Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information	
RFR Number: (Reference BPO Number)	**R00B9200128**
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 – Race to the Top (RTTT) Educator Information System (EIS) Expansion **(Each Master Contractor can only submit one candidate for the RFR)**	
Anticipated start date	March 2, 2011
Duration of assignment	One year with two 12 month renewal options
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No
MBE goal, if applicable	0%

Issue Date: mm/dd/yyyy	January 25, 2011	**Due Date:** mm/dd/yyyy	**February 3, 2011**
		Time (EST): 00:00 am/pm	**No later than 12 Noon**
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		
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) Division of Assessment and Accountability (DAA)		
Agency POC Name:	Dorothy M. Richburg, Procurement Officer	**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		

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Section 3 – Scope of Work
Background
The Maryland State Department of Education (MSDE) exemplifies energetic leadership and innovative products and services to improve public education, library services, and rehabilitation services. The Agency has received Race to the Top grant funds from the US Department of Education to implement educational reforms in Maryland and improve the collection and dissemination of information on school and student performance. Several MSDE Race to the Top initiatives will implement new technology systems, train end-users on how to use them, and improve access and information provided by MSDE reporting information systems. Race to the Top educational improvement initiatives will also engage researchers, policy-makers, program managers, superintendents, administrators, teachers, and the public in MSDE's improvement efforts. The purpose of this Request for Resume is to acquire an applications procurement and implementation Project Manager to work in conjunction with the Client Executive to define the requirements, oversee custom software development to develop and implement additional data structures, ETL programs, data processing functionality, and user interfaces for the Microsoft technology based Educator Information System (EIS). This project and other Race to the Top grant initiatives that can be viewed at; http://www.msde.maryland.gov/MSDE/programs/race_to_the_top .
Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities

1. Project Manager – RTTT EIS Expansion	The Project Manager, overseeing the data and software enhancements of the Educator Information System (EIS), will be responsible for the day-to-day project management and planning activities that define, develop, and implement changes to this system. Duties include but are not limited to:
	  a. Developing project initiating and planning document that include: project charter, schedule, system boundary, scope, and requirement documents
	  b. Maintaining standard project management SDLC documentation as required by the Maryland Dept. of Information Technology (DoIT)
	  c. Working collaboratively with other MSDE Divisions and teams to define and prepare system enhancement requirements
	  d. Creating various project plans, staff tasks work plans, and maintaining issue lists,
	  e. Developing procurement and system support requirements to define, modify, and maintain the EIS system, and to secure resources for the procurement of relevant technology

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	f. Managing activities of the project team(s) and/or vendors as necessary
	g. Communicating effectively with stakeholders, including the Race to the Top Technical Program Director, relative to project accomplishments, milestones, issues, risks, and remediation actions.
	h. Managing and assuring the successful attainment of all goals set out at the onset of the project.
	For a detailed description of required PM duties, responsibilities and deliverables, see Attachment 2.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Mandatory Minimum Experience/Knowledge/Skill**
1. Project Manager – Race To The Top (RTTT) Educator Information System (EIS) Expansion	**For minimum requirements, see CATS II Labor Category for Project Manager. Preferred candidates will meet the following criteria:** 1. Education – BS or Master's degree in computer science or an IT related field, 2. AND Project Management Professional (PMP) certification, 3. AND At least five (5) years of project management experience implementing software applications in a production environment, 4. AND At least five (5) years of experience preparing software requirements for custom development projects, 5. AND At least four (4) years experience with Microsoft software development and database technologies, 6. AND At least four (4) years of experience managing a vendor performing custom software development in a Microsoft technologies environment, 7. AND At least two (2) years experience with any HR training and credentialing system preferred, 8. AND At least two (2) years experience with Microsoft CRM preferred; 9. AND At least one (1) year experience in a State agency environment with experience doing state procurements preferred.

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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 <u>or</u> 2A)
    - 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. Resume showing evidence of all skills listed in Section 3. Scope of Work
2. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal.
3. Two (2) references that can be called for performance verification of the submitted consultant(s) work experience and skills.

Section 5 – Evaluation Criteria –
(Provide a list of evaluation criteria in descending order of importance)
1. Work Experience
2. Training and Education
3. Ability to answer interview questions
4. References
5. Price

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.

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RFR #R00B9200128
PROJECT MANAGER
Race To The Top (RTTT) Educator Information System (EIS) Expansion

ATTACHMENT 1 – RFR RESUME FORM

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,

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>			

ATTACHMENT 2

PRICE PROPOSAL
Project Manager – Race to the Top (RTTT)
Educator Information System (EIS) Expansion

(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	$
Optional Period 1 (12 Months)		
Hourly Labor Rate	**Annual Hours**	**Option Period Price (Labor Rate x Hours)**
	2080	$
Optional Period 2 (12 Months)		
Hourly Labor Rate	**Annual Hours**	**Option Period Price (Labor Rate x Hours)**
$	2080	$
Total RFR Price (Sum of Years 1 and Optional Years 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.

ATTACHEMENT 2 CONTINUED
PROJECT MANAGER – DESIRED ABILITIES AND SKILLS

1. Project management experience on medium to large sized custom development software projects.
2. Experience in managing distributed application development and enterprise reporting systems using Microsoft and Oracle technologies.
3. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance.
4. An in-depth understanding of educational environments.
5. An in-depth understanding of human resources credentialing and certification software applications and educational credentialing software applications.
6. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
7. Experience in managing vendors.
8. Experience in state procurement cycles.
9. Strong decision making and problem solving skills and experience with project delivery.
10. Excellent business analysis skills.
11. Excellent technical background.
12. Excellent English communications skills.
13. Excellent ability to understand and express complex topics.
14. Skills to create and manage detailed project plans and budgets with prior experience at the strategic and tactical / implementation levels.
15. Strong management skills, to include resource allocation and planning skills with software development projects.
16. Demonstrated ability to quickly comprehend project scope and business requirements.
17. Demonstrated ability to work effectively with non-technical teams.
18. Demonstrated knowledge of scanning applications and solutions.

ATTACHMENT 2 CONTINUED
PROJECT MANAGER – DUTIES AND RESPONSIBILITIES

1. Support the management and planning of all efforts associated with the projects to include: develop and manage work plans, define and deliver individual project deliverables as a part of the overall program deliverables, manage the expectations of all stakeholders, manage budgets, organize and address 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.
2. Participate in collaborative architecture groups associated with the project.
3. Develop requirements and procurements as required.
4. Provide guidance to MSDE management on technical options associated with data exchange and transfer operations, contractor and state staff performance, and guidance on the feasibility of data transfer technical approaches.
5. 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, Requirements Traceability Document, and overall business understanding of the project needs.
6. 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.
7. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
8. Assist with contractor selection tasks.
9. Report project progress, issues, risks, etc to TO or PMO Project Managers.
10. Support various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
11. 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.
12. Accurately assess the risks associated with the project and systematically manage and report on project risks.
13. Ensure that the solutions chosen by MSDE meet all the non-functional requirements such as security, performance, maintainability, scalability, and extensibility.
14. Ensure that solutions conform to industry best practices and Maryland state standards.
15. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible.
16. Develop test plans and manage acceptance test execution.
17. Effectively manage multiple priorities.
18. Perform additional job-related duties as requested.

ATTACHEMENT 2 CONTINUED
PROJECT MANAGER DELIVERABLES

1. Develops and then maintains a project management plan, and project plans using Work Breakdown Structure (WBS) using Microsoft Project 2007 on a weekly basis.
2. Completes and files all minutes of meetings between MSDE staff and the TO Contractor in the project workspace using a project collaboration tool.
3. Prepares a weekly status report for MSDE. The status report must cover the milestones due that month and any overdue milestones, status of all tasks, new risks identified, scope changes and any other project issues. Issues must include identification, escalation and resolution steps.
4. Prepares for the TO Manager a quarterly status report five (5) business days after the end of each calendar quarter. Report shall be in a format as required by DOIT.
5. Develops a Requirements Traceability Document and maintains the document across all project phases.
6. Develops project strategy documents.
7. Manages Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan.
8. Reviews deliverables by the major project development contractor for completeness, adherence to standards and contract requirements.
9. Works closely with functional managers to resolve team members' workload conflicts;
10. Ensures appropriate product-related training and documentation are developed and made available to customers through project team meetings.
11. Develops and utilizes a communications plan for project stakeholders using SharePoint.
12. Prepares and validates functional requirements and provides support for the RFP process.
13. Prepares a System Boundary Analysis document that meets the State SDLC methodology.
14. Prepares a Risk Management Plan document that meets the State SDLC methodology.
15. Prepares all other required DOIT SDLC project documentations.