

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

All Master Contract Provisions Apply

Section 1 – General Information			
RFR Number: (Reference BPO Number)	R00B9200111		
Functional Area (Enter One Only)	17- DOCUMENTATION/ TECHNICAL WRITING		
Position Title/ s or Service Type/ s (Short term staff or PMP)			
1. Technical Writer/Editor - MLDS SDLC Technical Writer and Documentation Administrator			
Anticipated start date	September 27, 2010		
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 26, 2010	Due Date: mm/dd/yyyy	SEPTEMBER 9, 2010
		Time (EST): 00:00 am/pm	No later than 2:00 pm
Place of Performance:	Maryland State Department of Education Division of Accountability and Assessment 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Structured interviews will be performed via telephone		
Security Requirements (if applicable):	None		
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 and Assessment		
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	
<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 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 <u>One (1)</u> MLDS SDLC Technical Writer and Documentation Administrator that will work with the Division of Accountability and Assessment’s MLDS project team, MSDE to plan, develop, maintain, log, and organize all project SDLC documentation, and ensure that all project documentation accountability requirements are met.</p>	
Job Description/ s	
Position Title/ s or Service Type/ s (From Section 1 Above)	Duties / Responsibilities
<p>1. Technical Writer/Editor- MLDS SDLC Technical Writer and Documentation Administrator</p>	<ol style="list-style-type: none"> 1. Plan MLDS project documentation 2. Assist in the development and editing of technical and non-technical SDLC documentation 3. Assist in the maintenance of technical and non-technical SDLC documentation 4. Maintain a log with versions of all project documentation 5. Organize all project documentation on the project’s secure server and collaborative portal 6. Develop project portal pages communicating project status 7. Distribute project documentation as necessary

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Minimum Qualifications	
Position Title/ s or Service Type/ s (From Section 1 Above)	Required Experience/ Knowledge/ Skill
1. Technical Writer/Editor- MLDS SDLC Technical Writer and Documentation Administrator	<p>For minimum requirements, see CATS II Labor Category for Advanced Technology Senior Application Developer. Preferred candidates will meet the following criteria:</p> <p>EDUCATION – BS OR MS DEGREE IN ENGLISH OR WRITING</p> <ol style="list-style-type: none"> 1. Minimum of five (5) years of experience developing technical IT SDLC documentation 2. Minimum of two (2) years of experience in preparing and editing IT project documents, standards, end-user manuals, and training manuals. Also includes researching for applicable standards. 3. Minimum of two (2) year experience with portal content development and management.
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - 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. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o 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) 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’s interview will be ranked based on 20 technical questions	
3. Price rankings of the proposals	

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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

RFR # R00B9200111

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
RFR # R00B9200111**

(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)
56. Technical Writer/Editor	\$	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.