

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400011		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title			
3. Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst (2 Positions)			
Anticipated start date	As soon as possible		
Duration of assignment	6 months This is a new temporary assignment, no prior incumbent.		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	%zero		
Issue Date:	March 23, 2011	Due Date: mm/dd/yyyy	April 6, 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. Candidates must be able to provide a Technical Requirements writing sample. 3. All communication must be directed to the Agency Point of Contact (POC), unless authorized by POC. 		
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:	Michael E. Balderson	Agency POC Phone Number:	(410) 260-7549
Agency POC Email Address:	doitproc@doit.state.md.us	Agency POC Fax:	(410) 974-5615
Agency POC Mailing Address:	45 Calvert Street, Annapolis, MD 21401		

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Section 3 – Scope of Work	
Background	
<p>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 Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives.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.</p> <p>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.</p> <p>To date the State has performed substantial “as is” and “to be” state business process reengineering (BPR) requirements gathering in preparation for Fit/Gap 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.</p> <p>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 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.</p> <p>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.</p> <p>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) for the direct implementation of the planned HR system.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
3. Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst (2 Positions)	The successful candidate will act as a key business partner with various functions of HR; utilizing extensive knowledge of HR functional processes and PeopleSoft systems expertise to develop functional requirements and design new and improved HR business processes. The successful candidate must have recent knowledge and experience documenting HR business requirements and HR process design; an understanding of HR systems configuration, and a proven ability to provide detailed configuration specifications and project documentation is also required.

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	<p>3. Possess good interpersonal communication skills and proper attire.</p> <p>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA</p> <p>Minimum 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 success 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 writing technical and non-functional requirements • Resource must have strong PeopleSoft technical skills and experience drafting PeopleSoft technical architecture landscapes, data conversion, and data warehousing strategy. • Experience with writing RTM documentation is mandatory • Strong experience with MS Office presentation tools (Power Point, Vision, Project, Word, and Excel) • PeopleSoft HR Data Warehouse with OBIEE Strategy, planning and implementation experience is mandatory • Excellent English writing, speaking and presentation skills required • Ability to work independently with minimal supervision
<p>Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - 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. - Master Contractors proposing in response to the RFR <u>must</u> submit the documents below <u>as separate files</u> contained in <u>two separate emails</u> as follows: <p><u>Email 1 with “Resume’s”, company name, and RFR number in the subject line</u></p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) <p><u>Email 2 with “Attachments”, company name, and RFR number in the subject line</u></p> <ul style="list-style-type: none"> 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 Any documents listed below as required by the hiring agency 	
<p>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</p>	
<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 	

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	<p>This position requires the ability to recommend and influence best practice solutions when it comes to business process improvement and application design. This position will perform duties as assigned by the Project Manager that will generally include, but are not limited to the following:</p> <ul style="list-style-type: none"> - Facilitate requirements gathering and documentation efforts, specifically in the areas of Core HR, Time and Labor, Benefits Administration, Employee and Manager Self Service, Position Management and Salary and Classification Administration; - Refine functional requirements to include: prioritization, elimination and consolidation; - Document requirements for internal and external interfaces, reporting, workflow and security for HR business processes; - Document functional Use Test Cases and scripts - Identify, document and escalate risks and issues; - Serve as the liaison between the project team and State HR agencies for the purpose of requirements validation, issue resolution and coordination of project activities; - Manage expectations, timelines and deliverables; - Proven ability to thrive in a fast paced team environment; - Understand the impact changes to the HR system configuration will have on integrated ERP systems and existing internal and external interfaces; - Adhere to project protocols and guidelines, reporting to the project manager. <p>The ideal candidate for this position: excellent written and verbal communication skills; ability to foster and maintain strong relationships with peers and leaders; strong HRIS experience including requirements gathering and documentation, HR process design and ability to multi-task and prioritize duties to achieve most critical business needs first; manage multiple projects in an organized fashion; and must be detail oriented, as well as being able to see big picture. Must be at least fluent in Visio, MS Project, Word and Excel.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
3. Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst (2 Positions)	<p>For minimum requirements, see CATS II Labor Category for Senior Subject Matter Expert</p> <p>THE CANDIDATE MUST:</p> <ol style="list-style-type: none"> 1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. 2. The candidate must articulate clear and concise responses to the interview questions.

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ATTACHMENT 1 – RFR RESUME FORM Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst

RFR # F50B1400011

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

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Basis for Award Recommendation

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.**

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<add lines as needed>			
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ATTACHMENT 2

RFR PRICE PROPOSAL - **Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst**

RFR # **F50B1400011**

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

Hours are estimate only for evaluation purposes

This RFR crosses two Master Contract Price Years and is the reason for two lines for Hourly Labor Rate

RFR Year A Pricing		Master Contract Year 2 (June 1, 2010 to May 31, 2011)	
Hourly Labor Rate	Hours	Year A Price (Labor Rate x Hours)	
\$	400		
RFR Year B Pricing		Master Contract Year 3 (June 1, 2011 to May 31, 2012)	
Hourly Labor Rate	Hours	Year B Price (Labor Rate x Hours)	
\$	600		
Total RFR Price (Sum of Years A+B Prices):		\$	

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Senior Subject Matter Expert Senior PeopleSoft HCM Business Analyst 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.