

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

### All Master Contract Provisions Apply

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	R00B9200088		
<b>Functional Area (Enter One Only)</b>	10 – It Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Project Manager – Maryland Longitudinal Data System (MLDS)			
<b>Anticipated start date</b>	November 1, 2009		
<b>Duration of assignment</b>	Three years with one year and 6 months renewal option (November 1, 2009 through May 31, 2014)		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	NO		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> <small>mm/dd/yyyy</small>	October 5, 2009	<b>Due Date:</b> <small>mm/dd/yyyy</small>	October 19, 2009
		<b>Time (EST):</b> <small>00:00 am/pm</small>	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education (MSDE) 200 West Baltimore Street Baltimore, MD 21201		
<b>Special Instructions: (E.g. interview information, attachments, etc.)</b>	Interviews will be conducted by a panel of three persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks and obtain State ID Badge		
<b>Invoicing Instructions:</b>	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education (MSDE) Division of Assessment and Accountability (DAA)		
<b>Agency Procurement Officer:</b>	Dorothy Richburg	<b>Agency PO Phone Number:</b>	410-767-0628
<b>Agency PO Email Address:</b>	drichburg@msde.state.md.us	<b>Agency PO Fax:</b>	410-333-2017
<b>Agency Contract Manager:</b>	Janice Johnson	<b>Agency POC Phone Number:</b>	410-767-0025
<b>Agency POC Email Address:</b>	jjohnson@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	200 West Baltimore Street Baltimore, MD 21201		

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<b>Section 3 – Scope of Work</b>	
<b>Background</b>	
<p>The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services.</p> <p>The Maryland Longitudinal Data System (MLDS) will further the advances that Maryland has made in establishing a culture that uses data not only for compliance, but also for the improvement of student achievement. Longitudinal data systems are powerful tools to increase the efficiency and effectiveness of solutions that improve student performance, and close gaps among disaggregated groups of students. By increasing and simplifying access to those tools, expanding the understanding of how to use them, and formulating and answering the fundamental questions that drive desired improvements, MSDE seeks to accomplish this goal. By making more data (statewide course and grade data) useable for larger audiences, the MLDS initiatives will further efforts to engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE’s improvement efforts. By continuing efforts to increase the quality of data (through the development of additional Web Data Collection modules), this project will further the confidence of stakeholders and constituents in the ability to rely on this data for data-driven decision-making and policy initiatives.</p> <p>MSDE is seeking a Project Manager to manage a full life cycle IT development and support operation for the MLDS Project. The MLDS is a project that will design, develop, implement, and support the execution of a longitudinal data system that links student level data across prekindergarten through grade 20 (P20) and incorporates the linking of teachers to student level data. The project will be known as the Maryland Longitudinal Data System (MLDS) and represents an enterprise solution to the Data Quality Campaign 10 Essentials Elements of a Longitudinal Data System (<a href="http://www.dataqualitycampaign.org/survey/elements">http://www.dataqualitycampaign.org/survey/elements</a>).</p>	
<b>Job Description/s</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
<p>1. Project Manager</p>	<p>The Project Manager is responsible for the day-to-day project management and planning activities in support of MLDS project. This will include creating various project plans that will deliver the project objectives, managing the activities of the project team(s), foresee, plan, organize and control the resources necessary to effectively meet the project deliverables, manage the entire project process and assure for the successful attainment of each and every goal set out at the onset of each project</p> <p>For a detailed description of required PM duties, responsibilities and deliverables, see Attachment 2.</p>

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<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
1. Project Manager – Maryland Longitudinal Data System (MLDS)	See Attachment
<b>Section 4 - Required Submissions</b>	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a “CATS II Master Contractor Feedback Form” located under “Master Contractor Login” on the CATS II web site.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:               <ul style="list-style-type: none"> <li>o Resume for each position / service type described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2 <u>or</u> 2A)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
1. Copy of PMI certificate, or equivalent evidence of required training or education.	
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>	
1. Work Experience	
2. Training and Education	
3. Price	
<b>Basis for Award Recommendation</b>	
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.	

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ATTACHMENT 1 – RFR RESUME FORM**

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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>			

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**ATTACHMENT 2  
RFR PRICE PROPOSAL - PROJECT MANAGER  
Maryland Longitudinal Data System (MLDS)**

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

<b>Year 1</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Year 1 Price (Labor Rate x Hours)</b>
\$	2080	\$
<b>Year 2</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Year 2 Price (Labor Rate x Hours)</b>
\$	2080	\$
<b>Year 3</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Year 3 Price (Labor Rate x Hours)</b>
\$	2080	\$
<b>Option Period (18 Months)</b>		
<b>Hourly Labor Rate</b>	<b>Annual Hours</b>	<b>Option Period Price (Labor Rate x Hours)</b>
\$	3120	\$
<b>Total RFR Price (Sum of Years 1-5 Prices):</b>		\$

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

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

This price proposal must accompany the Project Manager 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.

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**PROJECT MANAGER**

**REQUIRED EDUCATION**

1. Bachelor's degree in IT-related field,
2. AND At least 5 (five) years of experience in project management
3. AND At least 5 (five) years of experience in information technology
4. Or relevant combination of education and experience.
5. PMP Certification desired.

**DESIRED CHARACTERISTICS AND ABILITIES**

1. Project management experience on medium to large sized custom development software projects
2. Preferred: Experience with projects utilizing object-orient languages in a multi-tiered environment
3. Experience in managing distributed application development using Java / J2EE (WebSphere application server deployments preferred), open source frameworks, and enterprise reporting systems.
4. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance,
5. Experience with projects that combine COTS implementations with custom software development.
6. An understanding of system design using UML.
7. An understanding of data modeling
8. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
9. Ability to manage multiple projects in a fast-paced, dynamic work environment.
10. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts.
11. Strong decision making and problem solving skills and experience with project delivery.
12. Excellent business analysis skills
13. Good technical background
14. Excellent English communications skills.
15. Excellent ability to understand and express complex topics.
16. Demonstrated leadership and attention to detail skills through prior experience at the strategic and tactical / implementation levels.
17. Strong leadership skills, to include resource allocation and planning skills, with software development projects.
18. Demonstrated ability to quickly comprehend project scope and business requirements.

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### **DUTIES AND RESPONSIBILITIES**

1. Support the management and planning of all efforts associated with the projects to include: development and management of work plans, define and deliver individual project deliverables as a part of the overall program deliverables, manage the expectations of all stakeholders, organizing and addressing emerging project requirements, manage project relationships, manage one or more project teams in delivering the projects, and communicate and manage tasks and activities to a schedule with the team.
2. Provide guidance to MSDE management on technical options associated with the transformation of internal applications, contractor and state staff performance, and guidance on the feasibility of technical approaches to software development and commercial off the shelf (COTS) products.
3. Develop and manage a set scope of work within the project to be delivered through effective expectations setting, communications, change management control, budget control and management, manage a Requirements Traceability Document and overall business understanding of the project needs.
4. Actively support the project management team's efforts, to include: project plan, scope management, budget management, resource management, time management (activities & task planning), communications, risk, procurement, QA and testing, user training, program / project delivery, transition planning and ongoing maintenance and support management.
5. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
6. Assist with contractor selection tasks
7. Report project progress, issues, risks, etc to TO Manager.
8. Lend support to various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
9. Communicate effectively in both verbal (i.e. day-to-day discussions, team meetings) and written (status reports, change requests) form, as well as have an overall ability to be clear and concise in all communications.
10. Accurately assess the risks associated with each project and systematically manage and report on project risks.
11. Conduct reviews of contract deliverables, perform design and code reviews.
12. Ensure that the solutions chosen by MSDE meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility.
13. Support reuse of software components and COTS products.
14. Ensure that solutions conform to industry best practices and Maryland state standards.
15. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible.
16. Develop test plans, assist business users with functional test case development and manage acceptance test execution.
17. Effectively manage multiple priorities.
18. Perform additional job-related duties as requested.

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### **DELIVERABLES**

1. Develops and then maintains the Work Breakdown Structure (WBS) on MSDE MLDS activities using Microsoft Project 2003 on a weekly basis;
2. All meetings between MSDE staff and the TO Contractor require a Meeting Minutes to be completed and filed in the project workspace;
3. Prepares a monthly status report for MSDE of the project 5 business days after the end of each month. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
4. Prepares for the TO Manager a quarterly status report 5 business days after the end of each calendar quarter. Report shall be in a format as required by DOIT.
5. Develops a Requirements Traceability Document and maintain the document across all project phases;
6. Manages Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan;
7. Review of deliverables by the major project development contractor for completeness, adherence to standards and contract requirements;
8. Works closely with functional managers to resolve team members' workload conflicts;
9. Ensures appropriate product-related training and documentation are developed and made available to customers through project team meetings; and
10. Develops and utilize a communications plan for project
11. Validates functional requirements and provides support for the RFP process
12. Prepares a System Boundary Analysis document that meets the State SDLC methodology under the System Concept Development Phase.
13. Prepares a Risk Management Plan document that meets the State SDLC methodology under the System Concept Development Phase.
14. Prepares a Project Management Plan document that meets the State SDLC methodology under the Planning Phase. It must document project scope, tasks, schedules resources and any interrelationships with other projects. The plan must detail the functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling. It must include a work breakdown structure for the project using Microsoft Project 2003. The plan must have a change management section to define the process to address project scope changes. It must be revised at the end of each phase of the SDLC.