

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R95P0401691		
Functional Area (Enter One Only)	Functional Area 10 - IT Management Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Project Manager (CIO)			
Anticipated start date	June 25, 2010		
Duration of assignment	6 months with 2 six- month renewal options		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
			0%
Issue Date:	June 3, 2010	Due Date:	June 10, 2010
		Time (EST): 02:00 pm	
Place of Performance:	Baltimore City Community College, 2901 Liberty Heights Avenue, Baltimore, MD 21210		
Special Instructions: (e.g. interview information, attachments, etc.)	Attached is the agency organization chart, mission, and vision statement. Interviews will be conducted by a panel of three persons using a standardized set of interview questions.		
Security Requirements (if applicable):	Background check and execution of the College's Non Disclosure Agreement		
Invoicing Instructions: Pursuant to Section 2.8 "Invoicing" of the CATS II Contract	All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period, unless specified differently in the TORFP/RFR, and include the following information: <ul style="list-style-type: none"> • name and address of the State agency being billed, • vendor name, • remittance address, • federal taxpayer identification or (if owned by an individual) 		

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	<p>his/her social security number,</p> <ul style="list-style-type: none"> • Invoice Period, • Invoice Date, • Invoice Number, • Amount Due, • Retainage (if applicable), and • Purchase Order Number(s) being billed. <p>Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.</p>
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Section 2 – Agency Point of Contact (POC) Information

Agency / Division Name:	Baltimore City Community College		
Agency POC Name:	Daniel A. Coleman	Agency POC Phone Number:	410-462-8432
Agency POC Email Address:	DaColeman@bccc.edu	Agency POC Fax:	410-225-4603
Agency POC Mailing Address:	2901 Liberty Heights Avenue, Baltimore, MD 21215		

Section 3 – Scope of Work

Background

Serving primarily the residents and business community of Baltimore, Baltimore City Community College is a state-sponsored comprehensive two-year degree-granting college with two main campuses and satellite locations throughout the city.

The College’s Information Technology Department (CITS) is responsible for supporting academic systems, administrative systems, data systems, desktop computing systems, information security systems, technology infrastructure systems, and voice communications systems.

BCCC used the service of an IT consultant in 2008-9 to assist in analyzing its information technology infrastructure and business processes in preparation for the anticipated purchase and implementation of an Enterprise Resource Planning (ERP) system. One section of the report issued by the consultant

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contained staffing, organization and functionality recommendations for the CITS to remediate deficiencies in that area.

BCCC desires to retain the services of a Project Manager to begin implementation of the recommendations documented by the IT consultant in their report (September 2009). The IT consultant’s Report (September 2009) will serve as the source/reference materials and project overview for the goal and milestones to be achieved under the direction of the Project Manager. The Project Manager will provide technology and project management services to oversee the College IT organization and transition the College through procurement and implementation of a new ERP system.

BCCC’s Mission and Vision statements are attached as “ATTACHMENT 3”, also BCCC’s organizational chart is attached as “ATTACHMENT 4 “.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Project Manager	<p>Direct the works of the CITS staff and reorganize CITS (IT) department to increase efficient and effective operations. Establish procedures for an effective IT Support Model</p> <ul style="list-style-type: none"> ▪ Provide ongoing executive leadership for the CITS (IT) department • IT Transformation Activities <ul style="list-style-type: none"> ▪ Establish and document policies and procedures for IT Governance ▪ Establish Project Management structure ▪ Support Business Process/Workflow improvements • Systems and Network Infrastructure <ul style="list-style-type: none"> ▪ Remediate the existing infrastructure ▪ Develop written Business Continuity (Disaster Recovery) Plan ▪ Develop and execute written procedures for IT equipment life-cycle management ▪ Architect and implement required infrastructure upgrades • Administrative Systems <ul style="list-style-type: none"> ▪ Remediate existing applications systems ▪ Oversee procurement and acquisition process for a new ERP system

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	<ul style="list-style-type: none"> ▪ Plan and direct the implementation of a new ERP/Student information system ▪ Integrate the new ERP and new Process Improvements, Workflow ▪ Initiate comprehensive, integrated reporting, Data Mart/Warehousing system • Imaging Document Management System <ul style="list-style-type: none"> ▪ Initiate Imaging (Document Management) selection and acquisition ▪ Develop Project Plan for ERP-compatible DMS system • Instructional Computing <ul style="list-style-type: none"> ▪ Remediate technology access barriers ▪ Develop and document standards for all classroom technical facilities • Security Efforts <ul style="list-style-type: none"> ▪ Remediate existing IT vulnerabilities ▪ Implement Identity Management, Phase I, current systems ▪ Initiate Identity Management, Phase II, revised for the new ERP ▪ Address PCI, Red Flag, PII and FERPA compliance <p>Must apply PMI or other industry recognized PM methodologies in managing the project. Must apply the State SDLC methodology to system development.</p> <p>For a detailed description of required PM duties, responsibilities, and deliverables, see Attachment 3.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Project Manager	Bachelor's degree in an information technology discipline related field. Masters degree preferred. Minimum of 7 to 10 years of related experience, including 3 or more years of management experience. PMI Certification

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	<ul style="list-style-type: none"> • Experience managing a technical staff • Conceptual knowledge of IT infrastructure, enterprise architecture, and IT security • Experience with formal IT governance; and demonstrated success with formal project management. • Progressive, responsible, and substantial experience in the implementation and management of enterprise level software, technology, and systems. Identify areas of expertise such as ERP (enterprise resource planning), advanced networking, IT sourcing, data centers, desktop support, and IT architecture. • Ability to ensure that information technology resources are planned, acquired, and managed in a manner that achieves strategic objectives of a large public or private organization while conforming to policies of a legislative or other governing body. <p>Professional experience in information technology within higher education or a similar environment is preferred</p>
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Section 4 - Required Submissions

NOTE:

- Master Contractors electing not to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site.
- Master Contractors proposing in response to the RFR must submit the following documents:
 - o Resume for each position / service type described in the RFR (Attachment 1)
 - o Price Proposal (Attachment 2 or 2A)
 - o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
 - o Living Wage Affidavit (Attachment I in the CATS II RFP)
 - o **Documents listed below as required by the hiring agency**

1. Provide Technical Writing Sample

2. Proof of PMI Certification

Section 5 – Evaluation Criteria –

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

1. Work Experience

2. Training and Education

3. Knowledge and Training (Higher Education preference given)

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4. Price

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ATTACHMENT 1 – RFR RESUME FORM

RFR # **ADPICS REFERENCE BPO NUMBER**

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
<add lines as needed>			

ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # **ADPICS Reference BPO number**

(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)
1. Technical/Writer	\$	1,000	\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

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 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.

ATTACHMENT 3

Request for Resume (RFR) CATS II Master Contract

Mission:

Baltimore City Community College (BCCC) provides outstanding educational, cultural, and social experiences to the residents of Baltimore City, the state of Maryland, and surrounding areas. The College's accessible, affordable, comprehensive programs include college transfer and career preparation, technical training, and life skills training. The College provides a variety of student services that meet and support the learning needs of an increasingly diverse student population. BCCC is a dynamic higher education institution that is responsive to the changing needs of its stakeholders: individuals, businesses, government, and educational institutions of the community at large.

Vision:

Baltimore City Community College strives to be the leader in providing quality education that responds to and meets the needs of a diverse population of learners, adding value to lives and the community.

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ATTACHMENT 4 -- Baltimore City Community College Organizational
Chart**

Please see separate attachment