

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200107		
Functional Area (Enter One Only)	10 – IT Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Project Manager – MDK12 and Report Card Websites and Web Data Collection System (Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	December 1, 2010		
Duration of assignment	Two years with one year and 6 months renewal option (December 1, 2010 through May 31, 2014)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	NO		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	AUGUST 13, 2010	Due Date: mm/dd/yyyy	AUGUST 25, 2010
		Time (EST): 00:00 am/pm	No later than 2:00 PM
Place of Performance:	Maryland State Department of Education (MSDE) 200 West Baltimore Street Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions.		
Security Requirements (if applicable):	Pass reference checks and obtain State ID Badge		
Invoicing Instructions:	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			
Agency / Division Name:	Maryland State Department of Education (MSDE) Division of Assessment and Accountability (DAA)		
Agency POC Name:	Dorothy Richburg	Agency POC Phone Number:	410-767-0628
Agency POC Email Address:	drichburg@msde.state.md.us	Agency POC Fax:	410-333-2017
Agency POC Mailing Address:	200 West Baltimore Street Baltimore, MD 21201		

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Section 3 – Scope of Work

Background

MSDE/DAA requires a dedicated project manager for an on-going contract pertaining to the State's Accountability program. The project for which MSDE requires project management services is the MDK12 and Report Card Websites. The project is being managed by the Accountability Branch of the Division of Accountability and Assessment.

The MDK12 website was created to help schools analyze their State assessment data and guide them in making data-based instructional decisions that would support improved performance for all students. It is designed to serve as a comprehensive tool usable by a variety of stakeholders to assist in understanding, analyzing, and making use of student achievement data. The system is designed to serve as a tool to help educators and parents understand:

1. Maryland's School Reform Initiatives;
2. Maryland's Content Standards;
3. Maryland's Assessment Systems;
4. Maryland's School Accountability System;
5. School improvement planning tools;
6. How to use data to inform school improvement planning.

The NCLB sets requirements and deadlines for States to expand the scope and frequency of student testing, revamp accountability systems and guarantee that every classroom is staffed by a Highly Qualified Teacher in the subject matter.

NCLB requirements also include providing information regarding demonstrable progress from year to year (Adequate Yearly Progress) in raising the percentage of students proficient in reading and mathematics, and capturing data that measures the test-score gap between advantaged and disadvantaged students.

Please see Exhibit B for the Scope of Services the MDK12 and Report Card Websites contractor will be implementing. The Project Manager selected will be required to perform project management services for that work.

The Report Card website was first released in December, 1998. The Report Card website reports school, LEA and Statewide performance data including the annual Adequate Yearly Progress (AYP) results required by the Federal Public Law 107-110, the No Child Left Behind Act of 2001 signed into law January 2002 (NCLB). This law is intended to reform the Elementary and Secondary Education Act (ESEA).

The Contractor will provide a project manager to manage the MDK12 and Report Card Websites.

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Job Description	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Project Manager	<p>The Project Management resource will spend 50% of their time supporting MDK12 and Report Card Websites and 50% supporting Web Data Collection System.</p> <p>The Project Manager performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Act as a facilitator between a State agency and IT contractor. Is responsible for ensuring that work performed under the MDK12 and Report Card Websites is within scope, consistent with requirements, and delivered on time and on budget. 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. The following describe the major duties and responsibilities to be performed by individuals charged with managing technology projects for the Maryland State Department of Education:</p> <p>PLANNING</p> <ol style="list-style-type: none"> 1. Become completely familiar with all contract documents 2. Develop and communicate the basic plan for executing and controlling the project 3. Prepare and communicate project procedures 4. Prepare the project budget 5. Prepare the project schedule 6. Prepare plans for accepting deliverables 7. Prepare a project charter 8. Prepare a risk management plan 9. Prepare a change control plan to track and control project change proposals <p>ORGANIZING</p> <ol style="list-style-type: none"> 10. Develop project organization chart and contact list 11. Develop project role and responsibility descriptions 12. Organize MSDE resources to ensure their availability as committed. 13. Organize (and generate as necessary) project documentation to ensure an accurate record of project events and availability of project deliverables and controlling documents.

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	<p>DIRECTING</p> <ul style="list-style-type: none">14. Direct the work of MSDE resources to meet contractual obligations15. Develop and maintain a system for project decision making16. Foster and develop a spirit of teamwork17. Assist in resolving project problems and conflicts18. Minimize problem occurrence by maintaining current knowledge of project status and avoiding potential issues19. Record and track issues as they arise and direct the development of issue action plans and task assignments to ensure the issues are resolved. <p>Controlling</p> <ul style="list-style-type: none">20. Monitor project activities for compliance with project purpose, philosophy, and existing standards or policy.21. Interpret, communicate, and require compliance with the contract, the approved plan, project procedures, and MSDE directives.22. Monitor project activities for conformity to contract scope provisions. Establish change control process to evaluate and communicate scope changes.23. Ensure that plans for controlling and reporting costs, schedule, and quality are executed.24. Maintain effective communication with the customer and all project resources.25. Schedule and attend all project meetings.26. Submit bi-monthly reports on tasks begun, tasks complete, and tasks behind schedule.27. Meet weekly with the MSDE TO Manager.
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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
<p>1. Project Manager – MDK12 and Report Card Websites and Web Data System</p>	<p>For minimum requirements, see CATS II Labor Category for Project Manager. Preferred candidates will meet the following criteria:</p> <p>Must possess a Bachelor’s degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business other related discipline. Current Project management certification, for a minimum of five (5) years by PMI is required. This certification must be maintained during the course of this TO.</p> <p>At least five (5) years of experience in project management.</p> <p>At least five (5) years project management experience in the design, development, and implementation of technology projects and demonstrated experience in a leadership role in at least three successful projects that were developed on time and on budget.</p> <p>Demonstrates excellent writing and oral communications skills.</p> <p>At least two (2) years of experience with P-12 decision support and reporting websites of similar scope.</p>
Section 4 - Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - 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. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o Documents listed below as required by the hiring agency 	
<p>1. Copy of PMI certificate, or equivalent evidence of required training or education.</p>	

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Work Experience
2. Training and Education
3. Price
<p>Basis for Award Recommendation</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.</p>

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ATTACHMENT 1 – RFR RESUME FORM**

RFR # R00B9200107

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] [Title / Role] [Period of Employment / Work] [Location] [Contact Person (Optional if current employer)]	<i>Description of Work...</i>
[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person]	<i>Description of Work...</i>

<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
MDK12 AND REPORT CARD WEBSITES AND WEB DATA
SYSTEM**

RFR # R00B9200107

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

Year 1		
Hourly Labor Rate	Annual Hours	Year 1 Price (Labor Rate x Hours)
\$	2080	\$
Year 2		
Hourly Labor Rate	Annual Hours	Year 2 Price (Labor Rate x Hours)
\$	2080	\$
Option Period 3 (Through May 31, 2014)		
Hourly Labor Rate	Annual Hours	Year 3 Price (Labor Rate x Hours)
\$	3120	\$
Option Period (18 Months)		
Total RFR Price (Sum of Years 1-3 Prices):		\$

VENDOR'S NAME _____ FIN _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME _____

TITLE _____ DATE _____

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates must include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.

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PROJECT MANAGER

REQUIRED EDUCATION

1. Bachelor's degree in Engineering, Computer Science, Information Systems, Business, other related discipline.
2. AND At least 5 (five) years of experience in project management
AND At least 5 (five) years of experience in the design, development, and implementation of technology projects and demonstrated experience in a leadership role in at least three successful projects that were developed on time and on budget.
3. Or relevant combination of education and experience.
- 4.

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

The following describe the major duties and responsibilities to be performed by individuals charged with managing technology projects for the Maryland State Department of Education:

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PLANNING

28. Become completely familiar with all contract documents
29. Develop and communicate the basic plan for executing and controlling the project
30. Prepare and communicate project procedures
31. Prepare the project budget
32. Prepare the project schedule
33. Prepare plans for accepting deliverables
34. Prepare a project charter
35. Prepare a risk management plan
36. Prepare a change control plan to track and control project change proposals

ORGANIZING

37. Develop project organization chart and contact list
38. Develop project role and responsibility descriptions
39. Organize MSDE resources to ensure their availability as committed.
40. Organize (and generate as necessary) project documentation to ensure an accurate record of project events and availability of project deliverables and controlling documents.

DIRECTING

41. Direct the work of MSDE resources to meet contractual obligations
42. Develop and maintain a system for project decision making
43. Foster and develop a spirit of teamwork
44. Assist in resolving project problems and conflicts
45. Minimize problem occurrence by maintaining current knowledge of project status and avoiding potential issues
46. Record and track issues as they arise and direct the development of issue action plans and task assignments to ensure the issues are resolved.

Controlling

47. Monitor project activities for compliance with project purpose, philosophy, and existing standards or policy.
48. Interpret, communicate, and require compliance with the contract, the approved plan, project procedures, and MSDE directives.
49. Monitor project activities for conformity to contract scope provisions. Establish change control process to evaluate and communicate scope changes.
50. Ensure that plans for controlling and reporting costs, schedule, and quality are executed.

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51. Maintain effective communication with the customer and all project resources.
52. Schedule and attend all project meetings.
53. Submit bi-monthly reports on tasks begun, tasks complete, and tasks behind schedule.
54. Meet weekly with the MSDE TO Manager.

DELIVERABLES

This TORFP is for services only. No software or hardware to be purchased using this TORFP. Hardware and software required by the Contractors' Project Manager shall be provided by MSDE and shall be returned to MSDE at their termination and/or termination of this task. The Contractor may not invoice MSDE for any hardware or software.

The TO Contractor shall be responsible for providing, on a continual basis for all assigned tasks as stated in this TORFP within the required timeframe as specified by the TO Manager. This task order is a time and materials task order, but will require the following milestones and deliverables:

Milestone 1: Project Management Services Delivered

Deliverable 1-1: Project management services for MDK12 and Report Card Websites.
Criteria: Project Manager provides services consistent with Attachment 9, MSDE
Project Managers Duties and Responsibilities.
Project Work Plan for the MDK12 and Report Card Websites

Delivery Schedule

ID	Deliverable	Expected Completion:
A	Initial Project Work Plan (2.4.5)	Within 30 days of NTP
B	Draft of the Status Report (2.4.6)	Within 30 days of NTP
C	Draft of the Monthly Progress Report (2.4.7)	Within 30 days of NTP