Request for Resume (RFR)
CATS II Master Contract

Section 1 —General Information

RFR Number: (Reference BPO Number)	R00B9200106
Functional Area (Enter One Only)	10 – It Management and Consulting Services

Position Title/s or Service Type/s
(Short term staff or PMP)

1. Project Manager – Enhanced Child Care Administration Tracking System (eCCATS)

(Each Master Contractor can only submit one candidate for the RFR)

Anticipated start date	December 1, 2010		
Duration of assignment	Two years with one year and 4 months renewal option (December 1, 2010 through May 31, 2014)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable		0%	
Issue Date: mm/dd/yyyy	August 13, 2010	**Due Date:** mm/dd/yyyy	August 26, 2010
		Time (EST): 00:00 am/pm	No later than 2:00 PM
Place of Performance:	Maryland State Department of Education (MSDE) 200 West Baltimore Street Baltimore, MD 21201		
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):	Pass reference checks and obtain State ID Badge		
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 Department of Education (MSDE) Office of Information Technology		
Agency POC Name:	Dorothy Richburg	**Agency POC Phone Number:**	410-767-0628
Agency POC Email Address:	drichburg@msde.state.md.us	**Agency POC Fax:**	410-333-2017
Agency POC Mailing Address:	200 West Baltimore Street Baltimore, MD 21201		

Section 3 – Scope of Work	
Background	
On July 1, 2005, the Office of Child Care (OCC), formerly the Child Care Administration at the Department of Human resource, became part of the Division of Early Childhood Development within the Maryland State Department of Education (MSDE). Its responsibilities include licensing and monitoring child care centers and family child care providers. The Office also issues contracts and grants to child care providers to improve the quality of early care, and it administers the state's Child Care Credentialing System. The Child Care Administrative Tracking System (CCATS) went into production and was transferred to the Maryland State Department of Education on January 14, 2007. CCATS is a statewide system that provides services to the business functions within the Office of Child Care. It has been determine that the CCATS is in need of some enhancements. This initiative is entitled eCCATS. The system needs a design, business functioning and performance review. Some areas under consideration are response time, workarounds to perform daily business functions, data entry for service period subsidy payments, enhancements to a Finance Management Information System interface and reporting functionality.	
Job Description/s	

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Project Manager -Duties	MSDE is seeking a strong "hands-on" Project Manager to manage a full life cycle IT development and support operation. This work includes all aspects of systems lifecycle including planning, requirements analysis, design & development, testing, and implementation. In addition, the project management aspects include communicating with all stakeholders, creating the work breakdown structure (WBS), and managing tasks according to project scope and budget. The Project Manager is responsible for day-to-day project management and planning activities in support of the eCCATS project. This will include creating various project plans that will deliver the project objectives, managing the activities of the project team(s), foresee, plan, organize and control the resources necessary to effectively meet the project deliverables, manage the entire project process and assure for the successful attainment of each and every goal set out at the onset of each project
2. Project Manager -Responsibilities	a. Support the management and planning of all efforts associated with the projects to include: development and management of work plans, define and deliver individual project deliverables as a part of the overall

	program deliverables, manage the expectations of all stakeholders, organizing and addressing emerging project requirements, manage project relationships, manage one or more project teams in delivering the projects, and communicate and manage tasks and activities to a schedule with the team.
	b. Provide guidance to MSDE management on technical options associated with the transformation of internal applications, contractor and state staff performance, and guidance on the feasibility of technical approaches to software development and commercial off the shelf (COTS) products.
	c. Develop and manage a set scope of work within the project to be delivered through effective expectations setting, communications, change management control, budget control and management, and overall business understanding of the project needs.
	d. Actively support the project management team's efforts, to include: project plan, scope management, budget management, resource management, time management (activities & task planning), communications, risk, procurement, QA and testing, user training, program / project delivery, transition planning and ongoing maintenance and support management.
	e. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
	f. Assist with contractor selection tasks
	g. Report project progress, issues, risks, etc to MSDE CIO.
	h. Lend support to various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
	i. Communicate effectively in both verbal (i.e. day-to-day discussions, team meetings) and written (status reports, change requests) form, as well as have an overall ability to be clear and concise in all communications.
	j. Accurately assess the risks associated with each project and systematically manage and report on project risks.
	k. Conduct reviews of contract deliverables, perform design and code reviews.
	l. Ensure that the solutions chosen by MSDE meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility.
	m. Support reuse of software components and COTS products.

	n. Ensure that solutions conform to industry best practices and Maryland state standards. o. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible. p. Develop test plans, assist business users with functional test case development and manage acceptance test execution. q. Effectively manage multiple priorities. r. Perform additional job-related duties as requested.
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. Project Manager - Experience	For minimum requirements, see CATS II Labor Category for Project Manager. Preferred candidates will meet the following criteria: a. Bachelor's degree in IT-related field, b. AND At least 5 (five) years of experience in project management c. AND At least 7 (seven) years of experience in information technology d. Or relevant combination of education and experience e. PMP Certification f. Project management experience on medium to large sized custom development software projects
2. Project Manager - Knowledge	a. Involvement with projects utilizing object-orient languages in a multi-tiered environment b. Involvement in managing distributed application development using Java / J2EE (WebSphere application server deployments preferred), open source frameworks, and enterprise reporting systems. c. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance, d. Involvement with projects that combine COTS implementations with custom software development. e. An understanding of system design using UML. f. An understanding of data modeling
3. Project Manager - Skills	a. Project management and leadership skills in leading technical personnel through the delivery of complex

	projects.
	b. Ability to manage multiple projects in a fast-paced, dynamic work environment.
	c. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts.
	d. Strong decision making and problem solving skills and experience with project delivery.
	e. Excellent business analysis skills
	f. Good technical background
	g. Excellent English communications skills.
	h. Excellent ability to understand and express complex topics.
	i. Demonstrated leadership and attention to detail skills through prior experience at the strategic and tactical / implementation levels.
	j. Strong leadership skills, to include resource allocation and planning skills, with software development projects.
	k. Demonstrated ability to quickly comprehend project scope and business requirements.

Section 4 - Required Submissions
NOTE:

- Master Contractors electing <u>not</u> 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 <u>must</u> submit the following documents:
  - o Resume for each position / service type described in the RFR (Attachment 1)
  - 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 **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
2. Training and Education
3. Price

Request for Resume (RFR)
CATS II Master Contract

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.**

ATTACHMENT 1 – RFR RESUME FORM
RFR # R00B9200106

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:	Project Manager

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]** **[Location]** **[Contact Person]**	*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 - PROJECT MANAGER

RFR # R00B9200106
(This form is to be filled out by Master Contractors)

Year 1		
Hourly Labor Rate	**Annual Hours**	**Year 1 Price (Labor Rate x Hours)**
$	**2080**	$
Year 2		
Hourly Labor Rate	**Annual Hours**	**Year 2 Price (Labor Rate x Hours)**
$	**2080**	$
Option Period 3 (Through May 31, 2014)		
Hourly Labor Rate	**Annual Hours**	**Year 3 Price (Labor Rate x Hours)**
$	**3120**	$
Total RFR Price (Sum of Years 1-3 Prices):	$	

VENDOR'S NAME_____FIN_____

ADDRESS_____

CITY, STATE AND ZIP CODE_____

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.