Request for Resume (RFR)
CATS II Master Contract

Section 1 –General Information

RFR Number: (Reference BPO Number)	**F50B2400007**
Functional Area (Enter One Only)	10 – IT Management Consulting Services

Position Title

CATSII Labor Category #3: Senior Subject Matter Expert for (2) Resources
Position Title: Senior Change Management Consultant

Anticipated start date	As soon as possible
Duration of assignment	Up to 6 months
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No
MBE goal, if applicable	%zero

Issue Date: mm/dd/yyyy	August 4, 2011	**Due Date:** mm/dd/yyyy	August 18, 2011
		Time (EST): 00:00 am/pm	10:00 AM
Place of Performance:	301 West Preston Street, Baltimore, MD 21201		

Special Instructions: (e.g. interview information, attachments, etc.)	- An in-person interview may be required. (Contractor may submit up to two (2) resumes. The award will be for up to (2) resources). - This is a new temporary assignment, no prior incumbent. - All communication must be directed to the agency Point of Contact (POC), unless authorized by POC. - This replaces F50B1400024 that was cancelled.
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:	mike.balderson@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

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 Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives.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) and JobAps Software as a Service (SaaS) as an integrated solution. The State plans to use the standard delivered capabilities 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, the Department of Budget and Management (DBM) in Baltimore is seeking a **Change Management Consultant** to take on a key role in the Statewide implementation of Oracle PeopleSoft HCM and JobAps SaaS implementation.

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**
Position Title: Change Management Consultant **CATSII Labor Category: Senior Subject Matter Expert**	This person will focus on preparing, leading and facilitating the States personnel through all changes necessary for the successful adoption of the new HR System implementation: including changes to business processes, systems and technology, job roles, cultural issues and organization structures. The primary focus will be creating and implementing change management plans that minimize employee resistance and maximize employee engagement. The CMC will work to drive rapid adoption, maximize utilization and higher proficiency on the changes impacting employees in the organization such that business results are achieved. The CMC will be responsible for working with the Lead CMC to develop and execute a Change Management Strategy to facilitate the State's new HRIS implementation. Typical responsibilities will include but not limited to: providing change management expertise and guidance on appropriate content and timing of

change management deliverables; analyzing the magnitude of change and diagnosing organization change readiness; assessing and ensuring leadership alignment by conducting diagnostics, action planning, and ensuring ongoing engagement; consulting with Senior management and Lead CMC on Organizational Change Management (OCM) strategies and tactics and ensuring alignment with other projects/initiatives; leading, managing, and coordinating cross-functional OCM implementation teams, including internal resources, external OCM consultants/facilitators, and other service providers; developing and executing OCM plans, including risk management, reinforcement strategies, budget, scope, metrics, and schedule; identifying and developing stakeholder engagement plans that minimize resistance towards change initiatives and promote desirable employee behaviors; partnering with other organizations to facilitate necessary strategies and implementation plans for training, communications, and organizational alignment; and other duties and responsibilities as assigned.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
Position Title: Change Management Consultant **CATSII Labor Category: Senior Subject Matter Expert**	**Minimum Qualifications:** **Education:** Bachelor's Degree from an accredited college or university in the specific discipline required by the State. A Master's Degree or Ph.D. Degree is preferred. **General Experience**: At least ten (10) years of relevant industry experience in the Organizational Change Management is required. **Specialized Experience:** At least ten (10) years of experience directly related to Organizational Change Management. At least five (5) years of experience as Change Management Consultant in a major HR systems implementation; must have experience implementing PeopleSoft HCM to replace legacy HR systems. **Proven Record:** At least three (3) full cycle HRIS implementations for a Commercial-off-the-Shelf solution.

Section 4 – Required Submissions

NOTE:
- 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 **as separate files** contained in **two separate emails** as follows:

Email 1 with "Technical": Master Contractor Name, RFR number, & candidate name, and in the subject line
- o Resume for each labor category described in the RFR (Attachment 1)

Email 2 with "Financial": Master Contractor Name, RFR number, & candidate name, and in the subject line
- o Price Proposal (Attachment 2)
- 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

Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)

- personnel's qualifications and experience performing the duties as specified in Section 2

- understanding of the work to be accomplished

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.**

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

(Organization)   *Description of Work…*
(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 2

Request for Resume (RFR)
CATS II Master Contract
RFR PRICE PROPOSAL - **Position Title: Senior Change Management Consultant**
CATSII Labor Category: Senior Subject Matter Expert

RFR # F50B2400007

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

Hourly Labor Rate	Hours	(Labor Rate x Hours)
$	1,040 **estimated for evaluation purpose only**	$
	Total RFR Price	$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the **Senior Subject Matter Expert** 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.