

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B0400045		
Functional Area (Enter One Only)	Functional Area 11 – Business Process Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Systems Engineer: RequisitePro Specialist			
(Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	11/29/2010		
Duration of assignment	Six months from start date		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			
Issue Date: mm/dd/yyyy	11/08/2010	Due Date: mm/dd/yyyy	11/15/2010
		Time (EST): 00:00 am/pm	2:00PM
Place of Performance:	Central Collection Unit 300 West Preston Street Room 500 Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	RequisitePro is installed on DoIT servers. The individual will have to work onsite at 300 West Preston.		
Security Requirements (if applicable):	The individual will have to sign a non-disclosure agreement and will need to undergo a background check (by DGS) to attain a State of Maryland badge for entry into the facility.		
Invoicing Instructions:	Invoices will be submitted at the end of each month for the duration of the project. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Budget and Management, Central Collection Unit		
Agency POC Name:	Jackie Abercrombie	Agency POC Phone Number:	(410)767-8616
Agency POC Email Address:	Jackie.Abercrombie@doit.state.md.us	Agency POC Fax:	I prefer not to receive facsimiles.

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Agency POC Mailing Address:	300 West Preston Street Room 500 Baltimore, MD 21201
Section 3 – Scope of Work	
Background	
<p>The CCU systems modernization project has purchased RequisitePro software to manage the project's 2000+ requirements which are currently located in a Microsoft Excel spreadsheet. The project requires an individual with RequisitePro experience to migrate the requirements from the Microsoft Excel spreadsheet to the RequisitePro software.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Systems Engineer: RequisitePro Specialist</p>	<ol style="list-style-type: none"> 1. To analyze the overall assignment, develop a detailed schedule with tasks defined at 4-hour increments (or less), and define estimated start dates, estimated finish dates, estimated hours, and estimated durations. 2. Update the percentage complete for each task on a weekly basis. 3. Document weekly status using the CCU project team weekly status report template, and post the weekly status report in the project SharePoint repository. 4. Review the assignment status with the PM and Deputy PM on a weekly basis. 5. Migrate the requirements from the RTM Microsoft Excel spreadsheet into RequisitePro. (The CCU Deputy PM will review the migration plan and verify the migration results.) 6. Ensure that any erroneous "Parent/Child" relationships in Microsoft Excel do not become requirement linkages in RequisitePro. 7. Create additional requirement linkages for the requirements, design, development, integration, and test phases of the project. 8. "Baseline" the requirements in RequisitePro as our starting point. 9. Update the requirements in RequisitePro using the "approved" requirements text stemming from the Requirements Reviews. 10. Establish the Requirements Document (MS Word) to RequisitePro linkage. 11. Coordinate with DoIT's network team for RequisitePro installation and configuration changes (as needed). 12. Be a liaison with IBM to coordinate RequisitePro

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	<p>installation and configuration changes (as needed). Please note the DoIT network team will perform RequisitePro installation and configuration changes.</p> <ol style="list-style-type: none"> 13. Coordinate with IBM to schedule the CCU project team training. 14. Conduct additional CCU project team training (as needed). 15. Produce a report of the status of new/changed/deleted requirements, orphan requirements, and parent/child and requirement linkages, posting this information to SharePoint. 16. Recommend a set of weekly reports that will keep the team informed of the “health” of the requirements: orphaned requirements, new/changed/deleted requirements, unlinked requirements, etc. 17. Review the project’s Requirements Change Management Process and recommend changes to improve the process. 18. Implement and follow the final approved Requirements Change Management Process. 19. Perform other duties as requested by the PM or Deputy PM.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<ol style="list-style-type: none"> 1. Systems Engineer: RequisitePro Specialist 	<p>For minimum qualifications, see CATS II Labor Category for Systems Engineer, and qualified candidates <u>must</u> meet the following minimum criteria:</p> <ol style="list-style-type: none"> 1. Bachelors degree in Computer Science or Information Systems 2. At least five (5) years of experience managing requirements following a Software Development Life Cycle (SDLC) 3. At least two (2) years of experience working with RequisitePro to: <ol style="list-style-type: none"> a. Gather and manage requirements b. Create a requirements traceability matrix c. Prepare use case specifications d. Manage project templates, use case templates, and requirement types <p>Preferred candidates will also meet the following criteria:</p> <ol style="list-style-type: none"> 1. Experience migrating requirements from a Microsoft Excel spreadsheet to RequisitePro 2. Experience integrating RequisitePro with Microsoft Word

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	<ol style="list-style-type: none"> 3. Creating and generating requirements management reports from RequisitePro 4. Experience performing RequisitePro training
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors electing <u>not</u> 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 <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP) 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 	
<ol style="list-style-type: none"> 1. For RequisitePro Specialist – Short description demonstrating how to perform a migration from Microsoft Excel to Rational RequisitePro. The description should be no longer than five (5) double-spaced pages. Please do not provide user manuals or training documentation. 2. Two references who can speak to the candidate's work using Rational RequisitePro. 	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
1. Candidate's demonstrated proficiency in meeting all of the Minimum Criteria in Section 3	
2. Candidate's demonstrated proficiency in meeting the Preferred Criteria in Section 3.	
3. Quality of the materials submitted as required in Section 4.	
4. Qualifications as offered by the references submitted in response to Section 4.	
Basis for Award Recommendation	
<p>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.</p>	

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ATTACHMENT 1 – RFR RESUME FORM

RFR # ADPICS REFERENCE BPO NUMBER: F50B0400045

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): Systems Engineer : RequisitePro Specialist
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>			

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ATTACHMENT 2 - RFR PRICE PROPOSAL

RFR # ADPICS REFERENCE BPO NUMBER: F50B0400045

(This form is to be filled out by Master Contractors)

(Master Contractors must propose CATS II Labor Category 30. Systems Engineer)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Systems Engineer	\$		\$
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.