

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400004		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title			
Senior PeopleSoft Systems Analyst CATSII Labor Category: Senior Information Technology Architect			
Anticipated start date	As soon as possible		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	YES		
MBE goal, if applicable	0 %		
Issue Date: mm/dd/yyyy	January 25, 2011	Due Date: mm/dd/yyyy	February 1, 2011
		Time (EST): 00:00 am/pm	2:00 PM
Place of Performance:	301 West Preston Street, Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. An in-person interview may be required. 2. Contractor may submit up to two [2] resumes. The award will be for up to two [2] resources. 		
Security Requirements (if applicable):			
Invoicing Instructions:	Time and Material Contract, invoice monthly (weekly time sheet to Program Manager)		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Information Technology for the Department of Budget and Management		
Agency POC Name:	Mike Balderson	Agency POC Phone Number:	(410) 260-7549
Agency POC Email Address:	mbalders@doit.state.md.us	Agency POC Fax:	(410) 974-5615
Agency POC Mailing Address:	45 Calvert Street, Annapolis, MD 21401		
Section 3 – Scope of Work			
Background			

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In 2006, the State completed a Systems and Application Risk Assessment to identify and quantify operational and service delivery risks associated with the current inventory of mission critical enterprise applications. The findings indicated an unacceptable risk level with the 30 year old legacy personnel management system due to its underlying architecture, age and costly maintenance challenges. Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives. It is anticipated that the new HR system will be a major improvement for Maryland state government by providing an integrated human resource information system that is scalable, maintainable, and upgradeable in order to serve the state for years to come.

Pursuant to replacing the legacy HR systems with a new integrated enterprise resource system [ERP], the State selected Oracle/PeopleSoft Enterprise 9.1 Human Capital Management [HCM] software as the Commercial Off the Shelf [COTS] solution. The State plans to use its standard features by configuration as much as possible, and minimize customization of the COTS solution.

To date the State has performed substantial “as is” and “to be” state business process reengineering [BPR] requirements gathering in preparation for Gap/Fit Analysis and the new system design phase. Required Tasks, estimate resources, and time to complete tasks have been allocated in a Work Breakdown Structure [WBS] and Schedule. A draft cost Budget for Estimate at Completion [EAC] has been assembled based on the WBS and Schedule with current implementation strategy.

To assist the project from this point to completion of writing the PeopleSoft SPS System implementation RFP, the Department of Budget and Management (DBM) in Baltimore is seeking Senior PeopleSoft Systems Analyst(s) to take on key role in a Statewide implementation of Oracle PeopleSoft HCM and HR Data Warehouse. This is a Highly Technical role with Expert Functional knowledge and skills required as well.

Given the sensitivity of data associated with this project, the TO Contractor personnel assigned to this project must comply with the requirements of CATS II RFP Section 2.4.3.2 and sign a non-disclosure affidavit as provided as Attachment 7 and Attachment 8.

Please note that the Master Contractor awarded this TO Agreement may NOT submit proposal(s) in response to any subsequent Statewide Personnel System solicitation(s) associated with the acquisition or implementation of the planned HR system.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
Senior PeopleSoft Systems Analyst CATSII Labor Category: Senior Information Technology Architect	The Senior PeopleSoft Systems Analyst’s [SPSA] first duty will be to perform key requirement analysis and documentation along with developing key strategy documents, required technology artifacts for PeopleSoft new SPS System implementation with PeopleSoft pre-implementation BPR “Best Practices”, the Project’s objectives and otherwise as requested by SPS PMO. The SPSA upon direction and inputs from the SPS PMO and Sponsors will lead the effort to draft RFP for PeopleSoft implementation and supporting artifacts and make recommendations pursuant to the best approach given these inputs, goals and objectives of the Project Charter.

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	<p>The SPSA will continue to provide support roles in drafting the technical, functional, and non-functional specifications and acceptance criteria for the system implementation services as directed by SPS PMO.</p> <p>The SPSA must be able to design and draft specifications and acceptance criteria for the ERP hosting environments including Web access, security and performance requirements.</p> <p>The SPSA must be able to design and draft specifications and acceptance criteria for successful data conversion for SPS HR Personnel System and HR Data Warehouse.</p> <p>And the SPSA will perform related tasks to the PA skill sets as otherwise requested by the Program/Project Manager</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>Senior PeopleSoft Systems Analyst</p> <p>CATSII Labor Category: Senior Information Technology Architect</p>	<p>Minimum Qualifications: Education: Bachelor's Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or a related field. Master's degree preferred.</p> <p>General Experience: At least ten (10) years experience planning, designing, building, and implementing IT systems.</p> <p>Specialized Experience: At least five (5) years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions and be a recognized expert within the IT industry. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.</p> <p>Preferred Qualifications: Education: Bachelor's degree from an accredited college in Computer Science, Management Information Systems, or a comparable field of study. Experience: Resource should have 10+ years of experience and successful track record of working with and implementing PeopleSoft ERP systems for one or more other States / public sector with similar size and scope to State of Maryland new SPS System.</p> <ul style="list-style-type: none"> • Analysis and Quality Assurance of existing requirements document • Experience drafting Technical RFP's for public sector acquisitions

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	<ul style="list-style-type: none"> • Experience writing technical and non-functional requirements • Resource should have strong PeopleSoft technical skills and experience encompassing PeopleSoft technical architecture landscapes, data conversion, and data warehousing • Resource should have experience-developing Request for Proposals for system implementation services for new PeopleSoft HR system and Data Warehouse • Experience with SDLC, RTM process • Strong experience with MS Office presentation tools (Power Point, Vision, Project, Word, and Excel) • Data conversions from legacy mainframe systems • Excellent English writing, speaking and presentation skills required • Ability to work independently with minimal supervision
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 Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) 	
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)	
<ul style="list-style-type: none"> • personnel’s qualifications and experience performing the duties as specified in Section 2 	
<ul style="list-style-type: none"> • understanding of the work to be accomplished 	
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 # F50B1400004

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): Senior Information Technology Architect
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]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	

<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 - Position Title: Senior PeopleSoft Systems Analyst
CATSII Labor Category: Senior Information Technology Architect

RFR # F50B1400004

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

Hourly Labor Rate	Hours	(Labor Rate x Hours)
#1 \$	1,000 estimated for evaluation purpose only	\$
#2 \$	1,000 estimated for evaluation purpose only	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Project Manager resume provided. 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.