Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

<table>
<tr><td colspan="4">Section 1 —General Information</td></tr>
<tr><td>RFR Number:
(Reference BPO Number)</td><td colspan="3">F50B1400007</td></tr>
<tr><td>Functional Area
(Enter One Only)</td><td colspan="3">Functional Area 10 - IT Management Consulting Services</td></tr>
<tr><td colspan="4">Position / Labor Category</td></tr>
<tr><td colspan="4">CATSII Labor Category #2: Project Manager

(Each Master Contractor can only submit one candidate for the RFR)</td></tr>
<tr><td>Anticipated start date</td><td colspan="3">October 3, 2011</td></tr>
<tr><td>Duration of assignment</td><td colspan="3">Up to May 2014 (No renewal options)</td></tr>
<tr><td>Designated Small Business Reserve?(SBR):
(Enter "Yes" or "No")</td><td colspan="3">No</td></tr>
<tr><td colspan="2">MBE goal, if applicable</td><td colspan="2">%</td></tr>
<tr><td>Issue Date:
mm/dd/yyyy</td><td>8/17/2011</td><td>Due Date:
mm/dd/yyyy</td><td>9/1/2011</td></tr>
<tr><td></td><td></td><td>Time (EST):
00:00 am/pm</td><td>10:00 am</td></tr>
<tr><td>Place of Performance:</td><td colspan="3">Department of Information Technology
45 Calvert St.
Annapolis, Maryland 21401</td></tr>
<tr><td>Special Instructions:
(e.g. interview information, attachments, etc.)</td><td colspan="3">This is a <u>new</u> temporary assignment, no prior incumbent.
All communication must be directed to the agency Point of Contact (POC), unless authorized by POC.</td></tr>
<tr><td>Security Requirements
(if applicable):</td><td colspan="3"></td></tr>
<tr><td>Invoicing Instructions:</td><td colspan="3">Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.</td></tr>
<tr><td colspan="4">Section 2 — Agency Point of Contact (POC) Information</td></tr>
<tr><td>Agency / Division Name:</td><td colspan="3">Department of Information Technology
Procurement Unit
45 Calvert St., Annapolis, MD 21401</td></tr>
<tr><td>Agency POC Name:</td><td>Michael E. Balderson</td><td>Agency POC Phone Number:</td><td>410-260-7549</td></tr>
<tr><td>Agency POC Email</td><td>mbalders@doit.state.md.us</td><td>Agency POC</td><td>410-794-5615</td></tr>
</table>

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Address:		Fax:	
Agency POC Mailing Address:	45 Calvert St. Annapolis, MD 21401		

Section 3 – Scope of Work

Background
This position will be the project manager for the State's Public Safety Communications System (PSCS), an interagency radio system being constructed using the State's 700MHz frequency allocation. The project is being executed by the Department of Information Technology under the guidance of the Interoperability Program Management Office (IPMO). The primary vendor for the project is Motorola, who is supplying project management and engineering resources for their component of the project. The project manager will report to the Department of Information, and interface directly with the IMPO, vendor, and stakeholders including State agencies and local governments.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
Project Manager	Create and maintain project documentation and artifacts for the PSCS • Comprehensive Project Management Plan • State IT Project Request • Capital and Operational budget documentation Integration of the construction of the radio system with the migration plans for each of the agencies that migrate to the system. Apply project management standards including the Project Management Book of Knowledge (PMBOK). Manage the project to meet all milestones and deliverables. Ensure the project is executed on budget, on schedule, and that is meets the requirements of the stakeholders. Provide regular reporting to DoIT management, the Interoperability Program Office, and various committees and sub-committees as required.
Position Title/s or Service Type/s (From Section 1 Above)	**Deliverables**
Project Manager	PSCS Project Management Services

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
Project Manager	**THE CANDIDATE MUST:** 1. Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master's degree or project management certification is preferred. 2. Active industry recognized project management certification. 3. Five (5) years of experience managing the installation of public safety radio systems. 4. Two (2) references for successful past experience leading a radio system implementation in an organization relative in size to the State of Maryland project. **PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:** Must be able to demonstrate knowledge of complex radio systems including on-boarding subscribers to a multi-tenant radio system.

Section 4 – Required Submissions

NOTE:
- o   Master Contractors may propose only one candidate for each position requested.
- o   Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
- o   Master Contractors proposing in response to the RFR <u>must</u> submit the documents below **as separate files** contained in **two separate emails** as follows:

Technical email with "Resume'", company name, RFR number, candidate name in the subject line
- o   Resume for the labor category described in the RFR (Attachment 1)
- o   Two references for successful past experience leading a radio system implementation in an organization relative in size to the State of Maryland project.

Financial mail with "Attachments", company name, RFR number candidate name in the subject line
- o   Price Proposal (Attachment 2)
- 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)
1. Work Experience
2. Technical Knowledge and Understanding
3. Responses to interview questions

All Master Contract Provisions Apply

4. Price
5. Training and Education

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RFR ATTACHMENT 1 – RFR RESUME FORM
RFR # **F50B1400007**

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR):
Master Contractor:	**Project Manager**

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] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person (Optional if current employer)]**	*Description of Work...*
[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person]**	*Description of 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

RFR ATTACHMENT 2
PRICE PROPOSAL - RFR F50B1400007

Project Manager			
RFR Year 'A' Pricing Master Contract Year 2 (October 1, 2011 to May 31, 2012)			
Yearly Labor Rate*	**Hourly Labor Rate**	**Hours**	**Year A Price (Hourly Labor Rate x Hours)**
$	$	**1300**	$
RFR Year 'B' Pricing Master Contract Year 3 (June 1, 2012 to May 31, 2013)			
Yearly Labor Rate*	**Hourly Labor Rate**	**Hours**	**Year B Price (Hourly Labor Rate x Hours)**
$	$	**2000**	$
RFR Year 'C' Pricing Master Contract Year 3 (June 1, 2013 to May 31, 2014)			
Yearly Labor Rate*	**Hourly Labor Rate**	**Hours**	**Year B Price (Hourly Labor Rate x Hours)**
$	$	**2000**	$
Total RFR Evaluation Price (Sum of Years A+B+C) Hourly Prices):	$		

_____   _____
Authorized Individual Name   Company Name

_____   _____
Title   Company Tax ID #

* DoIT reserves the right to award at either the proposed Yearly Labor Rate or the proposed Hourly Labor Rate. The Yearly Labor Rate requires a minimum of 1920 work hours annually. Actual work hours may exceed 1920. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Both rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA. Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.

Monthly payment for the deliverable/s described in RFR Section 3 requires a completed Deliverable Product Acceptance Form (DPAF) included as RFR Attachment 3.

RFR ATTACHMENT 3
DELIVERABLE PRODUCT ACCEPTANCE FORM (DPAF)
(Submitted monthly by the Awarded TO Contractor)

TO Contractor:
Date Submitted:
Performance Period (Month / Year):
Agency Name:
TO Manager / Agency Contact:
Reference BPO # F50B1400007

THE AGENCY SHALL COMPLETE THE INFORMATION BELOW

Project Manager Work Performance Area	Satisfactory? (Yes / No)
Attendance / Timeliness	
Work Productivity	
Work Quality	
Teamwork	
Communication	
Customer Service	
Project Team PMBOK Performance Area	**PMBOK Performance Rating***
Integration Management	
Scope Management	
Time/Schedule Management	
Cost Management	
Quality Management	
Human Resources Management	
Communications Management	
Risk Management	
Procurement Management	
Average PMBOK Performance Rating:	

*Rating based on *PMBOK Performance Rating Criteria* below.

The Project Manager shall maintain a "Satisfactory" for each work performance area above and an "Average PMBOK Performance Rating" of 3 or higher. Unsatisfactory work performance or an average PMBOK rating below 3 may trigger deliverable rejection and payment withholding pending corrective action.

The Deliverable "PSCS Project Management Services" (RFR Section 3) is:

☐ ACCEPTED   ☐ REJECTED (Explain Corrective Action Below)

_____   _____
        TO Manager Signature   Date Signed

The TO Manager will rate the PM's performance based on the overall Project Team's performance in each of the nine Knowledge Areas below. Applicable processes should score a 3 or higher.

Rating	PMBOK Area
	Integration Management
0	Not applicable for project.
1	Project Team has not established practices, standards, or processes for project. Work performed in ad hoc fashion and does not include integration management.
2	Project Team has established basic, documented processes for project planning and reporting exist. Management only involved on high-visibility projects.
3	Project Team has institutionalized the Project integration efforts with documented procedures and standards. PM is beginning to integrate all project data.
4	Project Team utilizes processes/standards for project on a regular basis and integrated with other processes/systems. Decisions on project based on performance metrics.
5	Project Team has established best practices including project integration improvement procedures utilized. Lessons learned are regularly examined and used to improve documented processes.
	Scope Management
0	Not applicable for project.
1	Project has general statement of functional requirements. Little or no scope management or documentation for project. Management and stakeholders are aware of key milestones only.
2	Project Team has put basic scope management process in place. Scope management is meeting techniques irregularly.
3	Project Team has implemented full project management process documented and is actively utilizing process on regular basis. Stakeholders are engaged and actively participating in scope decisions.
4	Project Team is utilizing full project management processes for the project. Projects managed and evaluated in light of other competing requirements.
5	Project Team's effectiveness and efficiency metrics drive project scope decisions by appropriate levels of management.
	Time/Schedule Management
0	Not applicable for project.
1	Project Team has not established planning or scheduling standards. Lack of documentation makes it difficult to achieve repeatable project success.
2	Project Team has established basic processes, but is not performing planning and scheduling on a regular basis.
3	Project Team has established document time management processes and utilizes on a regular basis. Project-wide integration includes project dependencies.
4	Project Team has established good practices in time management including utilization of historical data to forecast future performance. Project management decisions based on efficiency and effectiveness metrics.
5	Project Team has additionally incorporated improvement procedures utilized for time management processes. Lessons learned are examined and used to improve documented processes.
	Cost Management
0	Not applicable for project.

1	Project Team has not established practices or standards. Cost process documentation is ad hoc and individual project members follow informal practices.
2	Project Team has established processes exist for cost estimating, reporting, and performance measurement. Cost management processes are used for the project.
3	Project Team has standardized cost management practices for project team. Costs are fully integrated and reflect the true cost of the project.
4	Project Team has integrated cost planning and tracking with Project Office, financial, and human resources systems. Standards tied to agency processes.
5	Project Team leverages lessons learned to improve documented processes. Project Team and management are actively using efficiency and effectiveness metrics for decision making.

Quality Management

0	Not applicable for project.
1	Project Team has not established project quality practices or standards. Management is considering how they should define "quality".
2	Project Team has established basic organizational project quality policy has been adopted. Project Management and Team encourage quality processes and policy for project.
3	Project Team has established well documented quality management process and instituted standards for the project. Regular quality management activities are being executed including deliverables acceptance.
4	Project Team has best practices for standard quality management processes. Management is actively involved in coordinating quality standards and assurance. Some metrics are developed.
5	Project Team has implemented guidelines for implementing improvements back into the process. Metrics are key to product quality decisions throughout the SDLC.

Human Resource Management

0	Not applicable for project.
1	Project Team has not performed planning and staffing activities for project. Project teams are ad hoc. Human resource time and cost is not measured.
2	Project Team has put processes in place that defines how to plan and manage human resources. Resource tracking is loosely performed for project.
3	Project Team has established a regularly resource management process. Professional development program activities for team and organization have been established for successful implementation of project.
4	Project Team has implemented resource management best practices including resource forecasts used for project planning and prioritization. Project team performance measured and integrated with team development.
5	Project Team includes HR processes which engage teams to document project lessons learned. Improvements are incorporated into human resources management process.

Communication Management

0	Not applicable for project.
1	Project Team performing communications management on an ad hoc basis with informal status reports to management.
2	Project Team has established basic communications process including Communications Management Plan. Project progress reporting is occurring on a more regular basis.
3	Project Team has active involvement by executing a formal project communications plan. All stakeholders and project team members are aware of communications process.
4	Project Team has implemented best practices for communications management plan for the project.
5	Project Team has put additional improvement process in place to continuously improve project communications management. Lessons learned are captured and incorporated.

	Risk Management
0	Not applicable for project.
1	Project Team has not established any risk management practices or standards for project. Documentation is minimal and results are not shared. Risk response is reactive.
2	Project Team has established basic risk management processes and have documented for the project. Team members are involved with risks process and risks are shared for project.
3	Project Team has established regular risk management processes and risk activities, including identification and mitigation planning, are actively utilized for project.
4	Project Team has integrated risk processes with all aspect of project reporting including time, cost, and resource systems. Metrics are used to support risk decisions for the project.
5	Project Team has established best practices in risk management including continuous improvement processes to ensure project is continually measured and managed against performance metrics.
	Procurement Management
0	Not applicable for project.
1	Project Team has not established procurement process for project. Processes are ad hoc at best with no clear plan defined.
2	Project Team has established basic process for procurement of goods and services for project. Procurement Management Plan has been developed for procurement of all project goods and services.
3	Project Team has established standards for procurement management on project and integrated with Agency processes.
4	Project Team has leverage procurement management best practices such as make/buy decisions for the agency and project. Project procurement practices are integrated with project management mechanisms.
5	Project Team has instituted on-going process improvements focus on procurement efficiency and effective metrics.