Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information	
RFR Number: (Reference BPO Number)	R00B9200115
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 – Race to the Top (RTTT)		
(Each Master Contractor can only submit one candidate for the RFR)		
Anticipated start date	November 1, 2010	
Duration of assignment	3 Years and 7 Months November 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	September 27, 2010	**Due Date:** mm/dd/yyyy	October 4, 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

The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services.

Race to the Top is a highly competitive national grant program sponsored by the United States Department of Education. As a recipient of this grant, Maryland has committed to implementing a wide variety of technology solutions to long-standing issues in the State as well as furthering 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. In addition, Maryland has committed to delivering a variety of online instructional solutions to vexing instructional issues. This is an extremely high profile project that requires a person of significant knowledge and skill in technology as well as a vision for delivering instructional solutions for classroom teachers. The selected person must also have excellent interpersonal skills in order to deal with a wide variety of personnel and audiences.

MSDE is seeking a Project Manager to supervise the implementation of the technology aspects of its Race to the Top project. Race to the Top is a project that will result in a wide variety of technology solutions that will drive the full implementation of its longitudinal database and online instructional resources to improve classroom instruction statewide.

Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
1. Project Manager -- Race to the Top	The Project Manager (PM) is responsible for the overall supervision of all of the technology projects associated with Maryland's Race to the Top project. This will include ensuring that individual project managers create in a timely way various project plans that will deliver the project objectives. The PM will supervise the activities of project teams, 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. The PM will also coordinate interagency communication (MSDE and DoIT) as well as articulation among MSDE's OIT and other MSDE units.

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	For a detailed description of required Project manager's duties, responsibilities and deliverables, see Attachment.

| **Minimum Qualifications** ||

Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. Project Manager – Race to the Top	For minimum requirements, see CATS II Labor Category for Project Manager. Preferred candidates will meet the attached criteria: See Attachment for additional criteria

Section 4 - Required Submissions

NOTE:
- 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:
    o Resume for each position / service type described in the RFR (Attachment 1)
    o Price Proposal (Attachment 2 <u>or</u> 2A)
    o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
    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**

1. Copy of PMI certificate, or equivalent evidence of required training or education.

Section 5 – Evaluation Criteria – **(Provide a list of evaluation criteria in descending order of importance)**
1. Work Experience
2. Training and Education
3. Price

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 # R00B9200115

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:	Project Manager

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)]**	*Description of Work...*
[Organization] **[Title / Role]** **[Period of Employment / Work]** **[Location]** **[Contact Person]**	*Description of 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>			

ATTACHMENT 2

RFR PRICE PROPOSAL – PROJECT MANAGER – RACE TO THE TOP

RFR # R00B9200115

(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**	$
Year 3		
Hourly Labor Rate	**Annual Hours**	**Year 3 Price (Labor Rate x Hours)**
$	**3200**	$
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.

The actual Year 3 may be more or less, but will go through May 31, 2014.

PROJECT MANAGER – RACE TO THE TOP
RFR #R00B9200115

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. In-depth knowledge of the Race to the Top grant program
2. Understanding of the Maryland State Department of Education culture and systems
3. Vision for online instructional technology to improve classroom instruction
4. Outstanding interpersonal skills in order to deal with a wide variety of personnel and stakeholders
5. Project management experience on medium to large sized custom development software projects
6. Preferred: Experience with projects utilizing object-orient languages in a multi-tiered environment
7. Preferred: Experience with projects in education sector at district and/or state agency level.
8. Experience in managing distributed application development using Java / J2EE (WebSphere application server deployments preferred), open source frameworks, and enterprise reporting systems.
9. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance,
10. Experience with projects that combine COTS implementations with custom software development.
11. An understanding of system design using UML.
12. An understanding of data modeling
13. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
14. Ability to manage multiple projects in a fast-paced, dynamic work environment.
15. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts.
16. Strong decision making and problem solving skills and experience with project delivery.
17. Excellent business analysis skills
18. Good technical background
19. Excellent English communications skills.
20. Excellent ability to understand and express complex topics.

21. Demonstrated leadership and attention to detail skills through prior experience at the strategic and tactical / implementation levels.
22. Strong leadership skills, to include resource allocation and planning skills, with software development projects.
23. Demonstrated ability to quickly comprehend project scope and business requirements.

RFR # R00B9200115
DUTIES AND RESPONSIBILITIES

1. Provide leadership for all aspects of the technology projects in Maryland's Race to the Top grant.
2. Supervise individual project managers effectively so that projects get completed in a timely and high quality manner.
3. 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.
4. 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.
5. 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.
6. 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.
7. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
8. Assist with contractor selection tasks
9. Report project progress, issues, risks, etc to Assistant State Superintendent.
10. Lend support to various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
11. 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.
12. Accurately assess the risks associated with each project and systematically manage and report on project risks.
13. Conduct reviews of contract deliverables, perform design and code reviews.
14. Ensure that the solutions chosen by MSDE meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility.
15. Support reuse of software components and COTS products.
16. Ensure that solutions conform to industry best practices and Maryland state standards.
17. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible.

18. Develop test plans, assist business users with functional test case development and manage acceptance test execution.
19. Effectively manage multiple priorities.
20. Perform additional job-related duties as requested.

DELIVERABLES

1. Develops and then maintains overall Work Breakdown Structure (WBS) on MSDE technology activities using Microsoft Project 2007 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 2007. 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.