

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400021		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title			
CATS II Labor Category #58 Program Administration Specialist (1 Position)			
Anticipated start date	As soon as possible		
Duration of assignment	Up to 6 Months (No renewal options)		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE goal, if applicable			%zero
Issue Date: mm/dd/yyyy	June 2, 2011	Due Date: mm/dd/yyyy	June 10, 2011
		Time (EST): 00:00 am/pm	2:00 pm
Place of Performance:	301 West Preston Street, Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. An in person interview may be required. 2. Candidates must be able to provide a Program Administration writing sample. 3. This is a new temporary assignment, no prior incumbent. 4. All communication must be directed to the agency Point of Contact (POC), unless authorized by POC. 		
Security Requirements (if applicable):			
Invoicing Instructions:	Time and Material Contract, invoice monthly (weekly time sheet to Program 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:	Mike 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		

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

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 legacy 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 Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives.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>Pursuant to replacing the legacy HR systems with a new integrated enterprise resource system (ERP), the State selected Oracle/PeopleSoft Enterprise 9.1 Human Capital Management (HCM) software as the Commercial Off the Shelf (COTS) solution. The State plans to use its standard features by configuration as much as possible, and minimize customization of the COTS solution.</p> <p>The SPS Project Coordinator will report to the Senior Program Manager and provide project management, contract management and administrative support to the PMO.</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>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
Program Administration Specialist	<p>SECTION 1 JOB SUMMARY</p> <p>The Program Administration Specialist is responsible for the development, coordination, and recording activities of the tasks associated with Maryland's Statewide Personnel System (SPS) project. The Program Administration Specialist will serve as an integral part of the Project Management Office (PMO) structure. The Program Administration Specialist assists the PMO in contract management and planning activities to assure contract deliverables and other work are produced timely and in accordance with established project protocols and procedures. Performs analysis, development, and review of program administrative operating plans and procedures. This position requires an individual with proven abilities to successfully support a busy PMO; must have strong organizational and administrative skills; ability to work with and manage multiple personalities and have strong experience working with senior project executives.</p> <p>JOB DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Responsible for the coordination, planning and management of the Project Management Office PMO team activities, project meetings, scheduling, project status reports, presentations and financials for payers.

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

	<ul style="list-style-type: none"> • Track key project tasks, events and issues, escalate critical information to the PMO, and ensure the day-to-day operations are effective and productive. • Monitor project deliverables and timelines, notify the Project Manager when issues arise, and take corrective actions, as needed. • Organize, lead and facilitate project-related meetings, including the creation of agendas and preparation of materials. • Develop reports and other deliverables as assigned by the Project Manager. • Assist the Program Manager and Project Management Office (PMO) in tracking budget expenses. Assist with budget analysis. • Provide regular written and oral reports of activity on assigned contracts as requested by the project manager. • Identify, implement and monitor continuous quality improvement (CQI) and Internal quality controls (IQC) processes for team activities. • Assist with the orientation and on-boarding of new project team members. • Maintain positive relationships with all team members, stakeholders and project associates and assist them with issues or concerns. • Performs other related duties as assigned.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
Program Administration Specialist	<p>Education: High school diploma or equivalent. A Bachelor's degree is preferred.</p> <p>General Experience: Must have three (3) years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting) is required.</p> <p>Specialized Experience/Knowledge/Skill: At least two (2) years of direct program experience in Contract administration and preparing management reports. Has worked in support of a Program Manager on a government Contract is required.</p> <p>Expert proficiency in MS Office (Excel, Word, PowerPoint, Visio, and Project) is required.</p> <p>Minimum (5) five years program/project administration experience in ERP Human Resource COTS systems solution implementations is required.</p> <p>Proven record: coordinating a software development PMO; strong organizational and administrative skills; program administration for senior project executives and executive sponsors is required.</p>

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

	<p>Proven abilities to analyze budget/spending and other project tracking data and present it in charts and graphs with advanced MS Excel spreadsheet skills is required.</p> <p>Must have excellent written presentation skills.</p> <p>Proven record performing as described above in the Job Summary, Job Duties and Responsibilities sections.</p>
Section 4 – Required Submissions	
<p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - 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. - Master Contractors proposing in response to the RFR <u>must</u> submit the documents below as separate files contained in two separate emails as follows: <p>Email 1 with “Technical”: Master Contractor name, candidate name, and RFR number in the subject line</p> <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) <p>Email 2 with “Financial”: , Master Contractor name, candidate name, and RFR number in the subject line</p> <ul style="list-style-type: none"> o Price Proposal (Attachment 2) 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 Any documents listed below as required by the hiring agency 	
Section 5 – Evaluation Criteria –	
(Provide a list of evaluation criteria in descending order of importance)	
<ul style="list-style-type: none"> • Personnel’s qualifications and experience performing the duties as specified in Section 2 • Demonstration of understanding of the work to be accomplished in an face to face interview • Acceptable requirements writing sample/documentation • Price 	
Basis for Award Recommendation	
<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. 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.</p>	

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

ATTACHMENT 1 – RFR RESUME FORM

RFR # F50B1400021

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))	Description of Work...
(Organization) (Title / Role) (Period of Employment / Work)	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>			

Request for Resume (RFR) CATS II Master Contract

ATTACHMENT 2

RFR PRICE PROPOSAL - PROGRAM ADMINISTRATION SPECIALIST

RFR # F50B1400021

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

Hourly Labor Rate		
Hourly Labor Rate	Hours	(Labor Rate x Hours)
\$	1,050 estimated for evaluation purpose only	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the Program Administration Specialist 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.