

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (ADPICS PO Number)	W00B0400021		
Functional Area (Enter One Only)	10 – IT Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
1. Program Manager (also refer to Attachment)			
Anticipated start date	January 4, 2010		
Duration of assignment	One year, with three one-year renewal options (based on expected 4 year MITPD)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	Yes		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	November 24, 2009	Due Date: mm/dd/yyyy	December 7, 2009
		Time (EST): 00:00 am/pm	2:00 pm
Place of Performance:	Maryland State Police (MSP) 1201 Reisterstown Road, Pikesville MD 21208		
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):	Selected individual must pass State Police background checks and obtain State ID Badges. Right to use polygraphs is reserved.		
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 Police (MSP), Office of Technology Management (OTM)		
Agency POC Name:	Michael Roosa	Agency POC Phone Number:	410-653-8968
Agency POC Email Address:	mroosa@mdsp.org	Agency POC Fax:	
Agency POC Mailing Address:	MSP, 1201 Reisterstown Road, Pikesville, MD, 21208		
Section 3 – Scope of Work			
Background			

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<p>Maryland State Police manage the Computer Aided Dispatch/Records Management System (CAD/RMS) major information technology project (MITP) for the State. The goal of this project is to create a single core CAD/RMS for all State Police agencies. Additionally to facilitate interoperability between State and Local agencies. The project covers all public safety and criminal justice partners to include police, fire, emergency medical services, aviation, courts, and other related systems.</p> <p>The State Police is in the RFP phase of the project and uses the State Interoperability Executive Committee (SIEC) and associated Practitioners Steering Committee (PSC) as a governance structure to authorize project level aspects. The MSP is seeking a dedicated Project Manager to oversee this project. (There will be a similar RFR for a MSP only PM)</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Program Manager	Directing the work of a 3 to 6 person project team comprised of current State and to be hired contractual personnel. This team is responsible for coordinating the overall project via leading the individual agency project teams. Responsible for planning, executing, and controlling the project and system development life cycles. Must apply PMI or other industry recognized PM methodologies in managing the project. Must apply the States SDLC methodology to system development.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1. Program Manager	Ten years or more experience managing IT projects of similar value and complexity. PMI certification or equivalent training or education is required.
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 still 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's for positions / service types as described in the RFR o MBE Forms D1 and D2 (Under 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 CATS II Master Contractor Feedback Form (See location above) 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	

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2. Training and education
3. Price
<p style="text-align: center;">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>