



REQUEST FOR OFFER

RFO #: 16RFO002

Consultant for Accreditation Data System for the
Streamline and Strengthen the Accreditation Process (SSAP) Project

- ◆ Service (CMAS Code):
 - 1402 IT Consulting - Programming
 - 458 Service-Technical Support

Offer Deadline

November 16, 2016
4:00 PM

You are invited to review and respond to this Request for Offer (RFO). To submit an offer for these goods and/or services, you must comply with the instructions contained in this document as well as the requirements stated in the Commission's Statement of Work (SOW), Attachment A. By submitting an offer, your firm agrees to the terms and conditions stated in this RFO and your California Multiple Award Schedules (CMAS) contract.

Read the attached document carefully. The RFO response due date is November 16, 2016 at 4:00 PM. Responses to this RFO and any required copies must be mailed, delivered by carrier or hand delivered, and must be clearly labeled to the department contact noted below.

Adrienne Trapnell
Commission on Teacher Credentialing
Fiscal and Business Services
1900 Capitol Ave., Sacramento, CA 95811-4213
(916) 322-8146, Contracts@ctc.ca.gov

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REQUEST FOR OFFER

I. General Information

I.1. BACKGROUND AND PURPOSE OF THE RFO

The purpose of the RFO is to procure a CMAS highly qualified contractor in Microsoft SQL Server, Visual Studio (including ASP.NET MVC, C# and SSIS) Development to design and develop an electronic Accreditation Data System for the Streamline and Strengthen the Accreditation Process (SSAP) project, and to enhance and integrate the Commission on Teacher Credentialing (Commission) data into a single data repository to support the Accreditation data system and future data dashboards. The goal of the SSAP project is to strengthen the Commission's capacity to develop, organize, and retrieve information from surveys, assessments, and other sources so that reliable and consistent data are available to support decision making in the accreditation of educator credential programs, reduce excessive documentation requested from and/or submitted by programs for accreditation purposes, and enhance the availability of program information to the public. The SSAP project will culminate in the enhancement of the Commission's current accreditation data system to provide improved data capture, storage and analytics.

The Commission's accreditation data system is the State's only mechanism for ensuring that educator preparation programs are effective in preparing program graduates to have the knowledge, skills, and abilities they need to effectively educate pupils in a learning environment. To that end, the Commission has adopted a) standards of quality and effectiveness that describe what credential programs must do in preparing candidates; and b) an accreditation framework that sets forth the policies of the Commission regarding the accreditation of educator preparation in California.

Although data collection is a feature of the current accreditation data system, the system is focused more on compliance with input measures than on measuring program outcomes. The ability to collect more comprehensive and useful data and shift the focus of the accreditation data system from compliance to outcomes would enable the Commission to implement more streamlined processes. The current data systems must be streamlined and strengthened for an outcome based accreditation data system, including, but not limited to:

- Consolidate data from several sources into a single repository
- Provide more robust data capture
- Capture new data elements
- Create secure logins for stakeholders to submit and retrieve data, for CTC staff to view and analyze data and for volunteers to assist staff
- Provide better tools for analytics and reporting
- Provide user-friendly formats for sharing public data with the public and other entities
- Expand survey capabilities*
- Enhance system security



*Outside the scope of this RFO

Between October 2015 and June 2016 the Commission worked with a vendor to create a data warehouse (SQL Server) and over 20 data dashboards using Tableau. This effort is to create an improved Accreditation data system and continue to build on the existing systems by gathering more data that will be stored, and prepared for use for the Accreditation data system and future data dashboards. June 30, 2017 is a hard deadline and all work on the project must be 100% complete by this date.

I.2. KEY ACTION DATES AND TIMES

It must be understood that time is always of the essence, both for the RFO submittal and contract completion. Offerors are advised of the key dates and times shown below and are expected to adhere to them.

Table 1: Key Action Dates

EVENT	DATE/TIME
1. Release of RFO	November 1, 2016
2. Last day to Submit Questions to the Question and Answer Conference Call	November 7, 2016 5:00 PM, PT
3. Question and Answer Conference Call*	November 8, 2016 12:30 PM, PT
4. RFO Response Submission Due	November 16, 2016 4:00 PM, PT
5. Presentation and Interviews	November 18-22, 2016
6. Reference Contact	November 22-23, 2016
7. Anticipated Agreement Award	November 28, 2016

*Conference call will be recorded and available upon request
All dates after the RFO Submission are approximate and will be adjusted as conditions indicate, without addendum to this RFO.

I.3. QUESTIONS

If an Offeror discovers any ambiguity, conflict, discrepancy, omission or any other errors in this RFO, the Offeror should immediately provide written notice to the Commission of such error and request clarification or modification of the affected document. Offerors requiring clarification of the intent and content of this RFO may request clarification by submitting questions electronically to the Procurement Official listed on the cover page of this RFO no later than the date identified in RFO Section I.2, Table 1 - Key Action dates.

Include the following when submitting questions:

- Offeror name, name of firm, telephone number, e-mail address
- RFO section, page number, or other information useful in identifying the specific problem or issue in question (e.g. paragraph, bullet #, etc.)
- A description of the subject or issue in question, or discrepancy found

The Commission will hold a question and answer conference call at the time and date noted in RFO Section 1.2, Table 1 - Key Action Dates.



To participate in the question and answer conference, Offeror must contact the procurement official listed on the cover page of this RFO no later than the date identified in RFO Section I.2, Table 1 - Key Action Dates. The procurement official will email dial-in and password information to the e-mail address provided by the Offeror.

During the Question and Answer Conference Call, Commission staff will provide an overview of the RFO and respond orally to questions submitted prior to the deadline listed in Section I.2, Table 1 - Key Action Dates. The Commission will not respond to any questions submitted after the deadline.

Oral communication of Commission officers and employees concerning this RFO shall not be binding on the Commission and shall in no way excuse the Offeror of their obligations as set forth in this RFO.

I.4. ADDENDA

The Commission may modify any part of the RFO, prior to the date Responses are due, by issuance of one (1) or more addenda. Addenda will be numbered consecutively and distributed via e-mail to those that attended the question and answer conference call. A link to addenda will be posted on Cal eProcure, the Department of General Services' procurement web application.

I.5. COST OF RESPONDING

All costs for developing responses are entirely the responsibility of the Offeror and shall not be chargeable to the State or the Commission.

I.6. RFO RESPONSE REQUIREMENTS

This RFO and the Offeror's response to this document will be made part of the ordering department's STD.65 Purchasing Authority Purchase Order and procurement contract file.

Responses must contain all requested information and data and conform to the format described in this section. It is the Offeror's responsibility to provide all necessary information for the Commission to assess the response, verify requested information and determine the Offeror's ability to perform the tasks and activities defined in:

- Attachment A – Statement of Work
- Attachment B – Offeror Qualifications
- Attachment C – Project Team Qualifications
- Attachment D – Offeror References
- Attachment E – Costs

The Offeror must submit one (1) master copy (clearly marked "Master") and 2 copies (clearly marked "Copy"), plus one (1) electronic PDF version of their response on CD/DVD or flash drive to the department contact name and address contained on the cover sheet to this RFO no later than the date and time specified in RFO Section 1.2, Table 1: Key Action Dates. Hard copies of the responses must be bound.



I.7. RFO RESPONSE CONTENT

The majority of the information required to respond to this RFO is contained in the State's Attachment A – Statement of Work, Attachment B – Offeror Qualifications, Attachment C – Project Team Qualifications, Attachment D – Offeror References and Attachment E – Costs.

I.7.1. Response to Commission's Attachment A – Statement of Work

The Offeror's "Statement of Work" must respond to the Commission's Statement of Work and will be used to evaluate responsiveness to requirements. This Statement of Work response must map each task/deliverable item back to the RFO Attachments. The response must include any additional information that the Offeror deems necessary to explain how the Offeror intends to meet the State's requirements.

The Offeror's response to the Statement of Work will contain the following:

1. Cover Letter with the following identification and contact information:

- Company name, mailing address and telephone number
- Name and e-mail address of contact person
- CMAS contract number. Offeror must have a current CMAS agreement in place at the time of the execution of a contract with the Commission for this procurement.

A duly authorized representative of the Offeror shall sign the proposal certifying that the proposal is a valid and binding offer and that he/she is authorized to sign the proposal. In addition, by signing and submitting this cover letter, the Offeror agrees to provide the required documents listed in Attachment A, paragraph A.13, upon request by the Commission either prior to or upon award of the agreement as noted.

2. Overview of the required tasks and outcomes.
3. Statement that Offeror will meet all requirements of the Attachment A – Statement of Work. Offeror responses that do not provide a statement indicating compliance with these requirements may be deemed non-responsive.
4. Description of Offeror's approach to meeting the tasks, deliverables and requirements outlined in Attachment A – Statement of Work, paragraph A.4 - CONTRACTOR TASKS, RESPONSIBILITIES AND DELIVERABLES, including a narrative addressing how the tasks will be performed.
5. Description of all software tool(s) or utilities Offeror will propose to utilize related to data transformation.
6. Offeror's Assumptions and Constraints.
7. Work plan for each deliverable, including sub-task description and due date for each deliverable.
8. Samples of work (URL to other web based systems created using Microsoft Visual Studio.) from projects cited as a reference in response to Attachment D - Offeror References.
9. Organization chart that identifies the proposed project team.
10. Resumes for each identified member of the contract team, detailing experience meeting the Commission's requirements.
11. Copies of Microsoft certifications of proposed staff for the creation of the Accreditation data system and enhancements to the data systems (desirable, not mandatory).



12. Any other requirements shown in the Commission's Statement of Work document.

I.7.2. Response to Attachment B – Offeror Qualifications

This is a consulting services contract requiring technical expertise in SQL server, Visual Studio (including C#, ASP.NET MVC, SSIS) data modeling, data warehouse design, configuration and implementation. The Offeror must meet the Mandatory Minimum Qualifications listed below and in Attachment B – Offeror Qualification to be considered for award.

Offeror Qualifications – Mandatory: Offerors must document meeting the following requirements.

- Must have completed at least three (3) contracts on projects within the past five (5) years with primary responsibility, size and scope comparable to the business need identified in this RFO and
- Must propose a project team that includes the minimum qualifications outlined in RFO Section I.7.3 and Attachment C – Project Team Mandatory Qualifications.

I.7.3. Response to Attachment C – Project Team Qualifications

Attachment C – Project Team Qualifications contains the mandatory qualifications that must be met collectively by the Offeror's proposed team. Attachment C must be completed in its entirety and must clearly provide a description of how each proposed individual contributes to the Project Team's mandatory qualifications. The Offeror will be evaluated on expertise and experience stated in the required staff resumes listed in the mandatory minimum qualifications.

Offeror Project Team Qualifications – Mandatory: Offeror must document that Offeror's proposed Project team meets the following mandatory qualifications, individually or as a group.

- A minimum of three (3) years of experience with Microsoft SQL Server and Visual Studio.
- A minimum of three (3) years of experience developing a web-based application using C#.
- A minimum of three (3) years of experience as a professional web and graphic designer.
- A minimum of three (3) years of experience in web development using ASP.Net MVC with some experience using Razor syntax and using Entity Framework.
- Must have experience implementing web applications using JavaScript frameworks such as Bootstrap.
- Experience creating detailed project documentation such as detailed design documents.
- Experience developing and/or implementing user-level permissions within web-based and desktop UI environments.
- Experience developing and/or implementing user authentication in web-based and desktop environments.
- Experience with developing and/or implementing automated communication tools (email, text, etc.) within a custom application.
- A minimum of three (3) years of experience in creating Extract, Transform and Load (ETL) solutions that involve data extraction from source systems all the way through



creating analytics friendly database tables, and ETL development using standard enterprise data integration tools.

- A minimum of three (3) years of experience with Microsoft SQL Server Integration Services (SSIS) ETL tools.
- ETL experience with a wide variety of disparate data sources.
- Ability to profile data stored in a database and identifying data quality issues affecting ETL routines.
- Experience designing ETL to handle data quality issues in an automated fashion.
- Experience with data warehouse concepts and architecture.
- Experience configuring user authentication/authorization protocols and role-based authorization methodologies.
- Experience using Microsoft Team Foundation Server (TFS) for source code control.

I.7.4. Response to Attachment D – Offeror References

Offeror must complete Attachment D – Offeror References for services performed within the last five (5) years that are similar to the scope of work to be performed in this contract. Offeror's references may be contacted during the evaluation phase of this procurement and reference responses scored.

The Commission will make two attempts to contact the reference with the information provided during Commission business hours of 9 AM – 5 PM Pacific Time. If the reference cannot be reached by the second attempted contact, the Offeror will receive no evaluation points for that reference.

I.7.5. Response to Attachment E – Costs

Offeror must complete Attachment E - Costs. This Attachment details the staff hours by classification by deliverable and hourly rate per classification. See required format in Attachment E – Costs.

- Offeror must identify staff CMAS job classifications and hourly rates, and the number of hours for each individual.

I.7.6. Copy of CMAS Agreement

II. Review of Offers for Award

Responses to this RFO will first be reviewed for responsiveness to all requirements of Attachments A through E. If an Offeror's response is missing information required in any of the Attachments, the response may be deemed non-responsive and result in Offeror disqualification.

Award of a contract resulting from this RFO will be based on a best value method that includes cost as a substantial factor in the selection process.

The Commission will review responses in accordance with the criteria identified below. The corresponding points shall be used to determine the winning offer.



The Review Process will consist of four parts:

- **Review of Mandatory Requirements** – Offeror’s response will be evaluated to determine if all Mandatory requirements (Pass/Fail) have been met. An Offeror’s response receiving a score of “Fail” for any mandatory requirement may be deemed non-responsive and will result in Offeror disqualification.
- **Review of Offeror Qualifications, Project Team Qualifications and Technical Approach** – Offeror’s response will be assessed for its technical competency based on the qualifications of the Offeror, Offeror’s Project Team and Offeror’s Approach. Responses achieving the highest scores will advance to Review of References/Offeror Interviews.
- **Review of References/ Offeror Interviews** – During this step of the review, Offeror’s references will be contacted and scored. Offerors will be invited to an interview at the Commission’s facility or via video conference that will be scored.
- **Review of Costs** – The “Best Value” calculation shall be used as follows:

$$\text{Lowest Offer/Offeror's Offer} \times \text{Maximum Cost Points} = \text{Offeror's Cost Score}$$

The following table is a summary of the relative importance of each part of the assessment.

Table 2: Relative importance of each part of the response assessment

Administrative Criteria		
Item	Weight	
Attachment B, Mandatory Offeror Qualifications met	Pass/Fail	
Attachment C, Mandatory Team Qualifications met	Pass/Fail	
Attachment D References provided	Pass/Fail	
Technical Approach and other Scorable Elements		
Item	Weight	Maximum Points
Technical Approach (Offeror’s Response to RFP Section I.7.1)	15%	150
Offeror Qualifications (Offeror’s Response to Attachment B)	10%	100
Project Team Qualifications (Offeror’s Response to Attachment C and Project Team Resumes)	30%	300
References and Offeror Interviews		
Item	Weight	Maximum Points
References	5%	50
Offeror Interview	10%	100
Item	Weight	
Cost	30%	300
Total	100%	1000



ATTACHMENT A - STATEMENT OF WORK

A.1. SCOPE AND DESCRIPTION

The Statement of Work (SOW) describes the services to be provided on a time and material basis by the approved vendor, hereinafter referred to as “Offeror,” to design, develop, test and implement an improved Accreditation data system for the Streamline and Strengthen the Accreditation Process (SSAP) project, and to enhance and integrate the Commission on Teacher Credentialing (Commission) data into a single data repository to support the Accreditation data system and future data dashboards.

A.2. CONTRACT PERIOD

The proposed contract term is anticipated from the awarding of the contract through – June 30, 2017. Unanticipated task requests and enhancements related to the requirements and deliverables identified in Attachment A – Statement of Work, sections A.1 – Requirements Related to the Scope of Work and A.4 - Contractor Tasks, Responsibilities and Deliverables may be required at the Commission’s option up to the end of the contract.

Offerors are cautioned that no work shall begin until the contract has been fully executed. If work is performed prior to contract approval, all previous work performed by the Offeror is considered donated to the Commission and no payment shall be made for that work.

A.3. CURRENT ENVIRONMENT

A.3.1. Overview

In January 2015, the Commission submitted a Feasibility Study Report (FSR) to the California Department of Technology, seeking approval and funding for the Streamline and Strengthen the Accreditation Process (SSAP) Project. The project’s objectives are to streamline and strengthen the accreditation data system in order to collect additional data and shift the focus of the accreditation data system from compliance to outcomes, which will help ensure the quality of educator preparation programs while also reducing the overall administrative burden of the system for both the state and for institutions that sponsor educator preparation programs. The FSR has been provided as Exhibit 4.

The Commission’s accreditation data system is the State’s mechanism for ensuring that credential preparation programs are effective in preparing program graduates to have the knowledge, skills, and abilities they need to inspire, educate, and protect pupils in a learning environment. The current accreditation data system for making accreditation decisions is paper-based, labor intensive, and relies on multiple reports submitted by educator preparation programs, and does not have a technology interface for centralized data collection, storage, and analysis.

See Exhibits 1 - 3 for details on the background, current processes and the scope of work that needs to be accomplished.

A.3.2. Exhibit 1 – Overview of the Accreditation Data System Process

This document covers the analysis of the overall project including a synopsis of the anticipated functionality.



A.3.3. Exhibit 2 – Annual Reporting Requirements

This document describes the annual reporting process and includes technical requirements for the Accreditation data system.

A.3.4. Exhibit 3 - Data Elements

Exhibit 3 - Data Elements, is a listing of the data elements that CTC needs to start collecting and make available as needed both in the Accreditation data system and data warehouse, for future data dashboards.

A.3.5. Technical Requirements

Below are some general technical requirements that will be further defined with the selected consultants.

- General Technical ASP.NET MVC with C#, Razor, Entity Framework, Microsoft SQL Server, SQL Server Integration Services, Team Foundation Server, Bootstrap, JavaScript, Integrating external communication (email, text) within a custom application
- Scalability – System should be able to scale to 100 simultaneous users.
- Security - SSL, Creating secure internal and external logins, User self service password reset,
- Performance – Application response time of <750ms
- System Administration - IIS, Security, Install, Configure, Deploy system, Backup and restore
- Change Management - Document system before building, source code management, TFS, Documented application deployment process

A.4. CONTRACTOR TASKS, RESPONSIBILITIES AND DELIVERABLES

The Contractor is charged with design, development, testing, training and deployment of an Accreditation data system. The Contractor's role on this project shall include all tasks and activities to meet the requirements embodied in this RFO, including:

- Provide and support the maintenance of a project work plan and schedule for completing the tasks and deliverables outlined in Exhibit 1, 2 & 3.
- Complete a comprehensive detailed design document for the Accreditation data system.
- Complete tasks and deliverables specified in work authorizations.
- Conduct meetings and gather requirements with Subject Matter Experts (SME), fact-finding meetings, working sessions, status reporting (both verbal and written), presentations, and general communication on an ongoing basis.
- Work with the Commission's Project Manager to ensure any issues concerning the work are reported and resolved.
- Comply with all applicable State and Commission policies and procedures, including State and Federal privacy laws to ensure maximum protection of privacy.
- Participate in project management and System Development Life Cycle (SDLC) management processes such as risk and issue management, change control, release management, organizational change management, etc.
- Completed and working system, including all source code, plugins, components and documentation.

A.4.1. Work Authorizations

For each enhancement or task requested by the Commission, the Contractor and the Commission will collaboratively develop a work authorization that will detail the purpose, objectives, and scope of work to be undertaken by the Contractor (see example Work Authorization form Attachment G). The Contractor shall estimate the number of development and testing hours needed to complete the scope of work for the work authorization. Both the Commission and the Contractor shall mutually agree upon the scope and the estimate of hours, and both will sign the work authorization, prior to any work being started by the Contractor.

If, in the performance of the work, the Contractor determines that a work authorization to be performed under this Contract cannot be accomplished within the estimated work hours, the Contractor shall immediately notify the Commission in writing of the Contractor's estimate of the work hours which will be required to complete the work authorization in full. Upon receipt of such notification, the Commission may:

- a) Authorize the Contractor to expend the estimated additional work hours or services in excess of the original estimate necessary to accomplish the work authorization. Amended work authorization must be approved by the Commission's SSAP Project Steering Committee;
- b) Terminate the work authorization; or
- c) Alter the scope of the work authorization in order to define tasks that can be accomplished within the remaining estimated work hours.



The Commission will notify the Contractor in writing of its decision within seven (7) business days after receipt of the notification. If notice of the decision is given to proceed, the Contractor may expend the estimated additional work hours or services. The Commission agrees to reimburse the Contractor for such additional approved work hours.

A.5. SUBCONTRACTORS

The Offeror shall act as the prime Contractor under the contract. In addition to identifying all personnel proposed to work under this contract, the Offeror shall also identify their subcontractor affiliation as applicable. All subcontractors must be identified by firm name, address, contact person and address. Subcontractors are subject to all the terms, conditions and requirements of this subsequent contract.

Advance notification of a contemplated subcontractor change, the reasons for such change and a subcontractor transition plan shall be provided to the Commission no less than fourteen (14) calendar days before the termination on an existing subcontractor. The Commission shall approve any changes to the subcontractor(s) before the termination of the existing subcontractor(s) and hire of a new subcontractor(s). All subcontractor(s) presented by the Offeror for consideration shall be subject to all terms, conditions and requirements of this subsequent contract. Reference checks shall result in a positive reference and demonstrate a strong probability of successful performance on this project as determined by the Commission.

A.6. CONTRACTOR PERSONNEL

The Contractor shall not add and/or substitute personnel without the prior written consent of the Commission, which consent shall not be unreasonably withheld. Time is of the essence, therefore the Contractor shall make every reasonable effort to provide suitable substitute personnel promptly. The additional and/or substitute personnel shall meet all the requirements and shall be approved in writing by the Commission prior to substitute personnel beginning work.

The Contractor shall submit an Add, Delete or Substitute Personnel Request Form, Attachment F, and the résumé of the additional and/or a suitable replacement that meets or exceeds all staff requirements as set forth in Section I.7 of this RFO to Project Director or his or her designee for review and approval within (ten) 10 business days after receipt of the Add, Delete or Substitute Personnel Request Form and resume. Rejection of personnel who do not meet the same criteria as the original personnel is at the Commission's discretion.

Additional and/or substitute personnel shall not automatically receive the hourly rate of the individual or positions being replaced. The Commission and the Contractor shall negotiate the hourly rate of any additional and/or substitute personnel to the Agreement. The hourly rate negotiated shall be dependent, in part, upon the experience and individual skills of the proposed additional and/or substitute personnel. The negotiated hourly rate shall not exceed the hourly rate for that position as set forth in the Agreement.

If the addition and/or substitution does not increase the total cost of the Agreement, no amendment shall be required to make this change to the Agreement

A.7. FINGERPRINT CLEARANCE

All staff on this project shall receive fingerprint clearance prior to any work being initiated.



A.8. TRAVEL

All work shall be performed on site at 1900 Capitol Avenue, Sacramento, CA 95811 between the hours of 8:00 a.m. and 5:00 p.m. Pacific Time, unless otherwise agreed to by the Commission. Travel shall not be reimbursed by the Commission.

A.9. COMMISSION RESPONSIBILITIES

The Commission shall provide workstations, telephones, and access to business and technical documents as necessary for the Offeror to complete the tasks identified in the Commission's purchase document.

A.10. ACCEPTANCE CRITERIA

It shall be the Commission's sole determination as to whether an enhancement or task(s) outlined in a work authorization has been successfully completed and is acceptable to the Commission. There shall be a signed acceptance document associated with each work authorization before invoices can be processed for payment.

Acceptance criteria shall consist of test criteria defined by the Commission, which must be met in order for the enhancement or miscellaneous task to be accepted. If an enhancement or task outlined in a work authorization is not accepted, the Commission shall provide the reason in writing upon completion of acceptance testing period.

A.11. FAILURE TO PERFORM

Contractor assumes all liability for performance of this contract and all subcontracts executed pursuant to or funded by this Contract.

Further, the Contractor assumes full liability for and agrees to reimburse the Commission for Contractor's or any of Offeror's subcontractor's failure to comply with any term or condition of the Contract. Contractor shall assure that subcontracts are administered in accordance with the Contract, with any rules and regulations and with any amendments thereto. Contractor agrees that the Commission or its designated agent has full recourse against the Contractor for the failure to provide acceptable deliverables (completion of enhancements or tasks), milestones and status reports on time shall subject Contractor to possible delay of payment and/or the Commission pursuing remedies under the Contract in accordance with the General Provisions.

A.12. INVOICING AND PAYMENT

Contractor may only bill for the costs of each completed and accepted Work Authorization.

The Commission agrees to compensate the Contractor in accordance with the prices for hourly rates for Services specified in the Contract.

Invoices shall be submitted on company letterhead and shall clearly state the work performed, the name and classification of the personnel who performed the work, and attach the appropriate Deliverable Acceptance Document (DAD).

California Commission on Teacher Credentialing
Attn: Account Liaison



1900 Capitol Avenue
Sacramento, CA 95811

A.13. DOCUMENTATION REQUIRED PRIOR TO/OR UPON AWARD

A.13.1. Form 700 Statement of Economic Interests

Each member of Offeror's proposed Project Team must complete and submit Form 700 Statement of Economic Interests upon award of this contract.

<http://www.fppc.ca.gov/forms/700-14-15/Form700-14-15.pdf>

A.13.2. Conflict of Interest and Confidentiality Statement

Each member of Offeror's proposed Project Team must complete and submit a Conflict of Interest and Confidentiality Statement (Exhibit 4) upon award of this contract.

ATTACHMENT B - OFFEROR QUALIFICATIONS (FIRM)

B.1. MANDATORY QUALIFICATIONS (PASS/FAIL)

Firm Name:				
Q#	Mandatory Qualifications (MQ)	Project Description Workplace, Project Name, Contract Value # of End Users Time Period <i>(month/year start and end dates)</i>	Relevant Experience Description Firm's role, description of relevant experience on the Project(s).	Contact Contact Name, Company Name, Telephone Number, Email, Work Relation
1	Must have completed at least three (3) contracts on projects within the past five (5) years with primary responsibility, size and scope comparable to the business need identified in this RFO.	1.		
		2.		
		3.		
	Must propose a project team that includes the minimum qualifications outlined in RFO Section I.8.3 and Attachment C – Project Team Mandatory Qualifications.			

ATTACHMENT C - PROJECT TEAM QUALIFICATIONS

C.1. MANDATORY TEAM QUALIFICATIONS

Combined experience of proposed project team may be used to meet the minimum mandatory qualifications. Complete one matrix for each proposed team member. Offeror may add additional rows as necessary.

Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (month/day/year start and end dates), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
1.	A minimum of three (3) years of experience with Microsoft SQL Server and Visual Studio.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
					Total Duration:
2.	A minimum of three (3) years of experience developing a web-based application using C#.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
					Total Duration:



Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (<i>month/day/year start and end dates</i>), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
3.	A minimum of three (3) years of experience as a professional web and graphic designer.				
4.	A minimum of three (3) years of experience in web development using ASP.Net MVC with some experience using Razor syntax and using Entity Framework.				
5.	Must have experience implementing web applications using JavaScript frameworks such as Bootstrap.				
6.	Experience creating detailed project documentation such as detailed design documents.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.



Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (month/day/year start and end dates), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
			Total Duration:		
7.	Experience developing and/or implementing user-level permissions within web-based and desktop UI environments.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
8.	Experience developing and/or implementing user authentication in web-based and desktop environments.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
9.	Experience with developing and/or implementing automated communication tools (email, text, etc.) within a custom application.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
10.			a.	a.	a.



Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (<i>month/day/year start and end dates</i>), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
	A minimum of three (3) years of experience in creating Extract, Transform and Load (ETL) solutions that involve data extraction from source systems all the way through creating analytics friendly database tables, and ETL development using standard enterprise data integration tools.		b.	b.	b.
			a.	a.	a.
			b.	b.	b.
			Total Duration:		
11.	A minimum of three (3) years of experience with Microsoft SQL Server Integration Services (SSIS) ETL tools.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
		Total Duration:			
12.	ETL experience with a wide variety of disparate data sources.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.



Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (<i>month/day/year start and end dates</i>), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
13.	Ability profiling data stored in a database and identifying data quality issues affecting ETL routines.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
14.	Experience designing ETL to handle data quality issues in an automated fashion.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
15.	Experience with data warehouse concepts and architecture.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
16.	Experience configuring user authentication/authorization protocols and role-based authorization methodologies.		a.	a.	a.
			b.	b.	b.
			a.	a.	a.
			b.	b.	b.
17.			a.	a.	



Offeror Name:					
MQ #	Mandatory Qualifications (MQ)	Team Member Individual Name(s) and proposed role on this project	Project Description Workplace, Project Name, Time Period (<i>month/day/year start and end dates</i>), % of time	Relevant Experience Description Individual's role, description of the relevant experience on the project(s)	Reference Contact Contact Name, Company Name, Telephone Number, Email, Work Relation (references may be contacted to verify information provided)
	Experience using Microsoft Team Foundation Server (TFS) for source code control		b.	b.	b.
			a.	a.	a.
			b.	b.	b.

ATTACHMENT D - OFFEROR REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal shall cause your proposal to be rejected and deemed non-responsive.

List below three (3) references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract. If three references are not provided, Offeror's response may be deemed non-responsive.

References will be contacted during the dates identified in RFO Section I.2. The Commission will make two attempts to contact the reference with the information provided during Commission business hours of 9 AM – 5 PM Pacific Time. If the reference cannot be reached by the second attempted contact, the Offeror will receive no points for that reference.

REFERENCE 1			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
URL to Tableau Dashboard completed for this project:			
Offeror's % of participation in Dashboard completion:			
Brief Description of Service Provided			
REFERENCE 2			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
URL to Tableau Dashboard completed for this project:			
Offeror's % of participation in Dashboard completion:			
Brief Description of Service Provided			
REFERENCE 3			



Commission on Teacher Credentialing
Request for Offer 16RFO002
Consultant for Dashboard Development for
Streamline and Strengthen the Accreditation Process (SSAP) Project

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
URL to Tableau Dashboard completed for this project:			
Offeror's % of participation in Dashboard completion:			
Brief Description of Service Provided			



ATTACHMENT E - COST WORKSHEET

Contractor agrees to furnish all labor necessary to perform assigned tasks or services in accordance with Attachment A – Scope of Work.

Unless otherwise specified by the Commission and agreed to by Contractor, the rates set forth shall remain in force for the term of the contract and shall include cost of insurance and every other item of expense, direct and indirect, if applicable. The hours proposed for consultants are an estimate and the actual hours worked shall be approved by the Commission via work authorizations prior to performance of assigned tasks or services.

Consultant services shall be reimbursed on a time and materials basis subject to completion of approved tasks assigned by the Commission via the work authorizations. Contractor shall provide consultants timesheets with each invoice specifying work completed by each consultant, number of hours performed, and any outstanding issues and/or concerns that need to be addressed.

The total amount shall not exceed \$450,000.

The total hours given in this RFO are for offer comparison purposes only and total hours are not a guarantee of hours to be worked under this contract. Upon award, the final hours and contract amount will be determined based on the contract budget and the hourly rate(s) for the staff person(s) proposed by the Offeror.

The hourly rates cannot exceed the hourly rates from the CMAS contract.

Contractor Name:				
Proposed Staff Name	CMAS Classificatio	Hourly Rate	Hours	Extended Total
Total			3600	

ATTACHMENT F
Add, Delete or Substitute
Contractor Personnel Request Form



Contractor Name		Contractor Phone No.		<i>Date</i>
CMAS Number		Project Name/Agreement Number		
Personnel To Be Added	Personnel Replaced	Proposed Effective Date	Classification	Resume Meets MQs and CMAS requirements
				<input type="checkbox"/>
Personnel To Be Deleted	Date Effective	Reason		
		Reason:		
Comments/Special Instructions Please note: The changes as indicated in this request are being made at no additional cost to the Commission. – Sample (Include this language, if applicable).				
STATE Acceptance		Contractor Acceptance		
Division/Project		Contractor (If other than an individual, state whether a corporation, partnership, etc.)		
By (Authorized Signature)		By (Authorized Signature)		
Printed Name of Person Signing		Printed Name of Person Signing		
Title		Title		

ATTACHMENT G - WORK AUTHORIZATION

EXAMPLE

TITLE: 70/752 Output Formatter

Task Summary:

Develop program to format and print simulated 70/752 displays using a sequential data set as input.

Schedule Dates:

Start Date: [month/day/year]
Completion Date: [month/day/year]

Estimated Labor-Hours

100

Labor Hour Rate

\$90.00

Estimated Total Cost

\$9,000.00

**Contractor Personnel
To be Assigned**

Jane Doe

Classification

Staff Programmer Analyst

Completion Criteria:

Acceptance of program by the Commission.

This task will be performed in accordance with this Work Authorization and the provisions of Agreement No. _____.

Approval:

Contractor Representative (Print)

Commission Representative (Print)

Contractor Representative Signature

Commission Representative Signature

Date Signed

Date Signed



Commission on Teacher Credentialing
Request for Offer 16RFO002
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