

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

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200129</b>		
<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 – RTTT Curriculum Management System <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	March 28, 2011		
<b>Duration of assignment</b>	12 months, with one year renewable options.		
<b>Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	February 16, 2011	<b>Due Date:</b> mm/dd/yyyy	February 22, 2011
		<b>Time (EST):</b> 00:00 am/pm	2:00 p.m.
<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 or more persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>	Pass reference checks		
<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 Instruction (DOI)		
<b>Agency POC Name:</b>	Dorothy M. Richburg, Procurement Officer	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	<a href="mailto:drichburg@msde.state.md.us">drichburg@msde.state.md.us</a>	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	200 West Baltimore Street Baltimore, MD 21201		

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

<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. The Agency has received Race to the Top grant funds from the US Department of Education to implement educational reforms in Maryland and improve the collection and dissemination of information on school and student performance.</p> <p>Several MSDE Race to the Top initiatives will implement new technology systems, train end-users on how to use them, and improve access and information provided by MSDE reporting information systems. Race to the Top educational improvement initiatives will also engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE’s improvement efforts.</p> <p>The purpose of this Request for Resume is to acquire an applications procurement and implementation Project Manager to support procurement, requirements mapping, application configuration and testing, interface design, and system deployment activities for a Curriculum Management System. This project and other Race to the Top grant initiatives that can be viewed at;  <a href="http://www.msde.maryland.gov/MSDE/programs/race_to_the_top">http://www.msde.maryland.gov/MSDE/programs/race_to_the_top</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 – RTTT Curriculum Management System</p>	<p>The Project Manager will be responsible for day-to-day project management and planning activities supporting: (a) procurement, selection, and deployment of STEM course modules, and (b) manage the implementation of a new Curriculum Management System. The Project Manager will define, develop, and implement project deliverables and carry out duties that include but are not limited to:</p> <ol style="list-style-type: none"> <li>a. Developing project initiating and planning document that may include: project charter, schedule, system boundary, scope, and requirement documents;</li> <li>b. Maintaining standard project management SDLC documentation as required by the Maryland Dept. of Information Technology (DoIT);</li> <li>c. Working collaboratively with other RTTT project teams to define and prepare requirement documents,</li> <li>d. Creating project work plans and maintaining issue lists for the project;</li> <li>e. Managing activities of the project team(s) and/or vendors as necessary;</li> <li>f. Communicating regularly with stakeholders, including the Race to the Top Technical Program Director, relative to project accomplishments, milestones, issues, risks, and remediation actions;</li> <li>g. Managing and assuring the successful attainment of all goals set out at the onset of the project.</li> </ol>

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

	For a detailed description of required PM duties, responsibilities and deliverables, see Attachment 2.
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Technical Experience/Knowledge/Skill</b>
1. Project Manager – RTTT Curriculum Management System	<p><i>For minimum requirements, see CATS II Labor Category for Project Manager.</i></p> <p><b>THE CANDIDATE MUST ALSO:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal.</li> <li>2. The candidate must articulate clear and concise responses to the interview questions</li> <li>3. Possess good interpersonal communication skills and proper attire</li> </ol> <p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA</b></p> <ol style="list-style-type: none"> <li>1. Education – BS or Masters degree in computer science or an IT related field,</li> <li>2. Project Management Professional (PMP) certification,</li> <li>3. At least five (5) years of project management experience implementing COTS implementations ,</li> <li>4. At least five (4) years of experience conducting software requirements mapping; application configuration and testing; and application interface design &amp; testing,</li> <li>5. At least four (3) years of vendor management experience managing custom software development preferred,</li> <li>6. One year (1) experience working in a State agency environment with experience doing state procurements preferred.</li> </ol>
<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>	
<ol style="list-style-type: none"> <li>1. Resume</li> <li>2. References (2 current references)</li> <li>3. Price Proposal</li> </ol>	

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CATS II Master Contract**

<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. Ability to answer interview questions
4. References
5. 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.

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

**ATTACHMENT 1 – RFR RESUME FORM  
RFR #R00B9200129**

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>			

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

**ATTACHMENT 2  
RFR PRICE PROPOSAL - PROJECT MANAGER  
RFR #R00B9200129**

(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	\$
Optional Period 12 Months		
Hourly Labor Rate	Annual Hours	Option Period Price (Labor Rate x Hours)
\$	2080	\$
<b>Total RFR Price (Sum of Years 1-2 Prices):</b>		\$

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.

**Request for Resume (RFR)**  
**CATS II Master Contract**  
**RFR# R00B9200129**

**ATTACHEMENT 2 CONTINUED**

**PROJECT MANAGER – DESIRED ABILITIES AND SKILLS**

1. Project management experience on medium to large sized custom development software projects.
2. Experience in managing distributed application development and enterprise reporting systems using Microsoft and Oracle technologies.
3. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance.
4. An in-depth understanding of educational environments.
5. An in-depth understanding of human resources credentialing and certification software applications and educational credentialing software applications.
6. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
7. Experience in managing vendors.
8. Experience in state procurement cycles.
9. Strong decision making and problem solving skills and experience with project delivery.
10. Excellent business analysis skills.
11. Excellent technical background.
12. Excellent English communications skills.
13. Excellent ability to understand and express complex topics.
14. Skills to create and manage detailed project plans and budgets with prior experience at the strategic and tactical / implementation levels.
15. Strong management skills, to include resource allocation and planning skills with software development projects.
16. Demonstrated ability to quickly comprehend project scope and business requirements.
17. Demonstrated ability to work effectively with non-technical teams.
18. Demonstrated knowledge of scanning applications and solutions.

**Request for Resume (RFR)**  
**CATS II Master Contract**  
**RFR# R00B9200129**

**ATTACHMENT 2 CONTINUED**

**PROJECT MANAGER – DUTIES AND RESPONSIBILITIES**

1. Support the management and planning of all efforts associated with the projects to include: develop and manage work plans, define and deliver individual project deliverables as a part of the overall program deliverables, manage the expectations of all stakeholders, manage budgets, organize and address 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. Participate in collaborative architecture groups associated with the project.
3. Develop requirements and procurements as required.
4. Provide guidance to MSDE management on technical options associated with data exchange and transfer operations, contractor and state staff performance, and guidance on the feasibility of data transfer technical approaches.
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, 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 TO or PMO Project Managers.
10. Support 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 the project and systematically manage and report on project risks.
13. Ensure that the solutions chosen by MSDE meet all the non-functional requirements such as security, performance, maintainability, scalability, and extensibility.
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 and manage acceptance test execution.
17. Effectively manage multiple priorities.
18. Perform additional job-related duties as requested.



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

RFR# R00B9200129

**ATTACHEMENT 2 CONTINUED  
PROJECT MANGER DELIVERABLES**

1. Develops and then maintains a project management plan, and project plans using Work Breakdown Structure (WBS) using Microsoft Project 2007 on a weekly basis.
2. Completes and files all minutes of meetings between MSDE staff and the TO Contractor in the project workspace (SharePoint).
3. Prepares a weekly status report for MSDE. 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 five (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 maintains the document across all project phases.
6. Develops project strategy documents.
7. Manages Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan.
8. Reviews deliverables by the major project development contractor for completeness, adherence to standards and contract requirements.
9. Works closely with functional managers to resolve team members' workload conflicts;
10. Ensures appropriate product-related training and documentation are developed and made available to customers through project team meetings.
11. Develops and utilizes a communications plan for project stakeholders using SharePoint.
12. Prepares and validates functional requirements and provides support for the RFP process.
13. Prepares a System Boundary Analysis document that meets the State SDLC methodology.
14. Prepares a Risk Management Plan document that meets the State SDLC methodology.
15. Prepares all other required DoIT SDLC project documentations.