

Issue Date: **October 10, 2007**

Title: **Services of a Flash Developer for Online High School Assessment Courses**

Purpose:

Background:

MSDE is developing two types of curriculum resources related supporting students in High School Assessment content aligned with the Core Learning Goals and the high school assessment. One of the resources is the traditional online course that bears high school credit and is taught by online teacher. The second is online course content that has been organized into modules that can be accessed by the classroom teacher and students to support direct face-to-face instruction.

Nature of Work:

The selected contractor shall develop, review, and revise the curriculum products needed by MSDE within the timelines designated on the Exhibit A Bid Form section of this Notice. Specific tasks include:

1. Develop, review, and revise Flash content from written content as assigned by the MSDE project manager based on the project timeline of **20 to 40 hours a week** of development work.
2. Develop interactive multi-media applications that include visual images, may include video and audio files, and require students to interact with the materials.
3. Communicate weekly progress reports to the assigned MSDE Project Manager as the assignments are developed.
4. Maintain the project timeline and also communicate any challenges, need for help, etc. to MSDE project manager.
5. Communicate with development team and with appointed MSDE High School Assessment project manager.

Partial/Multiple Awards: The MSDE reserves the unilateral right to award contracts to multiple contractors for the services and materials required in this RFQ.

Maryland State Department of Education
RFQ #R00R820064
Request for Consultant Services

Offeror Qualifications:

A. Essential Requirements: The essential requirements for this consultant shall include, but are not necessarily limited to the following:

- Knowledge of Microsoft Office applications, the Internet, HTML editors, digital photo editors, Respondus, and Flash development tools such as Study Mate and Captivate for instructional purposes;
- Expertise in developing multimedia curriculum items and publishing them on the web and in Desire2Learn;
- Three (3) years or more experience in k-12 multi-media HTML and Flash content development for instructional purposes;
- Expertise in editing digital images and video for instructional purposes;
- Knowledge of and experience in developing in 508 compliant formats.

Term of Contract: This Contract shall begin on November 5, 2007 and terminate on January 30, 2008.

Submission: The Offeror must submit a letter of interest, resume and example of work that demonstrate the required qualifications for the project, and bid form **Exhibit A** to provide the service detailed in the Nature of Work. The submission must be received by the submission due date.

Most Favorable Bid Price: The State reserves the right to award the contract to the responsive and responsible bidder submitting the most favorable bid price for providing the goods and services, as specified in this RFQ.

Submission Due Date:

The interested individuals must submit a resume and example of work, letter of interest, and bid form (Exhibit A) by 2:00 p.m. on November 01, 2007. Please submit one original (1), which shall be identified as such, and two (2) copies to:

Alan Delman
Maryland State Department of Education
200 West Baltimore Street, 1st Floor
Baltimore, Maryland 21201

➤ **Late bids will not be accepted**

Shipping Instructions:

1. When shipping the bids to MSDE by courier, please use the address as follows:

ATTN: Receiving and Shipping Department

**Maryland State Department of Education
RFQ #R00R820064
Request for Consultant Services**

**Mail Room – C/O Alan Delman
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201**

2. When hand-delivered, please use the 6 North Liberty St. entrance of the building with the packages marked as follows:

ATTN: Mail Room – C/O Alan Delman

- **Bids submitted shall be identified with the RFQ Number R00R820064, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**

Note: please refer to RFQ #R00R820064 when contacting Alan Delman

Contact Person: Questions should be addressed to **Alan Delman** by 2:00 P.M., on October 23, 2007, at the following:

adelman@msde.state.md.us

- **All communications pertaining to this RFQ shall be addressed to Alan Delman by e-mail only.**

Note: All responses to questions submitted if any, shall only be posted on “emarylandmarketplace” as Addendum #1 after the due date of questions are received. I suggest you register with “emarylandmarketplace” at “no charge” to access the addendums. Just click register and then follow the screens. There maybe other opportunities from other State agencies out there. There will be no mailings of the Addendums. The link to “emarylandmarketplace” to register is as follows:

<http://www.emarylandmarketplace.com/>

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**EXHIBIT A
BID FORM**

DETAILED COST CATEGORY	Proposed # Of Hours	Times	Cost per Hour	Total Cost
NATURE OF WORK				
By December 1, 2007, the contractor shall complete the flash development of assigned materials		X	\$	\$
By December 15, 2007, the contractor shall complete the flash development of assigned materials.		X	\$	\$
By January 10, 2008, the contractor shall complete the flash development of assigned materials.		X	\$	\$
By January 30, 2008, the contractor shall complete the flash development of assigned materials.		X	\$	\$
Total Cost of Project				\$

Submit this Exhibit A and all supportive itemized costs, a letter of interest, and a resume.
Submit one (1) original, which shall be identified as such, and two (2) copies.

- **Exhibit A: cost per day or per hour is to include all costs incurred both direct and indirect in delivering a product or service, which includes but is not limited to travel, lodging food etc.**
- **Bid submitted shall be identified with the RFQ Number R00R820064, Title and Due Date inscribed on the left-hand corner of the mailed envelope under the return address.**
- **Late bids shall not be accepted**

VENDOR'S NAME: _____
PRINT

VENDOR'S ADDRESS: _____

City State Zip

VENDOR'S FEDERAL ID or SS # _____

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NAME OF AUTHORIZED: _____
PRINT

SIGNATURE: _____

TITLE: _____

MINORITY BUSINESS ENTERPRISE: YES____ **NO**____

IF YES: MARYLAND STATE CERTIFICATION #_____

TELEPHONE NO: _____ **DATE:** _____

E-MAIL ADDRESS: _____