

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B3400044		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
1. Project Manager , CATS II Labor Category #2			
2. Business Analyst , TO Contractor shall propose a suitable CATSII labor category			
3. Technical Writer , TO Contractor shall propose a suitable CATSII labor category			
Anticipated start date	Early January 2013		
Duration of assignment	Up to June 30, 2013, with no renewal options or extensions		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	%0		
Issue Date: mm/dd/yyyy	12/05/12	Due Date: mm/dd/yyyy	12/28/12
		Time (EST): 00:00 am/pm	2 pm
Place of Performance:	45 Calvert Street, Annapolis, MD 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	Offerors passing Minimum Qualifications may be required to interview in person. The result of this RFR will be up to three awards for one, two or all three of the labor categories to perform the work. TO Contractor shall propose a team (one, two, or three) that it feels will be necessary to complete activities and objectives listed.		
Security Requirements (if applicable):	n/a		
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 (DoIT)		

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Agency POC Name:	Mike Balderson, Procurement Officer	Agency POC Phone Number:	(410) 260-7549
Agency POC Email Address:	Mike.balderson@maryland.gov	Agency POC Fax:	(410) 974-5615
Agency POC Mailing Address:	45 Calvert Street, Annapolis, MD 21401		
Section 3 – Scope of Work			
Background			
<p>DoIT is responsible for conducting oversight of the State’s portfolio of Major IT Development Projects (MITDPs). These projects are conducted by agencies in the State’s Executive Branch. Oversight is conducted via a multi-tiered methodology that includes independent verification and validation of project artifacts, recurring portfolio reviews, peer review and analysis of the appropriate application of the State’s System Development Lifecycle (SDLC) and the Project Management Institute’s Body of Knowledge. DoIT is updating its oversight methodology to revise existing oversight processes to maximize effectiveness of Oversight Project Management activities of its small PM staff. TO Contractor resources shall review existing oversight practices and processes with the oversight team. Based on reviews, TO Contractor resources shall identifying bottlenecks, process improvements, and best practices recommendations. TO Contractor resources will deliver these recommendations in one or more meetings. For all approved changes, TO Contractor resources shall work with DoIT’s PMs to document new processes to help ensure the success of all of the MITDPs. With these new processes will come a new set of Standard Operating Procedures (SOPs) to be published on the web. Through this RFR, DoIT will hire up to three consultants to work with the oversight organization to review, recommend, and revise existing processes for improved oversight effectiveness and efficiency while minimizing PM resource time.</p> <p>Goals/Objective of the project include:</p> <ul style="list-style-type: none"> • Recommendations should leverage existing infrastructure tools at DoIT (such as Clarity) as well as constraints by State agencies. • Improve process effectiveness and efficiency • Integrate oversight data points (risk, cost, schedule, scope) across all existing oversight activities. 			
Job Description/s			
Labor Category/s (From Section 1 Above)		Duties / Responsibilities	
1. CATS II Labor Category #2, Project Manager for Project Manager		<ul style="list-style-type: none"> • Work with the DoIT Chief Operating Officer (COO) in leading the methodology update initiative • Review and identify areas for improvements (efficiency, effectiveness, new processes, etc.) • Apply lessons learned from establishing oversight organizations at state or federal levels. • Recommend changes to existing process • Work in collaboration with DoIT’s COO and PMs to finalize process • Develop final deliverable, which is a workbook that documents all SOPs and process. 	

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	<ul style="list-style-type: none"> Initial Acceptance Criteria for Workbook content shall be developed after process reviews and at least 30 days prior to deliverable of workbook.
2. Business Analyst	<ul style="list-style-type: none"> Review current DoIT oversight business processes and those of other agencies Work with PM to identify improvements in terms of efficient and effective tasks to monitor projects such as identify project risks, monitoring project (schedule, cost, scope), and providing support in mitigating strategies. Recommend new processes based on improvement areas. Work with DoIT's COO and PMs to brainstorm and finalize new approaches. Help document SOPs and document updates DoIT's methodology for publication.
3. Technical Writer	<ul style="list-style-type: none"> Author SOPs and document the DoIT methodology for publication in the Workbook and on the DoIT website.
Minimum Qualifications For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet all of the minimum qualifications specified below.	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. CATS II Labor Category #2, Project Manager for Project Manager	<p>Education:</p> <ul style="list-style-type: none"> 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. <p>General Experience:</p> <ul style="list-style-type: none"> At least five (5) years of experience in project management. <p>Specialized Experience:</p> <ul style="list-style-type: none"> At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget. At least five (5) years leading projects that would qualify as MITDPs under Maryland statute. Two (2) examples of experience providing third-party oversight for a project or a project management office. Current PMI Project Manager Professional certification. At least one (1) year of experience/knowledge of State of Maryland SDLC.

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<p>2. CATS II Labor Category # _____, for Business Analyst</p>	<ul style="list-style-type: none"> o TO Contractor shall propose the suitable CATSII labor category & submit a candidate with meets all minimum qualifications in education, general experience and specialized experience for that labor category in addition to the following: <ul style="list-style-type: none"> • CBAP Certification • AT least one (1) year of experience working with State of Maryland SDLC.
<p>3. CATS II Labor Category # _____, for Technical Writer</p>	<ul style="list-style-type: none"> o TO Contractor shall propose the suitable CATSII labor category & submit a candidate with meets all minimum qualifications in education, general experience and specialized experience for that labor category in addition to the following: o Two(2) examples of experience documenting SOPs for oversight / PMO organizations
<p>Section 4 - Required Submissions</p>	
<p>NOTE:</p> <ul style="list-style-type: none"> o TO Contractors may propose only <u>one</u> candidate for each position requested. o TO Contractors electing not 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 this RFR must submit the documents below as separate files contained in <u>two separate emails for each position</u> as follows: <p>Email 1 with the "Technical Response" TO Contractor, RFR Number, Position Functional Name, Labor Category & Candidate Name" <u>in the subject line</u></p> <ol style="list-style-type: none"> 1. Resume for the labor category described in the RFR (Attachment 1) 2. Three recent reference contact names, telephone numbers and email addresses for use in verifying the experience provided in response to Minimum Qualifications. 3. Project Manager – PMP Certification 4. Business Analyst - CBAP Certification 5. Sample artifacts of prior work <p>Email 2 with "Financial Response" TO Contractor, RFR Number, Position Functional Name, Labor Category & Candidate Name" <u>in the subject line</u></p> <ol style="list-style-type: none"> 1. Price Proposal (Attachment 2) 2. Conflict of Interest Affidavit (Attachment G in the CATS II RFP) 3. Living Wage Affidavit (Attachment I in the CATS II RFP) <p>Any documents listed below as required by the hiring agency</p>	
<p>1. Project Manager – PMP Certification</p>	
<p>2. Business Analyst - CBAP Certification</p>	
<p>3. Sample artifacts of prior work</p>	

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Personnel proposed
2. Description of 2 sample projects completed. Verification from the references provided.
3. Sample artifacts provided
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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ATTACHMENT 1 – RFR RESUME FORM

RFR # F50B3400044

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Candidate Name:	Labor Category (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 Minimum 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]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[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>			

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RFR PRICE PROPOSAL – ONE POSITION

RFR # F50B3400044

(This form is to be filled out by Master Contractors, one for each candidate)

Job Title	Proposed CATS II Labor Category	Candidate Name	Hourly Labor Rate	Total Hours / Resources (up to 6 months)	Labor Category Price (Labor Rate x Hours)
			\$	1,000*	\$
Total Evaluated RFR Price (Sum of Labor Category Prices):					\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive 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.