

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	F50B2400012		
<b>Functional Area (Enter One Only)</b>	10 – IT Management Consulting Services		
Position Title			
<b>3. CATS II, Labor Category 3, Senior Subject Matter Expert- Senior PeopleSoft HCM Business Analyst (Maximum of two candidates may be selected from this RFR)</b>			
<b>Anticipated start date</b>	As soon as possible		
<b>Duration of assignment</b>	No more than six (6) months, (No renewal options)		
<b>Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)</b>	No		
<b>MBE goal, if applicable</b>	%zero		
<b>Issue Date: mm/dd/yyyy</b>	October 4, 2011	<b>Due Date: mm/dd/yyyy</b>	October 25, 2011
		<b>Time (EST): 00:00 am/pm</b>	10:00 AM
<b>Place of Performance:</b>	301 West Preston Street, Baltimore, MD 21201		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<ol style="list-style-type: none"> <li>1. An in-person interview may be required.</li> <li>2. Candidates must be able to provide a requirements writing sample at the time of interview.               <ol style="list-style-type: none"> <li>a. Demonstrate written communication skills;</li> <li>b. Ability to draft detailed requirements documentation;</li> <li>c. Ability to design business processes in conjunction with system configuration.</li> </ol> </li> <li>3. This is a new temporary assignment, no incumbent.</li> <li>4. All communication must be directed to the Agency POC.</li> </ol>		
<b>Security Requirements (if applicable):</b>			
<b>Invoicing Instructions:</b>	Time and Material Contract, invoice monthly (weekly time sheet to Program Manager)		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Information Technology for the Department of Budget and Management		
<b>Agency POC Name:</b>	Mike Balderson	<b>Agency POC Phone Number:</b>	(410) 260-7549

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<b>Agency POC Email Address:</b>	<a href="mailto:mbalders@doit.state.md.us">mbalders@doit.state.md.us</a>	<b>Agency POC Fax:</b>	(410) 974-5615
<b>Agency POC Mailing Address:</b>	45 Calvert Street, Annapolis, MD 21401		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
<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 commercial off the shelf (COTS) solution, the State selected Oracle/PeopleSoft Enterprise 9.1 Human Capital Management (HCM) software as the 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 documentation. 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 HCM Business Analyst to take on key role in a Statewide implementation of Oracle PeopleSoft HCM and HR Data Warehouse.</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><b>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.</b></p>			
<b>Job Description/s</b>			
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>		
<b>3. Senior Subject Matter Expert/ Senior PeopleSoft HCM Business Analyst</b>	<p>The successful candidate will utilize their extensive knowledge of HR functional processes and PeopleSoft systems expertise to refine the states future state business process and functional requirements. As part of this effort, the successful candidate will ensure future state requirements are in line with Oracle PeopleSoft HCM delivered functionality as well as provide input and expertise to 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</p>		

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	<p>specifications and project documentation is also required.</p> <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"><li>- Facilitate requirements quality assurance (QA) and validation 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;</li><li>- Refine functional requirements to include: prioritization, elimination and consolidation;</li><li>- Document requirements for internal and external interfaces, reporting, workflow and security for HR business processes;</li><li>- Document functional Use Test Cases and scripts</li><li>- Identify, document and escalate risks and issues;</li><li>- 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;</li><li>- Manage expectations, timelines and deliverables;</li><li>- Proven ability to thrive in a fast paced team environment;</li><li>- Understand the impact changes to the HR system configuration will have on integrated ERP systems and existing internal and external interfaces;</li><li>- Adhere to project protocols and guidelines, reporting to the project manager.</li></ul> <p><b>The ideal candidate for this position:</b> 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>
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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<b>3. Senior Subject Matter Expert/Senior PeopleSoft HCM Business Analyst</b>	<p><b>Minimum Qualifications:</b>  <b>Education:</b> Bachelor’s degree from an accredited college in Computer Science, Business Administration, Human Resources or a comparable field of study.  <b>Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum of <u>six years</u> of human resources experience,</li> <li>2. including at <u>least three years</u> of experience in a consultative role implementing HRIS systems.</li> <li>3. Minimum of <u>2 full cycle HRIS implementations</u> for PeopleSoft HCM for 8.9 version or higher.</li> </ol> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; margin-top: 10px;"> <p style="text-align: center; margin: 0;"><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA :</b></p> <ol style="list-style-type: none"> <li>1. Experience in local, state and federal government HR is desired.</li> <li>2. Excellent verbal and written communication skills with an ability to translate complex data for a variety of audiences</li> </ol> </div>
<p><b>Section 4 – Required Submissions</b></p>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Master Contractors may propose up to <u>two</u> candidates for this RFR.</li> <li>• 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.</li> <li>• Master Contractors proposing in response to the RFR <u>must</u> submit the documents below <b>as separate files</b> contained in <b>two separate emails</b> as follows: <b>Technical email with “Resume”, company name, RFR number, candidate name in the subject line</b></li> <li>• Resume for the labor category described in the RFR (Attachment 1)</li> </ul> <p><b>Financial mail with “Attachments”, company name, RFR number candidate name in the subject line</b></p> <ul style="list-style-type: none"> <li>• Price Proposal (Attachment 2)</li> <li>• Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>• Living Wage Affidavit (Attachment I in the CATS II RFP)</li> </ul>	
<p><b>Section 5 – Evaluation Criteria –</b>  <b>(Provide a list of evaluation criteria in descending order of importance)</b></p>	
<ul style="list-style-type: none"> <li>• personnel’s qualifications and experience performing the duties as specified in Section 2</li> <li>• demonstration of understanding of the work to be accomplished in an face to face interview</li> <li>• acceptable Requirements writing sample/documentation at the time of interview</li> </ul>	
<p><b>Basis for Award Recommendation</b></p>	
<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. <b>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.</b></p>	

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### ATTACHMENT 1 – RFR RESUME FORM RFR # F50B2400012

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)	<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>			

# Request for Resume (RFR) CATS II Master Contract

ATTACHMENT 2

RFR PRICE PROPOSAL

CATS II, Labor Category 3, Senior Subject Matter Expert- Senior PeopleSoft HCM Business Analyst

RFR # F50B2400012

(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	\$
<b>Total RFR Price</b>		\$

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

This price proposal must accompany the CATS II, Labor Category 3, 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.