

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

Section 1 – General Information			
<b>RFR Number: (Reference BPO Number)</b>	P00B4400029		
<b>Functional Area (Enter One Only)</b>	Functional Area 10 – IT Management Consulting Services		
<b>Labor Category/s</b>			
<i>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 (MITDP)/Program 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.</i>			
<i>Enter the labor category/s to be provided:</i>			
CATS II labor category #2 Project Manager			
<b>Anticipated Start Date</b>	November 2013		
<b>Duration of Assignment</b>	Limited to six (6) months		
<b>Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)</b>	Yes		
<b>MBE Goal, if applicable</b>			%
<b>Issue Date:</b> mm/dd/yyyy	September 13, 2013	<b>Due Date:</b> mm/dd/yyyy	October 4, 2013
		<b>Time (EST):</b> 00:00 am/pm	10:00AM
<b>Place of Performance:</b>	1100 N. Eutaw Street Baltimore, Maryland 21202		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	<p>Interviews will be conducted at 1100 N. Eutaw Street Room #303, Baltimore, MD 21201. Interviews will be conducted by a panel using a standardized set of interview questions for all candidates. Master contractors should pre-screen candidates.</p> <p>The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards, and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards, and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a> under “Policies and Guidance.” These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The State’s System Development Life Cycle (SDLC) methodology;</li> <li>• The State Information Technology Security Policy and</li> </ul>		

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	<p>Standards;</p> <ul style="list-style-type: none"> <li>• The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute's Project Management Body of Knowledge Guide. TO Contractor's staff and sub Contractors are to follow a consistent methodology for all TO activities.</li> </ul> <p>The State of Maryland ADA Policies and Standards (<a href="http://doit.maryland.gov">http://doit.maryland.gov</a> (search: nva (non-visual access)))</p>		
<p><b>Security Requirements (if applicable):</b></p>	<p>Selected personnel must pass background checks and obtain State ID Badges. Cost of background check and State ID must be a part of the bid price and will not be paid by DLLR.</p> <p>A. Selected personnel must adhere to the State Information Technology Security Policy and Standards <a href="http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx">http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx</a></p> <p>B. Selected personnel shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State.</p> <p>C. Selected personnel shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the POC.</p> <p>D. Selected Personnel shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.</p>		
<b>Invoicing Instructions</b>			
Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.			
<b>Special Invoicing Instructions:</b>	Refer to purchase order resulting from RFR award.		
<b>Section 2 – Agency Procurement Officer (PO) Information</b>			
<b>Agency / Division Name:</b>	Department of Labor, Licensing, & Regulation (DLLR) Office of Information Technology		
<b>Agency PO Name:</b>	Sandy Crisafulli Procurement Officer	<b>Agency PO Phone Number:</b>	410-230-6026
<b>Agency PO Email Address:</b>	scrisafulli@dllr.state.md.us	<b>Agency PO Fax:</b>	410-767-8899
<b>Agency PO Mailing Address:</b>	DLLR, Office of Budget and Fiscal Services, Contracts and Procurement, 500 N. Calvert Street, Baltimore, MD 21202		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
<p>DLLR Information Technology provides services to all DLLR program units, which in turn provide services to the Citizenry of Maryland. Services provided include: System development, personal computer support, telecommunication and local area network support to the various DLLR units. In addition, web site development, web site content support and system engineering support to all DLLR programs is provided. DLLR is seeking a seasoned Project Manager to oversee and direct system enhancement efforts, define requirements for future system development, provide budgetary support for TOs, projects, and contracts with a financial focus. The resource to be secured under this RFR will serve in a lead project governance and direction capacity as part of the State's project team and support DLLR throughout the project life cycle.</p>			

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Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>CATS II labor category #2 Project Manager</p>	<p>The proposed individual would perform 6 months of work over. Work days shall be determined by the DLLR Manager.</p> <p>The work to be accomplished:</p> <ul style="list-style-type: none"> <li>• Provide management of specific assigned projects Task Orders. Performs day-to-day management of project budgets, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project.</li> <li>• Acts as a facilitator between a State agency and IT contractor.</li> <li>• Is responsible for ensuring that projects and are delivered on time and on budget.</li> <li>• Identifies critical paths, tasks, dates, testing, and acceptance criteria. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills. Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena.</li> <li>• May develop use cases for information technology projects.</li> <li>• Advises management in matters related to designated area of specialization to maintain efficient and effective information support functions by recommending solutions or alternatives to problems, new projects and changes in objectives in consideration of factors such as availability of resources, cost effectiveness and overall program policies and objectives;</li> <li>• Performs other related duties as required</li> </ul>
Minimum Qualifications	
<p>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 the minimum qualifications specified below. <b>Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.</b></p>	
Labor Category/s (From Section 1 Above)	Minimum Qualifications
<p>CATS II Labor Category #2 Project Manager</p>	<p><b>Education:</b> Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or other related discipline. Master’s degree preferred.</p> <p><b>General Experience:</b> At least ten (10) years’ experience planning, designing, building, and implementing IT systems.</p>

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	<p><b>Specialized Experience:</b></p> <ul style="list-style-type: none"> <li>• At least five (5) years of the required must be in the direct supervision and management of major projects that involve the integration, implementation and transition of large complex system and subsystem architectures.</li> <li>• At least seven (7) years of experience in managing IT related projects.</li> <li>• Must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.</li> <li>• Seven (7) or more years project experience developing functional (non-technical) requirements for implementing IT systems for private or public sector organizations.</li> <li>• Three (3) or more years of experience in managing complex projects for a government agency.</li> <li>• Experience within the last 10 years will be given priority.</li> </ul>
<p><b>Preferred Qualifications</b></p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
<b>Labor Category/s</b>	<b>Preferred Qualifications</b>
CATS II labor category #2 Project Manager	1. Excellent verbal and written communication skills.
<p><b>Section 4 - Required Submissions</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>– Master Contractors may propose only one candidate for each position requested.</li> <li>– Master 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.</li> <li>– Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:</li> </ul> <p><b>Email 1 of 2 with “Technical”: Master Contractor Name, RFR number, &amp; candidate name in the subject line</b></p> <ul style="list-style-type: none"> <li>• Resume showing evidence of all skill listed in Section 3, Scope of Work Completed in Attachment #1</li> <li>• Three (3) current references that can be contacted for performance verification of the submitted consultant’s work experience and skills. Telephone number and email address of reference is needed.</li> </ul> <p><b>Email 2 of 2 with “Financial”: Master Contractor Name, RFR number, &amp; 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></p> <p>Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:</p> <p><b>(Provide a list of evaluation criteria in descending order of importance)</b></p>	
1. Relevant experience	
2. Training and education	
3. References	
4. Price	

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### Basis for Award Recommendation

The Agency PO 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 PO will initiate and deliver a Task Order 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 #

Instructions: Enter 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

Candidate Name:

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. Starts with the most recent experience first; do not include non-relevant experience.

**[Organization]**                      *Description of Work...*  
**[Title / Role]**  
**[Period of Employment / Work]**  
**[Location]**

**[Organization]**                      *Description of Work...*  
**[Title / Role]**  
**[Period of Employment / Work]** **[Location]**

<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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### LABOR CATEGORY PERSONNEL RESUME SUMMARY

#### (ATTACHMENT 1 CONTINUED)

\*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

<b>Proposed Individual’s Name/Company:</b>	<b>How does the proposed individual meet each requirement?</b>
CATS II labor category #2 Project Manager	
<b>Requirement</b>	<b>Candidate Relevant Experience*</b>
<b>Education:</b> Bachelor’s Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or other related discipline. Master’s degree preferred.	<b>Education:</b>
<b>General Experience:</b> At least ten (10) years’ experience planning, designing, building and implementing IT systems.	<b>General Experience:</b>
<b>Specialized Experience:</b> <ul style="list-style-type: none"> <li>• At least five (5) years of the required must be in the direct supervision and management of major projects that involve the integration, implementation and transition of large complex system and subsystem architectures.</li> <li>• At least seven (7) years of experience in managing IT related projects.</li> <li>• Must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.</li> <li>• Seven (7) or more years project experience developing functional (non-technical) requirements for implementing IT systems for private or public sector organizations.</li> <li>• Three (3) or more years of experience in managing complex projects for a government agency.</li> <li>• Experience within the last 10 years will be given priority.</li> </ul>	<b>Specialized Experience:</b>
<b>Minimum Qualifications:</b> At least ten (10) years’ experience planning, designing, building and implementing IT systems. <ul style="list-style-type: none"> <li>• At least five (5) years of the required must be in the direct supervision and management of major</li> </ul>	<b>Minimum Qualifications:</b>

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projects that involve the integration, implementation and transition of large complex system and subsystem architectures.

- At least seven (7) years of experience in managing IT related projects.
- Must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.
- Seven (7) or more years project experience developing functional (non-technical) requirements for implementing IT systems for private or public sector organizations.
- Three (3) or more years of experience in managing complex projects for a government agency.
- Experience within the last 10 years will be given priority.

**Preferred Qualifications:**

**Preferred Qualifications:**

The information provided on this form for this labor category is true and correct to the best of my knowledge:

**Master Contractor Representative:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Proposed Individual:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**ATTACHMENT 2**  
**PRICE PROPOSAL**  
RFR # P00B3400106

(This form is to be filled out by Master Contractors - Submit with the Financial Response)

CATS II Labor Category	A	B	C
	Fully Loaded Hourly Labor Rate	Evaluation Hours*	PERIOD Evaluation Price (A x B)
Enter Labor Category	\$	1000*	\$
<b>Total RFR Price</b>			\$

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

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

\_\_\_\_\_  
Title

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

- The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. The rate must be fully loaded, all inclusive, and shall include all direct and indirect costs 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.