

Los Angeles Unified School District

Master Services Agreement



To: Master Services Agreement (MSA) Contractors

Subject: MSA Work Order Solicitation No. 180036
Title: ETL/ODI Developer

This **MSA Work Order Solicitation** is issued to interested proposers under the assumptions that (1) Any resulting contract will not exceed the hourly rates set forth under the Master Services Agreement; and (2) The final contractual terms and conditions will have no additions, changes, or deletions from the Master Services Agreement. Proposals are due, via email to ITD-Bids@lausd.net, no later than 5:00 PM (PST), **2/9/2018**. NO TIME EXTENSIONS WILL BE GIVEN AFTER 5:00 PM.

Candidates should be available during business hours, from Monday, 2/19/2018 through Wednesday, 2/21/2018 in-person or via working Skype connection for face to face interviews. Candidates unable to meet or maintain Skype connectivity may be subject to disqualification.

Period of Performance March 5, 2018 to June 30, 2018
(Tentative): Four months
(upon full execution of work order)

Location (on-site): 333 S. Beaudry Avenue, 9th Floor
Los Angeles, California 90017

Evaluation Criteria:

Experience:	85 points
Pricing:	15 points
Total:	100 points

Minimum Qualifications:

- Five (5) years hands on professional experience with three (3) years of experience in Modeling (logical and Physical) Data Warehouse and Data Marts

Los Angeles Unified School District

Master Services Agreement



Submittal Requirement:

- **Minimum Qualification:** Provide cover letter addressing how the firm's proposed resource meets the Minimum Qualifications
- **Experience & Qualification:** The desired resource must show:
 - Expert level experience in Oracle Data Integrator 11g or later.
 - Expert level experience in ETL concepts and strategies.
 - Expert level experience in SQL / PL/SQL, query tuning, and performance tuning in ODI
 - Experience in ODI Administration and Load Balancing
 - Experience in Oracle Golden Gate replication
 - Experience in high data volume environments
 - Experience in Data Warehouse principles and techniques.
 - Experience in Modeling (logical and Physical) Data Warehouse and Data Marts
 - Working Experience with UNIX Operating System is highly desired
 - Excellent problem-solving and analytical skills.
 - Ability to communicate effectively, both verbally and in writing.
 - Ability to work in team environment and maintain a cooperative working relationship with others.
 - College graduate
- **Number of Resources:** The proposed work order will require one (2) resources on-site.
- **Resumes:** Provide no more than three (3) resumes for ETL/ODI Developer as indicated above. Resumes must detail years of experience and qualifications. (The District reserves the right to request additional resumes should those submitted be deemed unacceptable for this project.)

Rate Schedule (Pricing):

- The proposer shall submit a fully burdened rate to perform all services as specified in the statement of work. Refer to Appendix B.

Statement of Work:

- Refer to Appendix A for the Statement of Work and performance requirements.

Proposals omitting any of the required submittal items may be deemed non-responsive, and may be removed from any further consideration.

Subject to the provisions herein, Contract award will be made to the "highest scored" proposal, with the appropriate consideration given to the evaluation factors stated herein. However, the District reserves the right to make an award to other than the low cost Proposer.

The District reserves the right to reject a firm, as non-responsive, regardless of the stage of the procurement process, if there is a failure to successfully negotiate price/fees, statement of work, or a failure of the firm to satisfy any of the final requirements necessary to do business with the District.

Los Angeles Unified School District

Master Services Agreement



All communications regarding this solicitation between potential Proposers and DISTRICT staff and consultants engaged by the DISTRICT shall be addressed only to the undersigned. All proposer questions shall be in writing and submitted via email at ITD-Bids@lausd.net with the subject heading of “**MSA Work Order Solicitation No. 180036**”. The deadline to submit questions is by 5:00 PM (PST) on **2/6/18**.

At no time “PRIOR” to the DISTRICT’S Notice of Award shall Proposer(s) contact other DISTRICT officials or personnel regarding this MSA Work Order Solicitation or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification.

All requests for information related to this MSA Work Order Solicitation shall be directed to:

Department: IT Support Services (Finance and Administration)
Address: 333 S. Beaudry Avenue 10th Floor
Los Angeles, CA 90017
E-mail: **ITD-Bids@lausd.net**

Appendices A – Statement of Work
B – Pricing Form

Los Angeles Unified School District

Master Services Agreement



APPENDIX A - MSA WORK ORDER STATEMENT OF WORK

This is a staff augmentation to acquire two ETL Development resources who are qualified to function as **ETL/ODI Developers** as specified in the Scope of Services section. Resources will support and work on various projects in the Enterprise Reporting team.

The successful provider must be able to furnish individuals who possess the education, skills, and experience necessary to ensure a successful performance in ETL strategy development and SQL tuning activities that matches our requirements.

1. Scope of Services

Background

The District seeks an experienced Oracle ETL/ODI Developer resource. The selected candidate will be responsible for the successful delivery of ETL solutions and related components as well as maintaining daily interaction with Business Analysts, other functional experts, and end users, to comprehend requirements and ensure all aspects of the project are delivered as planned. The ideal candidate must thrive on working in a fast-paced environment and be able to effectively understand and provide solutions to challenging interface problems.

A. SCOPE OF SERVICES

The District seeks resource who will perform the required work closely with LAUSD project team member(s) and perform the responsibilities of:

- Develop and deploy ETL Mappings, Knowledge Modules, job workflow and automation with reliable error/exception handling and rollback framework.
- Define data transformation rules and determine most appropriate method for processing
- Work with multiple source/target systems such as Oracle, MS SQL Server, XML files, flat files, MS Access/Excel documents.
- Adapt ETL code to accommodate changes in source data and new business requirements.
- Document the ETL detailed design and test results.
- Performance tuning of developed objects
- Conduct timing and capacity testing to ensure production support capability
- Conduct data value testing at the conclusion of ETL development
- Develop, maintain, and schedule ETL jobs using Unix Scripts or Scheduler software
- Provide support to Business Analyst(s) in gathering and/or clarifying data and reporting requirements from business owners
- Provide support to ad hoc data requests
- Prepare weekly status report
- Other ETL related duties as assigned
- Transfer knowledge to LAUSD Personnel

B. DELIVERABLES

The resources shall complete and submit the following deliverables:

1. Provide advice on ODI environment setup detailed technical documentation for each work products assigned.

Los Angeles Unified School District

Master Services Agreement



2. Design and develop interfaces, packages and load plans to extract data from various source systems and load data to Oracle Data Mart.
3. Develop test plan and conduct unit testing to make sure data is loaded as documented in business requirements.
4. Conduct performance testing and tuning to ensure the data load is completed within in the desired time frames.
5. Provide detail technical documentation on ODI and Golden Gate best practices.
6. Knowledge transition matrix containing the required knowledge transition topics, Includes ODI and Golden Gate.
7. Document containing detailed steps to migrate the objects from dev/test to production.
8. Senior Level Resource providing Technical Support.

C. ASSUMPTIONS

For the duration of the project, the proposed resource(s) **are expected to bring their own laptop computer equipped** with an appropriate operating system that can access the District's Enterprise Reporting and Integration systems and other project management tools such as MS Word, TFS, SharePoint, etc.

The vendor understands that the proposed hourly rate must comport with the contractor's rates as published in the Schedule B of the MSA, which is a fully burdened rate inclusive of direct labor cost, overhead, general and administrative, travel expenses, and profit.

Work location: All work products must be performed on-site at 333 S. Beaudry Ave, Los Angeles, CA 90017, Monday – Friday, 9 hours/day (with 1hour lunch break). **Remote work is NOT acceptable.**

D. OTHERS

A performance review will be conducted by the District to ensure services are performed satisfactorily by the Contractor and its resource. Contractor will be notified by the District of their performance. If the review is unsatisfactory, the contractor will be required to submit a corrective action plan to address the deficiencies. If the performance is not improved, the contract will not be renewed and the option years will not be exercised.

Los Angeles Unified School District

Master Services Agreement



APPENDIX B - MSA WORK ORDER PRICING FORM

The purpose of this form is to provide a standard format by which the Proposer submits its price proposal. The fully burdened hourly rate should be inclusive of direct labor cost, overhead, general and administrative (G&A), travel expenses, profit, shipping, packaging, and insurance cost. No travel or parking expenses will be provided to the Contractor. Submit one rate schedule sheet for each proposed resource.

Resource Name	Labor Classification*	MSA Fully Burdened Rate	Discount (%)	Proposed Fully Burdened Rate
<hr/>	BI Data Analyst	<hr/>	<hr/> %	\$ <hr/>