term staff or PMP)			
22. Senior Database Management Specialist and Oracle 10g/11g Applications Administrator (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	July 1, 2012		
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	May 15, 2012	Due Date: mm/dd/yyyy	June 6, 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 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 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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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 and Assessment is modernizing and enhancing its; (1) Educational Data Warehouse (EDW) and (2) associated data collection systems. As a result of a multitude of new projects within DAA, there is an increased need for additional specialized data base, application server, http server, backup and recovery server, Weblogic server, and OBIEE server administration and management.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of up to TWO (2) Senior Database Management Specialist and Oracle 10g/11g Applications Administrator to install, setup, manage, and maintain Oracle databases, tools, and applications.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>22. Senior Database Management Specialist and Oracle 10g/11g Applications Administrator</p>	<ol style="list-style-type: none"> 1. Defines file organization, indexing methods, and security procedures for database and applications. 2. Develops, implements, and maintains database back-up and recovery procedures for the processing environments, and ensures that data integrity, security, and recoverability 3. Install, manage, monitor, tune and patch Oracle databases and associated Oracle products and applications 4. Performs installations and setup of Oracle applications used by Maryland State Department of Education (MSDE) 5. Implement, manage, and update Oracle Grid Control and monitor all server and application environments 6. Assist in the design, installation, and configuration of new and existing servers and their operating environments 7. Assist in the definition of best data center practices for the Oracle environment
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>22. Senior Database Management Specialist and Oracle 10g/11g Applications Administrator</p>	<p>For minimum requirements, see CATS II Labor Category Number 22. Senior Database Management System Specialist</p>

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**PREFERRED CANDIDATES MUST MEET THE
FOLLOWING CRITERIA:**

1. At least one (1) year experience working in Pre-K to Grade twelve (12) education industry
2. At least two (2) years experience supporting an educational data warehouse projects
4. At least five (5) years of experience installing, tuning, configuring, and administration of Oracle 10g/11g products: database, OBIEE, portal, spatial, and IDM security products
5. At least five (5) years of experience as an Oracle database administrator with responsibility for log management, back and recovery, patching, and control grid remote monitoring of a configuration
6. At least three (3) years of experience with security setups for Oracle 10g/11g products that must include experience with: Oracle 10g/11g database, Oracle spatial, 11g Oracle portal, 11g Oracle OBIEE, OAS, 11g Web Center Suite, 11g Web Center Content, 11g Weblogic application server, 11g OAAM, 11g Database Vault, and 11g Oracle IDM security products
7. At least five (5) years of experience programming in SQL and PL/SQL
8. At least five (5) year of experience with Oracle support filing TARs or SRs
9. At least five (5) or more years experience with ability to setup and perform snapshots and replication
10. At least five (5) years setting up and detailing specifications, configurations, and defining best practices for data center servers, http servers, load balancers, application servers, backup and recovery systems, disaster recovery systems, and assessing IP bandwidth needs.
11. At least one (1) year experience in setting up and managing VMS in VMware for virtual Oracle environments
12. Basic skills in MS IIS web server and Windows OS Administration

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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

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 reference 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 skills in Section 3 to be considered for an interview.

2. Candidate’s interview will be ranked based on technical questions

3. Price rankings of the proposals

4. Candidate’s technical skill will be outweigh the financial proposal.

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
R00B9200175
SENIOR DATABASE MANAGEMENT SPECIALIST AND
ORACLE 10G/11G APPLICATIONS ADMINISTRATOR**

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

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ATTACHMENT 2

**RFR PRICE PROPOSAL
R00B9200175**

**SENIOR DATABASE MANAGEMENT SPECIALIST AND
ORACLE 10G/11G APPLICATIONS ADMINISTRATOR**

(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)
22. Senior Database Management Specialist	\$	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.