

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	060B0400011		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title			
1. HRIS Business Analyst			
Anticipated start date	May 10, 2010 or as soon as possible		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	no		
MBE goal, if applicable	%zero		
Issue Date: mm/dd/yyyy	April 26, 2010	Due Date: mm/dd/yyyy	April 29, 2010
		Time (EST): 00:00 am/pm	4:00 PM
Place of Performance:	301 West Preston Street, Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	In person interview mandatory		
Security Requirements (if applicable):			
Invoicing Instructions:	Time and Material Contract, invoice monthly (weekly time sheet to Project Manager)		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Department of Information Technology for the Department of Budget and Management		
Agency POC Name:	Michael E. Balderson	Agency POC Phone Number:	410.260.7549
Agency POC Email Address:	mbalders@doit.state.md.us	Agency POC Fax:	410.974.5615
Agency POC Mailing Address:	45 Calvert Street, Annapolis, MD 21401		

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Section 3 – Scope of Work	
Background	
<p>In 2006, the State completed a Systems and Application Risk Assessment to identify and quantify operational and service delivery risks associated with the current inventory of mission critical enterprise applications. The findings indicated an unacceptable risk level with the 30 year old personnel management system due to its underlying architecture, age and costly maintenance challenges. Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives. It is anticipated that the new HR system will be a major improvement for Maryland state government by providing an integrated human resource information system that is scalable, maintainable, and upgradeable in order to serve the state for years to come.</p> <p>The Department of Budget and Management (DBM) in Baltimore is seeking a seasoned HRIS Analyst for a Statewide implementation of Oracle PeopleSoft. This is not a Project Manager or Technical role.</p> <p>Given the sensitivity of data associated with this project, the TO Contractor personnel assigned to this project must comply with the requirements of CATS II RFP Section 2.4.3.2 and sign a non-disclosure affidavit as provided as Attachment 7 and Attachment 8.</p> <p>Please note that the Master Contractor awarded this TO Agreement may NOT submit proposal(s) in response to any subsequent Statewide Personnel System solicitation(s) associated with the acquisition or implementation of the planned HR system.</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. HR SME	<p>The successful candidate will act as a key business partner with various functions of HR; utilizing extensive knowledge of HR functional processes and systems analytical skills to develop requirements and design new and improved HR business processes. The successful candidate must have recent knowledge in HR processes and an understanding of HR systems configuration, and a proven ability to provide detailed configuration specifications and project documentation.</p> <p>This position requires the ability to recommend and influence best practice solutions when it comes to business process improvement and application design. This position will perform duties as assigned by the Project Manager that will generally include, but are not limited to the following:</p> <ul style="list-style-type: none"> - Facilitate requirements gathering and documentation efforts, specifically in the areas of Performance Management, Training Administration, Employee Relations and Compensation and Classification Administration;

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	<ul style="list-style-type: none"> - Document requirements for internal and external interfaces, reporting, workflow and security for HR business processes; - Identify, document and escalate risks and issues; - Serve as the liaison between the project team and State HR agencies for the purpose of requirements validation, issue resolution and coordination of project activities; - Manage expectations, timelines and deliverables; - Understand the impact changes to the HR system configuration will have on integrated ERP systems and existing internal and external interfaces; - Adhere to project protocols and guidelines, reporting to the project manager. <p>The ideal candidate for this position: excellent written and verbal communication skills; ability to foster and maintain strong relationships with peers and leaders; strong HRIS experience including requirements gathering and documentation, HR process design and ability to multi-task and prioritize duties to achieve most critical business needs first; manage multiple projects in an organized fashion; and must be detail oriented, as well as being able to see big picture. Must be at least fluent in Visio, MS Project, Word and Excel.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
1.HR SME	<p>Minimum Qualifications:</p> <p>Education: Bachelor’s degree from an accredited college in Computer Science, Business Administration, Human Resources or a comparable field of study.</p> <p>Experience: Minimum of six years of human resources experience, including at least three years of experience in a consultative role implementing HRIS systems.</p> <p>Minimum of 2 full cycle HRIS implementations for a Commercial-off-the-Shelf solution.</p> <p>Experience in local, state and federal government HR is desired. Previous experience with the implementation of a HRIS is required.</p> <p>Excellent verbal and written communication skills with an ability to translate complex data for a variety of audiences</p>

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Section 4 - Required Submissions

NOTE:

- Master Contractors electing not 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 must submit the following documents:
 - o Resume for each position / service type described in the RFR (Attachment 1)
 - o Price Proposal (Attachment 2 or 2A)
 - o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
 - o Living Wage Affidavit (Attachment I in the CATS II RFP)

Section 5 – Evaluation Criteria –

(Provide a list of evaluation criteria in descending order of importance)

- personnel’s qualifications and experience performing the duties as specified in Section 2
- understanding of the work to be accomplished

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 # 060B0400011

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]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / 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>			

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ATTACHMENT 2

RFR PRICE PROPOSAL - PROJECT MANAGER

RFR # 060B0400011

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

Hourly Labor Rate		
Hourly Labor Rate	Hours	(Labor Rate x Hours)
\$	1,000 estimated for evaluation purpose only	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Project Manager resume provided. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.