

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	R00B3400048		
<b>Functional Area (Enter One Only)</b>	FUNCTIONAL AREA 10- IT Management Consulting Services		
<b>Position Title</b>			
<b>Position Title:</b> Labor Category 28 - Training Specialist/Instructor <b>(Each Master Contractor can submit up to two (2) candidates for the RFR)</b>			
<b>Anticipated start date</b>	Feb 2013		
<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>			% Zero
<b>Issue Date:</b> mm/dd/yyyy	01/09/2013	<b>Due Date:</b> mm/dd/yyyy	01/29/2013
		<b>Time (EST):</b> 00:00 am/pm	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education 200 W. Baltimore Street Baltimore, MD 21201		
<b>Special Instructions: (E.g. interview information, attachments, etc.)</b>	1. An in-person interview may be required 2. Potential contractors should <b>submit up to TWO resumes</b> 3. Candidates <b><u>must meet all minimum requirements</u></b> to be considered		
<b>Security Requirements (if applicable):</b>	Pass reference checks		
<b>Invoicing Instructions:</b>	Time and Material Contract. Approved work-logs submitted with bi-weekly timesheets.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education (MSDE) Division for Academic Reform and Innovation (DARI)		
<b>Agency POC Name:</b>	Deborah Harris Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0118
<b>Agency POC Email Address:</b>	<a href="mailto:dharris@msde.state.md.us">dharris@msde.state.md.us</a>	<b>Agency POC Fax:</b>	410-333-8723
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street		

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Baltimore, MD 21201	
<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<p>The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The Agency has received a Race to the Top grant from the US Department of Education to implement educational reforms in Maryland, and improve the collection and dissemination of information on school and student performance.</p> <p>MSDE Race to the Top initiatives will implement new technology systems, train end-users on how to use them, and improve access and information provided by MSDE reporting information systems. Race to the Top educational improvement initiatives will also engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE's improvement efforts. Race to the Top grant initiatives that can be viewed at: <a href="http://www.msde.maryland.gov/MSDE/programs/race_to_the_top">http://www.msde.maryland.gov/MSDE/programs/race_to_the_top</a>.</p> <p>The purpose of this RFR is to acquire up to two Training Specialists/Instructors. The selected candidate(s) will work on the Organizational Development and Training (OD&amp;T) team, and execute the goals set forth in the team's plan. Selected candidate(s) will: a.) Design and develop curriculum materials and training guides in support of RTTT educational systems that are scheduled for statewide implementation in 2013, b.) Develop online training resources/videos using the Adobe Captivate software, c.) Deliver web-based and instructor-led training to LEA stakeholders and provide them with instructional support to enable them to adopt instructional technology systems, d.) Leverage information collected through prior LEA site visits and OD&amp;T plans to develop and communicate relevant stakeholder messages in support of training. The successful candidate(s) will provide training assistance to LEA support teams to ensure that technology applications are carefully introduced, and effectively adopted.</p>	
<b>Job Description</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<b>Position(s) Title: Training Specialist/Instructor</b> <b>Labor Category: Training Specialist/Instructor</b>	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Design and develop instructional videos, self-paced training, using industry standard tools such as Adobe Captivate</li> <li>• Develop curriculum plans and storyboards leveraging the ADDIE methodology</li> <li>• Prepare instructor and student training materials (course manual, handouts, feedback form, etc)</li> <li>• Track stakeholder registration and completion of delivered training, using the State's Learning Management System (LMS)</li> <li>• Train stakeholders by delivering webinars, workshops, and face-to-face classes</li> </ul>

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	<ul style="list-style-type: none"> <li>• Conduct the quality assurance necessary to develop and revise training courses as needed</li> <li>• Develop and maintain strong working relationships with LEA Training coordinators;</li> <li>• Promote timely responses to stakeholder questions, and update the FAQ repository</li> <li>• Coordinate LEA feedback through surveys and other data collection tools</li> <li>• Provide onsite and remote instructional support to enable LEAs to adopt technology systems</li> <li>• Facilitate meetings and/or training with online webinar systems such as GoTo Meeting or Webex</li> <li>• Disseminate accurate, relevant, timely, and consistent training information.</li> </ul>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
28. Training Specialist/Instructor	<p>For minimum requirements, see CATS II Labor Category Number 28, Training Specialist/Instructor in addition to the following criteria:</p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree from an accredited college or university in the specific discipline required by the State.</li> <li>2. Minimum of five <b>(5)</b> years' experience in instructional design, development and delivery of training, working on large-scale, technology-enabled projects. Experience utilizing Adobe Captivate software highly preferred.</li> <li>3. Minimum of three <b>(3)</b> years' experience communicating new technologies to stakeholders, for the purposes of adoption.</li> </ol>

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### Section 4 - Required Submissions

**NOTE:**

- Master Contractors may propose **up to two candidates** 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) references that can be called for performance verification of the submitted candidate(s) work experience and skills

### Section 5 - Evaluation Criteria -

#### (Provide a list of evaluation criteria in descending order of importance)

- Personnel’s qualifications and experience performing the duties as specified in Section 2
- Understanding of the work to be accomplished

### 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 #R00B3400048**

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):
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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	<i>Description of Work...</i>
[Organization] [Title / Role] [Period of Employment / Work] [Location]	<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>			

**ATTACHMENT 2**  
**RFR PRICE PROPOSAL**  
**Training Specialist/Instructor**  
**Organizational Development Specialist/ Training Lead**  
**RFR #R00B3400048**  
(This form is to be filled out by Master Contractors)

<b>Year 1</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Year 1 Price (Labor Rate x Hours)</b>
\$	<b>*1040</b>	\$
<b>Optional Period 12 Months</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Option Period Price (Labor Rate x Hours)</b>
\$	<b>N/A</b>	\$
<b>Total RFR Price (Sum of Years 1-2 Prices):</b>		\$

\*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.

VENDOR'S  
NAME\_\_\_\_\_FIN\_\_\_\_\_

ADDRESS\_\_\_\_\_

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

TELEPHONE NO.\_\_\_\_\_FAX NO.\_\_\_\_\_

EMAIL  
ADDRESS\_\_\_\_\_

SIGNATURE\_\_\_\_\_

PRINTED  
NAME\_\_\_\_\_

TITLE\_\_\_\_\_DATE\_\_\_\_\_