

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	R00B9200135		
Functional Area (Enter One Only)	FUNCTIONAL AREA 10 – It Management and Consulting Services		
Position Title/s or Service Type/s (Short term staff or PMP)			
2. Project Manager – Race To The Top (RTTT) Adaptive Computer Projects			
(Each Master Contractor can only submit one candidate for the RFR)			
Anticipated start date	April 1, 2011		
Duration of assignment	One Year with two (1) one year renewal options		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	NO		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	March 1, 2011	Due Date: mm/dd/yyyy	March 10, 2010
		Time (EST): 00:00 am/pm	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		
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:	MARYLAND STATE DEPARTMENT OF EDUCATION 200 West Baltimore Street Baltimore, MD 21201		

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CATS II Master Contract**

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Section 3 – Scope of Work	
Background	
<p>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 a 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.</p> <p>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.</p> <p>The purpose of this Request for Resume is to acquire a software and hardware procurement and implementation Project Manager to coordinate with other Race to the Top project managers to oversee custom development and implementation, and COTS software purchase and implement, for the Race to the Top Computer Adaptive Test System projects. This project, and other Race to the Top grant initiatives, can be viewed at; http://www.msde.maryland.gov/MSDE/programs/race_to_the_top .</p>	
Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Project Manager – Computer Adaptive Test System Projects</p>	<p>The Project Manager will be responsible for the day-to-day project management, project coordination, and implementation planning activities in support the selection, development, and implementing of a statewide student computer adaptive test system and item test bank that will have modules accessible via the MSDE data portal.</p> <p>Duties include but not limited to:</p> <ol style="list-style-type: none"> a. Overseeing staff that will prepare project scope and requirement documents, b. Coordinating with, and if necessary, directing project team leads and associated junior PMs, c. Overseeing subject matter expert staff that will identifying solutions that meet Race to the Top grant and MSDE system needs, d. Overseeing staff creating various project plans, staff tasks work plans, and issue lists, e. Overseeing staff writing procurements to resource the project and procure technology or applications, f. Managing the activities of the project team(s) and/or vendors as necessary,

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	<ul style="list-style-type: none"> g. Interface and collaborate with LEAs, other MSDE teams and Divisions, h. Maintain standard project management SDLC documentation as defined by the Maryland Dept. of Information Technology, and PMBOK that meets IV&V requirements, i. Chair the LEA Joint Design and Collaboration Technology Council j. Manage the entire project process and assure the successful attainment of each and every goal set out at the onset of each project <p>For a detailed description of required PM duties, responsibilities and deliverables, see Attachment 2.</p>
Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	Mandatory Minimum Experience/Knowledge/Skill
1. Project Manager – Computer Adaptive Test System Projects	<p>For minimum requirements, see CATS II Labor Category for Project Manager.</p> <p>THE CANDIDATE MUST ALSO:</p> <ul style="list-style-type: none"> 1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal. 2. The candidate must articulate clear and concise responses to the interview questions 3. Possess good interpersonal communication skills and proper attire. <p>Preferred candidates will meet the following criteria:</p> <ul style="list-style-type: none"> 1. Education – BS or Masters degree in computer science 2. At least ten (10) years of experience in project management, 3. At least five (5) years of experience in overseeing the preparation of software requirements for custom development and COTS software and hardware procurements in an LEA agency, 4. At least five (5) years experience managing custom development solutions, and installing COTS K12 business, education, and student management applications in an LEA agency, 5. At least five (5) years in overseeing an LEA IT data center, 6. At least five (5) years experience with K12 student information systems data, student portals, and student grading systems,

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

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	<p>7. At least five (5) years experience in managing a vendor performing custom development work or implementing a COTS application in an LEA agency.</p>
<p>Section 4 - Required Submissions</p>	
<p>NOTE:</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> o Resume for each position / service type described in the RFR (Attachment 1) o Price Proposal (Attachment 1) 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 	
<ol style="list-style-type: none"> 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 2A for the Price Proposal. 3. Two references that can be called for performance verification of the submitted consultant(s) work experience and skills. 	
<p>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</p>	
<p>1. Work Experience</p>	
<p>2. Training and Education</p>	
<p>3. Ability to answer interview questions</p>	
<p>4. Two current references</p>	
<p>5. Price</p>	
<p align="center">Basis for Award Recommendation</p> <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.</p>	

**Request for Resume (RFR)
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ATTACHMENT 1 – RFR RESUME FORM
RFR #R00B9200135**

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]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<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
Race to The Top (RTTT) Computer Adaptive Test System Projects
RFR #R00B9200135**

(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	\$
1 st Option Period - 12 Months		
Hourly Labor Rate	Annual Hours	Option Period Price (Labor Rate x Hours)
\$	2080	\$
2 nd Option Period - 12 Months		
Hourly Labor Rate	Annual Hours	Option Period Price (Labor Rate x Hours)
\$	2080	\$
Total RFR Price (Sum of Years 1,2,3 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.

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

**RFR#R00B9200135
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.
3. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance,
4. Experience with projects that combine COTS implementations with custom software development.
5. An in-depth understanding of educational environment.
6. An in-depth understanding of educational software applications.
7. Project management and leadership skills in leading technical personnel through the delivery of complex projects.
8. Experience in managing vendors
9. Experience in managing IT data centers in a K12 LEA environment
10. Experience in state procurement cycles
11. Strong decision making and problem solving skills and experience with project delivery.
12. Excellent business analysis skills
13. Good technical background
14. Excellent English communications skills.
15. Excellent ability to understand and express complex topics.
16. Skills to create and manage detailed project plans and budgets with prior experience at the strategic and tactical / implementation levels.
17. Strong management skills, to include resource allocation and planning skills, with software development projects.
18. Demonstrated ability to quickly comprehend project scope and business requirements.

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

RFR #R00B9200135

ATTACHMENT 2 CONTINUED

PROJECT MANAGER – DUTIES AND RESPONSIBILITIES

1. 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, manage budgets, 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.
2. Participate in collaborative architecture groups associated with the project.
3. Develop software programs as required.
4. 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, manage a Requirements Traceability Document and overall business understanding of the project needs.
5. 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.
6. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks.
7. Assist with contractor selection tasks.
8. Report project progress, issues, risks, etc to TO Managers.
9. Lend support to various business and technology teams as necessary during project implementation to ensure solid, scalable, robust solutions.
10. 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.
11. Accurately assess the risks associated with each project and systematically manage and report on project risks.
12. Ensure that the solutions chosen by MSDE meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility.
13. Ensure that solutions conform to industry best practices and Maryland state standards.
14. Ensure that sound development practices are taking place in requirements management, systems testing, and configuration management. Replace old processes with newer ones where feasible.
15. Develop test plans and manage acceptance test execution.
16. Effectively manage multiple priorities.
17. Perform additional job-related duties as requested.

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

RFR #R00B9200135

ATTACHEMENT 2 CONTINUED

PROJECT MANGER DELIVERABLES

1. Develops and then maintains a project management plan, and project plans using Work Breakdown Structure (WBS) using Microsoft Project 2010 on a weekly basis.
2. All meetings between MSDE staff and the TO Contractor require a Meeting Minutes to be completed and filed in the project workspace.
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 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 maintain the document across all project phases;
6. Develops project strategy document
7. Manages Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan;
8. Review of 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; and
11. Develops and utilize a communications plan for project stakeholders.
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.