

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B3400092		
Functional Area (Enter One Only)	FUNCTIONAL AREA 10 – IT MANAGEMENT CONSULTING SERVICES		
Position Title/s or Service Type/s (Short term staff or PMP)			
Labor Category No. 4 - Subject Matter Expert – Credentialing Support (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	July 1, 2013		
Duration of assignment	Up to Six (6) Months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	May 7, 2013	Due Date: mm/dd/yyyy	May 29, 2013
		Time (EST): 00:00 am/pm	No Later Than 2:00 PM
Place of Performance:	Maryland State Department of Education Division of Early Childhood Development 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of no fewer than three persons using a standardized set of interview questions via phone		
Security Requirements (if applicable):	Pass reference checks, pass background check performed by state, 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 Early Childhood Education		
Agency POC Name:	Debbie Harris Procurement Officer	Agency POC Phone Number:	410-767-0118
Agency POC Email Address:	dharris@msde.state.md.us	Agency POC Fax:	410-333-8723
Agency POC Mailing Address:	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

Request for Resume (RFR) CATS II Master Contract

Background

The Maryland State Department of Education (MSDE) has been designated as the lead agency charged with administering federal funds to improve the quality and accessibility of child care services. The Office of Child Care (OCC), located within MSDE's Division of Early Childhood Development (DECD) is responsible for licensing child care centers and registering family child care homes in Maryland. Ongoing efforts to improve the quality of care are made through the provision of technical assistance to child care providers in such areas as child development; program development, implementation and evaluation; equipment and staffing; and, through the administration of programs funded through the Child Care and Development Fund, to increase the availability, affordability and quality of child care.

The Credentialing Branch is located within the DECD/OCC and is responsible for the Maryland Child Care Credential Program, Tiered Reimbursement, Training Vouchers/Reimbursement, Accreditation Support Awards, Child Care Career and Professional Development Fund, Accreditation Project, and Training Approvals.

The Credentialing Branch's goals are to ensure that:

- Child care providers have access to quality training opportunities; and
- Child care providers and facilities are recognized for achieving quality improvements.

The Maryland Child Care Credential is a voluntary program that recognizes child care providers who go beyond the requirements of State licensing and registration regulations. There are six staff credential levels and four administrator credential levels, each one recognizing a child care provider's achievement of a specified number of training clock hours, experience and professional activities important for providing quality child care experiences. Participating providers are required to complete training in six Core of Knowledge areas that support the development of the knowledge and skills needed to provide the best possible care for the children and families they serve. The Maryland Child Care Credential Program is regulated under COMAR 13A.14.09.

The Credentialing Branch also approves trainers, who may be individuals or organizations and training proposals, in an attempt to increase the quality and availability of training to providers throughout the State. Child Care Training Approval falls into three major categories, Pre-service training, core of knowledge training and continued training. In addition, the Office approves coursework to be used toward meeting the requirements of the Maryland Child Care Credential and child care registration and licensing regulations. Child care training approval requirements are regulated under COMAR 13A.14.08

There are approximately 10,000 child care center staff and 5,000 family child care providers participating in the Credential program. Child care centers have an average of ten staff persons. Family child care homes are generally operated by one individual.

The objective of this Request for Resume (RFR) is to acquire the six month services of up to three (3) subject matter experts with expertise in reviewing of applications and approval of credentialing bonuses and completing grant proposals.

**Request for Resume (RFR)
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Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
Positions(s) Title: Credentialing Support Labor Category: 4. Subject Matter Expert	<ol style="list-style-type: none"> 1. Review credentialing files for accuracy of level determination. 2. Review for bonus payment. 3. Input information into Excels database. 4. Create Transmittal for payments. 5. Create payment labels. 6. Copy application. 7. Attach labels to copied application. 8. Input trainings into the Child Care Administrative Tracking System (CCATS). 9. Indentify program specifications and write grant request for proposal.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
Position Title: Credentialing Support CATS II Labor Category: 4. Subject Matter Expert	<p>For minimum requirements, see CATS II Labor Category Number 4, Subject Matter Expert in addition to the following:</p> <ol style="list-style-type: none"> 1. At least four (4) years of experience working with educational programs. 2. At least two (2) years experience working with Microsoft Office. 3. At least two (2) years experience of data entry. 4. At least two (2) years working with automated systems 5. At least two (4) experience writing grant request for proposals.

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SECTION 4 - REQUIRED SUBMISSIONS

NOTE:

- Master Contractors may propose only one candidate for each position requested.
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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)
- o Two Current References

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) **RECENT** 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 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
CREDENTIALING SUPPORT
RFR #R00B3400092**

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
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ATTACHMENT 2
SUBJECT MATTER EXPERT
CREDENTIALING SUPPORT
RFR PRICE PROPOSAL
RFR # R00B3400092

(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	\$	*1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS NO. _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

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[Title / Role]	
[Period of Employment / Work]	
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CREDENTIALING SUPPORT
RFR PRICE PROPOSAL
RFR # R00B3400092**

(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	\$	*1040 hrs	\$
Total RFR Price (Sum of Labor Category Prices):			\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

VENDOR'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

FIN _____ DUNS NO. _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.

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