

**Request for Resume (RFR)  
CATS II Master Contract  
RFR#R00B9200163**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>R00B9200163</b>		
<b>Functional Area (Enter One Only)</b>	<b>FUNCTIONAL AREA 10 – IT MANAGEMENT CONSULTING SERVICES</b>		
Position Title/s or Service Type/s (Short term staff or PMP)			
57. Project Control Specialist <b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	October 10, 2011		
<b>Duration of assignment</b>	Six Months		
<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	September 8, 2011	<b>Due Date:</b> mm/dd/yyyy	September 29, 2011
		<b>Time (EST):</b> 00:00 am/pm	2:00 PM
<b>Place of Performance:</b>	Maryland State Department of Education Division of Accountability, Assessment and Data Systems (DAADS) 200 West Baltimore Street; Baltimore, MD 21201		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of three persons using a standardized set of interview questions. Structured interviews will be performed via phone		
<b>Security Requirements (if applicable):</b>	Pass reference checks and obtain State ID Badge		
<b>Invoicing Instructions:</b>	Standard invoicing procedures for the CATS II Master Contract		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Department of Education Division of Accountability and Assessment		
<b>Agency POC Name:</b>	Dorothy Richburg Procurement Specialist	<b>Agency POC Phone Number:</b>	410-767-0628
<b>Agency POC Email Address:</b>	drichburg@msde.state.md.us	<b>Agency POC Fax:</b>	410-333-2017
<b>Agency POC Mailing Address:</b>	Maryland State Department of Education 200 West Baltimore Street Baltimore, MD 21201		

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**Section 3 – Scope of Work**

**Background**

The Maryland State Department of Educations (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services and rehabilitation services. The Agency has received a Race to the Top (RTTT) 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.

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.

The objective of this Request for Resume (RFR) is to acquire the following resources:

**1 (One) Project Control Specialist**

Serve a Project Control Specialist to support the Division of Accountability and Assessment’s and Data Systems (DAADS) on Race to the Top (RTTT)/Longitudinal Date System (LDS) project teams in the support, administrative and maintenance of the project plans, budget, portal, workbooks and reports.  
[http://www.msde.maryland.gov/MSDE/programs/race\\_to\\_the\\_top](http://www.msde.maryland.gov/MSDE/programs/race_to_the_top).

The candidate must have the ability to effectively communicate, orally and written; demonstrate the ability to handle difficult situation and possess good interpersonal communication skills and proper attire.

**Job Description/s**

<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
Project Control Specialist	<ul style="list-style-type: none"> <li>• Support the Program Director and/or Project Manager with day to day support in all project control functions.</li> <li>• Planning, tracking, and analysis and reporting on budgets and project estimates</li> <li>• Maintain project budgets and support forecasting exercises.</li> <li>• Prepare written analysis of project with cost and scheduled variances.</li> <li>• Prepare financial deliverables as required for project for both internal and external use.</li> <li>• Assist with preparing proposals for staffing, hardware/software and/or IT related purchases (RFQ, RFR, RFP and TORFP)</li> <li>• Schedule meetings as needed. (Webex, GotoMeeting)</li> <li>• Monitors all consultants time of the project team</li> <li>• Process all invoices</li> <li>• Reconcile all invoices using the MSDE accounting reports and GRADS 360</li> </ul>

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	<ul style="list-style-type: none"> <li>• May coordinate, monitor or supervise the activities of subordinates.</li> <li>• Develops and maintains all training materials related to the consultant on-boarding</li> </ul>
<b>Minimum Qualifications</b>	
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>	<b>Required Experience/Knowledge/Skill</b>
57. Project Control Specialist	<p>For minimum requirements, see CATS II Labor Category number 57 Project Control Specialist</p> <p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING MANDATORY CRITERIA:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent. Bachelor's preferred.</li> <li>• Three (3) years of experience working with project management tools and reporting systems.</li> <li>• Minimum of one (1) year State of Maryland TORFPs and RFR contracts, invoice processing, work breakdown structures, and IT program status reporting.</li> <li>• Minimum five (5) years of direct program experience in preparing management reports.</li> <li>• Minimum two (2) year experience with Oracle Business Intelligence Enterprise suite, Oracle Portal and content management; and</li> <li>• Minimum three (5) years experience in use of Excel and MS-Office applications.</li> </ul>
<b>Section 4 - Required Submissions</b>	
<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 <u>not</u> 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 <u>must</u> submit the documents below <b>as separate files</b> contained in <b>two separate emails</b> as follows:</li> </ul> <p><b>Email 1 with "Technical": Master Contractor Name, RFR number, &amp; candidate name, and in the subject line</b></p> <ul style="list-style-type: none"> <li>o Resume for each labor category described in the RFR (Attachment 1)</li> </ul> <p><b>Email 2 with "Financial": Master Contractor Name, RFR number, &amp; candidate name, and in the subject line</b></p> <ul style="list-style-type: none"> <li>o Price Proposal (Attachment 2)</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> </ul> <p>Any documents listed below as required by the hiring agency</p>	

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1. Resume showing evidence of all skills listed in Section 3. Scope of Work
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2A for the Price Proposal
3. Two (2) current references that can be called for performance verification of the submitted consultant(s) work experience and skills
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Candidate must meet minimum qualifications in Section 3 to be considered for an interview.
2. Candidate interview will be ranked based on technical questions
3. Price rankings of the proposals
4. References
<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. <b>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.</b>

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ATTACHMENT 1 – RFR RESUME FORM**

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

[Organization]	<i>Description of Work...</i>
[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 – PRICE PROPOSAL FORM**  
(This form is to be filled out by Master Contractors)

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
#57 – Project Control Specialist	\$	1040 hrs	\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

VENDOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

FIN \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

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.