Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 —General Information	
RFR Number: (Reference BPO Number)	R00B9200188
Functional Area (Enter One Only)	10 – It Management and Consulting Services

Position Title/s or Service Type/s (Short term staff or PMP)	
Labor Category No. 1 Project Manager – Interagency State Longitudinal Data System (SLDS) **(Each Master Contractor can only submit one candidate for the RFR)**	
Anticipated start date	September 24, 2012
Duration of assignment	Up to six (6) months
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	NO

MBE goal, if applicable			0%
Issue Date: mm/dd/yyyy	July 27, 2012	**Due Date:** mm/dd/yyyy	August 23, 2012
		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 / Division of Accountability, Assessment and Data Systems (DAADS)		
Agency POC Name:	Dorothy 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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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 Maryland State Longitudinal Data System (SLDS) will further the advances that Maryland has made in establishing a culture that uses data not only for compliance, but also for the improvement of academic performance and achievement for all students. Maryland's vision for its education longitudinal data and analysis systems is an integrated data network that supports just-in-time analysis to improve education policies and delivery of education. The FY2012 SLDS grant seeks to accomplish the vision through 5 objectives including; expanding data collections; implementing data standards and improving data quality when merging data across multiple agencies; improve access to information; training and professional development; and to further career and college preparation, readiness, and workforce outcome through research using longitudinal data.

MSDE is seeking a Project Manager to manage and support operations for the Interagency SLDS Projects. Responsibilities include, but are not limited to; PMBOK document development, project plans, budget tracking, and executive stakeholder reports and presentations. The Interagency SLDS Project objectives will support the execution of a Maryland State Longitudinal Data System that links student level data across prekindergarten through grade 20. The project will be known as the Interagency State Longitudinal Data System (IA-SLDS) and is an enhancement to the Maryland State Longitudinal Data System enterprise solution to the Data Quality Campaign 10 Essentials Elements of a Longitudinal Data System (http://www.dataqualitycampaign.org/survey/elements).

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Project Manager	The Project Manager is responsible for the day-to-day project management and planning activities in support of the Interagency SLDS project. This will include creating various project plans that will deliver the project deliverables, 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 For a detailed description of required PM duties, responsibilities and deliverables, see Attachment 2.

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Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. Project Manager – State Longitudinal Data System (SLDS)	**For minimum requirements, see CATS II Labor Category 1 for Project Manager.**

SECTION 4 - REQUIRED SUBMISSIONS

NOTE:
- 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:
 	
Email 1 with "Technical": Master Contractor Name, RFR number, & candidate name, and in the subject line
    o Resume for each labor category described in the RFR (Attachment 1)
    o References
 	
Email 2 with "Financial": Master Contractor Name, RFR number, & candidate name, and in the subject line
    o Price Proposal (Attachment 2)
    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

1. Copy of PMI certificate, or equivalent evidence of required training or education.
2. Resume showing evidence of all skills listed in Section 3. Scope of Work
3. Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal
4. Two (2) current 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. Candidate must meet minimum skills in Section 3 to be considered for an interview.
2. Candidate's interview will be ranked based on Excel technical questions
3. Vendor must provide written evidence that the submitted candidate is available to work within 2 weeks of contract being awarded, and is either an employee of the vendor or is currently under contract as a subcontractor.
4. Price rankings of the proposals
5. Candidate's technical merit will rank higher of the overall rank component

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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.

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ATTACHMENT 1 – RFR RESUME FORM
PROJECT MANAGER
RFR # R00B9200188

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]** **[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>			

July 18, 2012

ATTACHMENT 2
RFR PRICE PROPOSAL
PROJECT MANAGER
RFR # R00B9200188

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

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
#1 – Project Manager	$	**1040 hrs**	$
Total RFR Price (Sum of Labor Category Prices):			$

VENDOR'S NAME_____

 ADDRESS_____

CITY, STATE AND ZIP CODE_____

TELEPHONE NO._____FAX NO._____

EMAIL ADDRESS_____

FIN_____DUNS NO._____

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.

PROJECT MANAGER

DESIRED CHARACTERISTICS AND ABILITIES

1. Project management experience on medium to large sized custom development software projects;
2. Strong understanding of the complete systems development lifecycle from project inception through operations and maintenance;
3. Experience with projects that combine COTS implementations with custom software development;
4. An understanding of data modeling;
5. An in-depth understanding of educational environment;
6. Project management and leadership skills in leading technical personnel through the delivery of complex projects;
7. Ability to manage multiple projects in a fast-paced, dynamic work environment;
8. Ability to facilitate and drive resolution of complex business and technical problems associated with software development project efforts;
9. Strong decision making and problem solving skills and experience with project delivery;
10. Excellent business analysis skills;
11. Experience in managing vendors;
12. Experience in state procurement cycles;
13. Good technical background;
14. Excellent English communications skills;
15. Excellent ability to understand and express complex topics;
16. Demonstrated leadership and attention to detail skills through prior experience at the strategic and tactical / implementation levels;
17. Strong leadership skills, to include resource allocation and planning skills, with software development projects;
18. Demonstrated ability to quickly comprehend project scope and business requirements.

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, 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. 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;

3. 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;

4. Actively support the IA-SLDS grant 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;

5. Manage development vendor assignments, contract issues and assigned tasks, conduct quality assurance reviews of vendor output, and develop acceptance criteria for vendor supported tasks;

6. Assist with contractor selection tasks;

7. Report project progress, issues, risks, etc to TO Manager and Project Director;

8. Lend support to various business and technology teams as necessary;

9. 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;

10. Accurately assess the risks associated with each project and systematically manage and report on project risks;

11. Conduct reviews of contract deliverables, perform design and code reviews;

12. Ensure that the solutions chosen by MSDE, or other Inter-agency partners, meet all the non functional requirements such as security, performance, maintainability, scalability, and extensibility;

13. Support reuse of software components and COTS products;

14. Ensure that solutions conform to industry best practices and Maryland state standards;

15. Develop test plans, assist business users with functional test case development and manage acceptance test execution;

16. Effectively manage multiple priorities;

17. Perform additional job-related duties as requested.

DELIVERABLES

1. Develops and then maintains the Work Breakdown Structure (WBS) on MSDE MLDS activities 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 monthly status report for MSDE of the project 5 business days after the end of each month. 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. Manages Change Control, Issues escalation and resolution, Schedule, Costs, and Resources as defined in the project management plan;

7. Review of deliverables by the major project development contractor for completeness, adherence to standards and contract requirements;

8. Works closely with functional managers and Inter-agency project team leads to resolve team members' workload conflicts;

9. Ensures appropriate product-related training and documentation are developed and made available to end-users;

10. Develops and utilize a communications plan for project;

11. Validates functional requirements and provides support for the RFP process;

12. Prepares a System Boundary Analysis document that meets the State SDLC methodology;

13. Prepares a Risk Management Plan document that meets the State SDLC methodology;

14. Prepares a Project Management Plan document that meets the State SDLC methodology under the Planning Phase. It must document project scope, tasks, schedules resources and any interrelationships with other projects. The plan must detail the functional units involved, required job tasks, cost and schedule performance measurement, milestone and review scheduling. It must include a work breakdown structure for the project using Microsoft Project 2010. The plan must have a change management section to define the process to address project scope changes. It must be revised at the end of each phase of the SDLC.