

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

Section 1 –General Information			
RFR Number: (Reference BPO Number)	W00B3400009		
Functional Area (Enter One Only)	Functional Area 10 – IT Management Consulting Services		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Award(s) for a Major IT Development Project Manager(s) may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
1. Senior Project Manager			
2. Project Manager - Technical			
3. Project Manager - Functional			
Anticipated start date	December 2012		
Duration of assignment	Through May 2014		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	%0		
Issue Date: mm/dd/yyyy	11/9/12	Due Date: mm/dd/yyyy	November 29, 2012
		Time (EST): 00:00 am/pm	2 pm
Place of Performance:	Maryland State Policy Headquarters 1201 Reisterstown Road Pikesville, MD 21208		
Special Instructions: (e.g. interview information, attachments, etc.)	<p>Each Master Contractor can only submit one candidate for for each RFR position.</p> <p>Interviews will be conducted by a panel of three persons using a standardized set of interview questions.</p> <p>MSP will make one, two or three awards as a result of this RFR. In order to avoid any appearance of conflict of interest, the Master Contractor awarded the position of Senior Project Manager will not be awarded the positions of the subordinate Project Manager positions.</p> <p>All three of these positions are assumed to be full-time management level positions. As such, State will pay a fixed annual rate on a monthly basis, based on project management resources having submitted acceptable deliverables.</p>		
Security Requirements (if applicable):	Selected individual must pass Maryland State Police background checks and obtain State ID Badges. Right to use polygraph is reserved.		

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Invoicing Instructions:	Invoices for the previous month will be submitted within 3 days of the beginning of the following month. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.
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Section 2 – Agency Point of Contact (POC) Information

Agency / Division Name:	Maryland State Police (MSP), Quartermaster Division		
Agency POC Name:	Deborah Chronister	Agency POC Phone Number:	410-799-2900x342
Agency POC Email Address:	Deborah.chronister@maryland.gov	Agency POC Fax:	410-799-0076
Agency POC Mailing Address:	7745 Washington Blvd. Jessup, MD 20794		

Section 3 – Scope of Work

Background

MSP is leading an effort through the Maryland Statewide Communications Interoperability Program (MSCIP) to create a centralized, law enforcement-based CAD/RMS system. The major stakeholders for the system initially are the law enforcement entities within MSP, DNR Natural Resources Police, MdTA, MTA and MIEMSS. The system will be scalable, such that additional stakeholder agencies, including county and local law enforcement, may be added subsequent to the initial system implementation. The system will include automated field reporting and geographic information systems and vehicle tracking as core functionality. Vehicle tracking will integrate all land, sea and airborne assets used by State law enforcement entities.

The project is in the midst of finalizing development for the CAD portion of the project, with the intention of standing up a proof-of-concept site later this calendar year.

This RFR is to secure the primary day-to-day project leadership team to act on behalf of MSP.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Senior Project Manager	<p>This position shall oversee and direct the CAD/RMS project team, which is comprised of contractors and State personnel. Responsibilities include overall project planning, governance and management. Duties shall focus on project planning, monitoring and control, and serving as primary liaison with MSP and Agency stakeholders.</p> <p>The position shall ensure the appropriate application of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) and the State's Systems Development Lifecycle (SDLC) in managing the project.</p> <p>See Attachment 3 for a detailed description of duties, responsibilities and deliverables.</p>

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2. Technical Project Manager	<p>This position reports directly to the Senior Project Manager and is responsible for all technical aspects of the CAD/RMS project, including, but not limited to, all interfaces. The Technical PM is responsible for managing the technical elements of the project in accordance with PMBOK and SDLC.</p> <p>See Attachment 4 for a detailed description of duties, responsibilities and deliverables.</p>
3. Functional Project Manager	<p>This position reports directly to the Senior Project Manager and is responsible for all functional aspects of the CAD/RMS project, including, but not limited to coordinating stakeholder needs. The Functional PM is responsible for managing the functional elements of the project in accordance with PMBOK and SDLC.</p> <p>Further, the Functional PM is also responsible for the execution of the project's Change Management Plan.</p> <p>See Attachment 5 for a detailed description of duties, responsibilities and deliverables.</p>
<p align="center">Minimum Qualifications</p> <p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below. Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.</p>	
<p align="center">Labor Category/s (From Section 1 Above)</p>	<p align="center">Minimum Experience/Knowledge/Skill</p>
1. Senior Project Manager	<p>Minimum:</p> <ul style="list-style-type: none"> • Ten (10) or more years' project experience as the overall leader of IT projects. • Three (3) or more years' project experience on complex IT projects implementing COTS/Mobile systems. • Three (3) or more years' experience managing deployment of IT software solutions across offices/departments that are geographically and operationally disparate • PMI certification as a PMP • Bachelor's degree from an accredited college in Computer Science, Management Information Systems, or a comparable field of study. <p><i>Preferred:</i></p> <ul style="list-style-type: none"> • Experience leading similar CAD/RMS project.
2. Technical Project Manager	<p>Minimum:</p> <ul style="list-style-type: none"> • Three (3) or more years project experience on complex IT projects implementing COTS/Mobile systems. • Five (5) or more years project experience developing technical requirements for implementing

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	<p>IT systems for private or public sector organizations</p> <ul style="list-style-type: none"> • PMI certification as a PMP. • Bachelor's degree from an accredited college in Computer Science, Management Information Systems, or a comparable field of study. <p><i>Preferred:</i></p> <ul style="list-style-type: none"> • Experience as a Technical PM on a project similar to the CAD/RMS project. • Proficient at managing an integrated project schedule using MS Project
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<p>3. Functional Project Manager</p>	<p>Minimum:</p> <ul style="list-style-type: none"> • Three (3) or more years project experience on complex IT projects implementing COTS/Mobile • Five (5) or more years project experience developing functional (non-technical) requirements for implementing IT systems for private or public sector organizations. • PMI certification as a PMP. • Bachelor's degree from an accredited college in Computer Science, Management Information Systems, or a comparable field of study. <p><i>Preferred:</i></p> <ul style="list-style-type: none"> • Experience as a Technical PM on a project similar to the CAD/RMS project. • Proficient at managing an integrated project schedule using MS Project
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<p align="center">Section 4 - Required Submissions</p> <p>NOTE:</p> <ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing not 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 must 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"> • Resume for each labor category described in the RFR (Attachment 1) • Three (3) current references that can be contacted for performance verification of the submitted consultant(s) work experience and skills. Telephone number and email address of reference is needed. • Copy of current PMI certificate <p>Email 2 with "Financial": Master Contractor Name, RFR number, & candidate name, and in the subject line</p> <ul style="list-style-type: none"> • Price Proposal (Attachment 2) • Conflict of Interest Affidavit (Attachment G in the CATS II RFP) • Living Wage Affidavit (Attachment I in the CATS II RFP) 	
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Section 5 – Evaluation Criteria –

Candidates meeting or exceeding the Minimum Qualifications listed in Section 3 will be evaluated for overall best value, as follows:

(Provide a list of evaluation criteria in descending order of importance)

1. Relevant IT project management experience

2. Training and education

3. Price

(add or delete rows as needed)

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**

RFR # W00B3400009

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Candidate Name:	Labor Category (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 Minimum 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>			

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ATTACHMENT 2

**RFR PRICE PROPOSAL
SENIOR/TECHNICAL/FUNCTIONAL PROJECT MANAGER(S)**

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(This form is to be completed and signed by the Master Contractor)

Period 1 – December 1, 2012 Through November 30, 2013 (12 Months)	
Labor Category	Period 1 Fixed Price
Senior Project Manager	\$
Technical Project Manager	\$
Functional Project Manager	\$
Period 2 - December 1, 2013 Through May 31, 2014 (6 Months)	
Labor Category	Period 2 Fixed Price
Senior Project Manager	\$
Technical Project Manager	\$
Functional Project Manager	\$
RFR Price (Total of Period 1 + Period 2 Prices):	\$

Master Contractor Authorized Signature

Company Name

Title

Company Tax ID number (FEIN)

Invoicing Instructions:

Monthly invoices for each Labor Category shall be for 1/12 the Period 1 Fixed Price, and 1/6 the Period 2 Fixed Price. Invoicing procedures are as follows:

- After the end of each month, the Master Contractor shall complete the top portion of the Performance Evaluation Form (PEF) and send it to the Agency POC.
- The Agency POC shall enter performance ratings and return the PEF to the Master Contractor.
- Upon receipt of a PEF containing an "Average / Overall Rating" of 3 or higher (out of 5), the Master Contractor shall send a copy of the PEF with an invoice for the monthly amount to the Agency POC.
- If the PEF contains an Average / Overall Rating below 3, invoicing by the Master Contractor is not authorized and shall not resume until performance issues are mitigated to the Agency POC's satisfaction.