

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B2400003		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Position Title			
CATSII Labor Category #3: Senior Subject Matter Expert Senior HR Business Analyst (2)			
Anticipated start date	As soon as possible		
Duration of assignment	Up to 6 months		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE goal, if applicable			%zero
Issue Date: mm/dd/yyyy	July 26, 2011	Due Date: mm/dd/yyyy	August 4, 2011
		Time (EST): 00:00 am/pm	8:00 AM
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 present following Requirements writing samples at face-to-face interview: <ol style="list-style-type: none"> a. Functional requirements document b. Requirements Traceability matrix (RTM) c. Other relative documents 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

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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		
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 Due to this outdated and inflexible personnel system used to manage HR processes, the OPSB is at a disadvantage in meeting business objectives.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>To date the State has performed substantial “as is” and “to be” state business process reengineering (BPR) requirements gathering in preparation for Fit/Gap Analysis and the new system design phase. Required Tasks, estimate resources, and time to complete tasks have been allocated in a Work Breakdown Structure (WBS) and Schedule.</p> <p>Currently, the Department of Budget and Management (DBM) in Baltimore is seeking Senior Business Systems Analyst to take on key role in a Statewide implementation of Oracle PeopleSoft HCM and HR Data Warehouse.</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) for the direct implementation of the planned HR system.</p>			
Job Description/s			
Position Title/s or Service Type/s (From Section 1 Above)		Duties / Responsibilities	
CATSII Labor Category #3: Senior Subject Matter Expert - Senior PeopleSoft Systems Analyst		The successful candidate will act as a key business partner with various functions of HR; utilizing extensive knowledge of HR functional processes and PeopleSoft HCM application expertise to finalize functional requirements and design new and improved HR business processes. The successful candidate must have recent knowledge and experience documenting HR business requirements and HR process design; an understanding of HR systems configuration, and a proven ability to provide detailed configuration specifications documentation is also required.	

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	<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 Core HR, Time and Labor, Benefits Administration, Employee and Manager Self Service, Position Management and Salary and Classification Administration; - Refine functional requirements to include: prioritization, elimination and consolidation; - Document requirements for internal and external interfaces, reporting, workflow and security for HR business processes; - Document functional Use Test Cases and scripts - 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 working 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
CATSII Labor Category #3: Senior Subject Matter Expert – Senior HR Business Analyst	<p>Minimum Qualifications: Education: Candidate must have minimum education as described in CAT II for Senior Subject Matter Expert.</p> <p>Experience: Minimum of ten (10) years of human resources experience, including at least five (5) years of experience in a consultative role implementing PeopleSoft HRIS systems.</p> <p>Proven record: Minimum of 3 full cycle PeopleSoft HRIS implementations for a Commercial-off-the-Shelf solution. Experience in local, state and federal government HR is desired. Previous experience with the implementation of a</p>

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	<p>HRIS is required.</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, RFR number, & candidate name, and 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, RFR number, & candidate name, and 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 	
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>	

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ATTACHMENT 1 – RFR RESUME FORM
RFR # F50B2400003

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)	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>			

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ATTACHMENT 2

RFR PRICE PROPOSAL - CATSII Labor Category #3: Senior Subject Matter Expert SENIOR HR BUSINESS ANALYST

RFR # F50B2400003

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

Hourly Labor Rate		
Hourly Labor Rate	Hours	(Labor Rate x Hours)
\$	1,040 estimated for evaluation purpose only	\$
Total RFR Price		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the **Senior Subject Matter Expert** 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.