

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

**All Master Contract Provisions Apply**

Section 1 – General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200108</b>		
<b>Functional Area (Enter One Only)</b>	<b>FUNCTIONAL AREA 5 - SOFTWARE ENGINEERING.</b>		
<b>Position Title/ s or Service Type/ s (Short term staff or PMP)</b>			
Subject Matter Expert - K12 BI Analyst Team Lead and LEA Liaison <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	September 27, 2010		
<b>Duration of assignment</b>	Six Months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>			0%
<b>Issue Date:</b> mm/dd/yyyy	August 19. 2010	<b>Due Date:</b> mm/dd/yyyy	August 30, 2010
		<b>Time (EST):</b> 00:00 am/pm	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education Division of Accountability and Assessment 200 West Baltimore Street Baltimore, MD 21201		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks and obtain State ID Badge		
<b>Invoicing Instructions:</b>	Standard invoicing procedures for the CATS II Master Contract		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education / Division of Accountability and Assessment		
<b>Agency POC Name:</b>	Dorothy Richburg Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	drichburg@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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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 <a href="http://www.dataqualitycampaign.org">www.dataqualitycampaign.org</a> 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 database and application administrator services to maintain, upgrade, install, patch, monitor, and participate in the enhancement of the existing servers, databases, ETL programs, Erwin ERDs and dimensional models, and data dictionaries that support, but not limited to, the following systems; (1) DAA EDW, (2) DAA ETL, (3) Standard Course System, (4) DAA Performance and Accountability Dashboards, (5) K12 Report Card, and other related applications and servers.</p> <p>The objective of this Request for Resume (RFR) is to acquire the short-term services of <b><u>One (1) K12 BI ANALYST TEAM LEAD AND LEA LIAISON</u></b> with SEA, LEA, SAS, and K12 BI metrics experience. The <b>K12 BI ANALYST TEAM LEAD AND LEA LIAISON</b> will work with the Division of Accountability and Assessment's MLDS project team, MSDE Divisions, and Maryland LEAs to identify, design, and develop educational business accountability and performance metrics, reports, and dashboards.</p>	
Job Description/ s	
Position Title/ s or Service Type/ s (From Section 1 Above)	Duties / Responsibilities
1. K12 BI ANALYST TEAM LEAD AND LEA LIAISON	<p>Team Management - Direct and track assignments given to the BI team by the project manager</p> <p>LEA and MSDE Division Liaison - Work with LEA and MSDE Divisions to design and develop accountability and performance reports, dashboards, and educational KPIs</p> <p>BI Requirements - 1.4.1.1 Review and document business needs, KPIs, report data, and data quality processes of the educational reporting requirements</p> <p>BI Design - 1.4.1.2 Participate with the MLDS team to design user interface analytics, dashboards, data structure and analytical processes</p>

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	<p>I Development - 1.4.1.4 Define, prepare, and develop (1) data sets from SAS and data sets from Oracle tables, (2) KPIs, (3) dashboards with graphics, (4) analytics, (5) alerts, (6) reports and graph formats, and (10) OLAP cubes for educational data</p> <p>BI Testing - 1.4.1.4 Create BI test plan cases for each KPI, dashboard, analytics, and report.</p> <p>BI Testing - 1.4.1.4.4 Assist in testing of BI test cases, and prepare test result and error reports.</p> <p>Implementation - 1.4.1.4.5 Assist in preparing conversion schedules, cut-over procedures, and cut-over component checklists. Implement OBIEE dashboards, BI Publisher reports, and Oracle OLAP cubes in a production.</p> <p>Rollout - Prepare and developing training, and make arrangements for training delivery to end users.</p>
<b>Minimum Qualifications</b>	
<b>Position Title/ s or Service Type/ s (From Section 1 Above)</b>	<b>Required Experience/ Knowledge/ Skill</b>
<p>1. K12 BI ANALYST TEAM LEAD AND LEA LIAISON</p>	<p><b>For minimum requirements, see CATS II Labor Category for Subject Matter Expert. Preferred candidates will meet the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. EDUCATION – MS IN EDUCATION; PH.D or ED.D in EDUCATION PREFERRED</li> <li>2. Minimum of seven (7) years working in a K12 environment performing achievement and accountability analyses with experience in NCLB, AYP, benchmarks, and growth models.</li> <li>3. Minimum of seven (5) years experience performing multidimensional analyses or statistical analysis with k12 data with experience in statistical methods, and evaluation designs</li> <li>4. Minimum of five (5) years experience with Maryland secondary education system working in a LEA.</li> <li>5. Minimum of five (5) years experience as a teacher.</li> <li>6. Minimum of five (5) year using SAS as data analysis tool.</li> <li>7. Communication Skills: Fluent in speaking and writing English.</li> </ol>

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Section 4 - Required Submissions	
<b>NOTE:</b>	
<ul style="list-style-type: none"> <li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “CATS II Master Contractor Feedback Form” located under “Master Contractor Login” on the CATS II web site.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> <li>o Resume for each position / service type described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2 <u>or</u> 2A)</li> <li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
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 2A for the Price Proposal	
3. Two (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 skills in Section 3 to be considered for an interview.	
2. Candidate interview will be based on 20 technical questions	
3. Price	
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. <b>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.</b>	

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**ATTACHMENT 1 – RFR RESUME FORM**

**RFR# R00B9200108**

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:  Master Contractor:	Position Title or Service Type (from Section 1 of the RFR): <b>Subject Matter Expert</b>
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**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  
RFR # R00B9200108**

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
#4 – Subject Matter Expert	\$	1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

VENDOR'S NAME \_\_\_\_\_ FIN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

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.