

**Request for Resume (RFR) for Project Manager
CATS+ Master Contract
All Master Contract Provisions Apply**

Section 1 – General Information			
RFR Number: (Reference BPO Number)	D38B4400002		
Functional Area (Enter One Only)	10 – IT Management Consulting Services		
Labor Category/s			
<i>A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project (MITDP)/Program Manager/Deputy PMs may have tenure of up to five years, or through the end of the project within the Master Contract term; whichever is shorter. An RFR is limited to only labor categories defined in the CATS+ RFP.</i>			
<i>Enter the labor category/s to be provided:</i>			
Project Manager (PM) (note: two separate job descriptions are to be filled under this one CATS+ Labor Category; a Senior PM and a Functional PM, each with additional criteria and experience as described in this RFR)			
Anticipated Start Date	September 16, 2013		
Duration of Assignment	up to five years		
Designated Small Business Reserve?(SBR): (Enter “Yes” or “No”)	No		
MBE Goal, if applicable			0 %
Issue Date:	August 1, 2013	Due Date:	August 23, 2013
		Time (EST):	2:00 PM (local time)
Place of Performance:	<i>Maryland State Board of Elections 151 West St, Suite 200 Annapolis, MD 21401</i>		
Special Instructions: (e.g. interview information, attachments, etc.)	<ol style="list-style-type: none"> 1. Potential contractors may submit up to TWO resumes, <u>one</u> for each position. 2. Candidates must meet all minimum requirements to be considered. 3. Interviews will be conducted in two phases at Maryland State Board of Elections (SBE) offices by a panel using a standardized set of interview questions for all candidates. Telephone interviews will be conducted for all candidates meeting minimum requirements . Selected candidates from the telephone interviews will be asked to come in for a face-to-face interview. 		
Security Requirements (if applicable):	<i>Onboarding of the Contractor’s candidate is subject to passing of a Maryland Criminal Justice Information Systems (CJIS) criminal background check. The background check is required for the candidate to work and to be issued an SBE contractor badge.</i>		

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Invoicing Instructions

1. After the end of each month, the Master Contractor shall complete the top portion of the Performance Evaluation Form (PEF) (Attachment 4) and send it to the Agency Task Order (TO) Manager. Supporting timesheets and activity reports may also be required in conjunction with the PEF.
2. The Agency TO Manager shall enter performance ratings and return the PEF to the Master Contractor.
3. 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 to the Agency TO Manager.
4. 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 TO Manager's satisfaction.
5. The Master Contractor shall invoice as follows:
 - Annual Labor Rate: Task Orders awarded at the Annual Labor Rate shall be invoiced monthly for 1/12 the Annual Labor Rate.
 - Hourly Labor Rate: Task Orders awarded at the Hourly Labor Rate shall be invoiced monthly for actual hours x Labor Rate.

Special Invoicing Instructions:

Invoices will be submitted at the end of each month for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS+ Master Contract RFP. In addition, non-routine travel mileage will be reimbursed as documented in Section 2.2.4 of the CATS+ Master Contract RFP.

Section 2 – Task Order (TO) Procurement Officer (PO) Information

Agency / Division Name:	Maryland State Board of Elections		
Agency PO Name:	Whitney Faust	Agency PO Phone Number:	410.269.2863
Agency PO Email Address:	whitney.faust@maryland.gov	Agency PO Fax:	410.974.2019
Agency PO Mailing Address:	<i>Same as above in Place of Performance</i>		

Section 3 – Scope of Work

Background

The Maryland State Board of Elections (SBE) has the responsibility of ensuring the uniformity of election practices and to promote fair and equitable elections. This includes the implementation, management, and oversight of the voting system used in the 24 local boards of election for Maryland citizens and their ability to exercise their rights to vote.

In 2007, SBE was mandated (see Election Law Article § 9-102 of the Annotated Code of Maryland) to select, certify, and implement a new statewide paper-based optical scan voting system to replace the current electronic voting system. SBE intends to have the optical scan system in place and ready for use in the 2016 Presidential Election cycle.

The statewide implementation of the New Voting System Replacement (NVSR) project will involve a major change in the manner in which voters of Maryland exercise their right to vote. Moving to an optical scan system for all voters is a major impact on the elections process. In addition to the implementation and impact of a new voting system hardware system, there are several other impacts to the Maryland election community infrastructure that will need to be addressed. Impacts include but are not limited to using different vehicles to communicate the

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message of the new system to all stakeholders, training election officials and election judges who are assigned statewide to each of the nearly 2,000 precincts, logistics for the inventory and transportation of equipment, and numerous other business and election processes integrated with the voting system.

The NVSR project, contingent on available funding and approvals, includes securing the services of a contract project management team for this project, the identification of the technical and accessibility requirements for the voting system, completing Maryland certification of available systems, procurement of the system, development and conduct of acceptance and other levels of testing of the new system, training for key stakeholders on all facets of the new system, voter education and outreach on how to use the new system, development of interfaces with other systems, security analysis, and the collection and disposal of the old voting system. Additionally, the implementation phase for this project will include verifying the use of the new equipment in both the 2016 Presidential Primary and General elections. A highly visible complex project such as this require Project Managers with the keen ability to lead, manage, and with organization skills that will keep the project within scope, on time, and within budget resulting in a successful implementation.

The SBE Core Project Team has the overall governance and direction responsibilities for the NVSR project. The Core Project team currently comprises representatives and subject matter experts from SBE, the local boards, and will include the two Project Managers brought on board as the result of this RFR.

The contract Project Manager’s primary charges will be to lead and manage the NVSR project execution and project team members assigned to the project in whatever capacity. The Project Managers will assist with bringing onboard additional resources in other project management labor categories. The Project Managers will assume the responsibility for completing the Maryland Department of Information Technology (DoIT) system development life cycle (SDLC) deliverable requirements for a major project. This will involve at least eight different phases (Initiation, Concept, Planning, Requirements Analysis, Design, Development, Testing, and Implementation) each of which have review and approval requirements before proceeding to the next phase. Just as important, responsibility for the Project Managers and the project team is the execution and control of the project to completion. This will require working with the several stakeholder and stakeholder groups to gather the content required for the documentation deliverables and to make sure the project execution progress as expected.

While the NVSR project is the focus and primary charge for the Project Managers for this RFR, the Project Managers may be requested to assist, manage, or lead other SBE election related projects during the period of performance. Most deliverables and work descriptions describe NVSR; however, all deliverables and work descriptions shall apply to NVSR and to any additional projects assigned to the project managers during the period of performance.

A maximum of ONE Senior Project Manager (SPM) and ONE Functional Project Manager (FPM) is sought under this RFR. SBE shall award to the Master Contractor(s) that supply the best candidate in either or both positions.

Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
Sr. Project Manager (SPM)	The SPM will oversee, lead, and manage, as directed by the SBE Core Project

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team, the NVSR project and the project team that will comprise contractors, technical experts, and other State and local board personnel. The SPM responsibilities include overall project planning, governance and management. Duties shall focus on project planning, execution, monitoring and control for the NVSR Project. The SPM may be requested to direct or assist with the project management of other agency projects that may include other Major Information Technology Development Projects (MITDP).

The SPM shall ensure the appropriate application of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) and the State's SDLC in managing projects.

The SPM shall work collaboratively with the project stakeholders and stakeholder groups to define business processes, requirements and system specifications, define procurement strategies, write procurements as necessary, provide project management services, and monitor project progress for the NVSR project and any other project assigned by SBE.

Duties include, but are not limited to:

- a. As directed by the Agency TO Manager and the SBE Core Project Team oversee and direct the NVSR Project and manage the project team resources assigned,
- b. Serve as a member of the SBE Core Project Team,
- c. As appropriate, will assist the Agency TO Manager in identifying project team needs and bringing resources onboard. In addition, the SPM will assist the Agency TO Manager with the performance reviews of all contract project team resources,
- d. Ensure the expected execution of the NVSR project governance, communications with agency sponsors and all other stakeholders. This includes the planning, budgeting, risk management, quality assurance, and implementing course corrections as needed,
- e. Manage, review, and monitor the activities of the NVSR project teams(s) and/or vendors,
- f. Ensure change control procedures are followed with any changes to scope or requirements for the project,
- g. Provide project definition for preparing scope and requirements documents,
- h. Identify critical paths, tasks, dates, testing, and acceptance criteria,
- i. Working collaboratively with State staff (contractors and State and local board employees) with the day-to-day management of the NVSR project, identifying issues and risks, and recommending possible issue resolutions and risk mitigation strategies,
- j. Manage and lead effective communications with stakeholders,
- k. Prepare business processes, functional and non-functional requirements and associated procurements to secure appropriate vendors for the voting system solution and other related products and services,
- l. Help establish, oversee, and manage the public relations and voter education and outreach campaigns,

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	<ul style="list-style-type: none"> m. As needed or directed, with SBE resources, make presentations and reports before stakeholder groups as it pertains to the NVSR project, n. Maintain standard project management SDLC documentation as required for the Maryland Department of Information Technology (MITDP), as appropriate, o. Manage the entire project success and assure the successful attainment of each and every goal set out at the onset of the project and those identified during project lifecycle, p. Schedule and facilitate weekly and other project management review meetings and produce documentation as defined herein that will keep the Agency TO Manager, SBE Core Project Team, and other key stakeholders informed of the status of the project, q. Provide timely weekly status reporting as directed by the Agency TO Manager, r. As directed by the Agency TO Manager, oversee and direct other projects as assigned, s. Complete other duties as assigned, t. Job responsibilities may be reassigned as new resources are added to the project team. <p><i>See Attachment 3 for a detailed description of duties, responsibilities and deliverables.</i></p>
<p>Functional Project Manager (FPM)</p>	<p>The FPM will report to the SPM and will have the responsibility for supporting the NVSR project primarily through project plan development, requirements gathering; project scheduling; risk management; and NVSR project status reporting.</p> <p>The FPM will coordinate and manage the related work of the NVSR project team that will comprise contractors, technical experts, and State and local board personnel.</p> <p>The FPM shall ensure the appropriate application of the Project Management Institute’s (PMI) Project Management Body of Knowledge (PMBOK) and the State’s SDLC in managing the project.</p> <p>The FPM shall work collaboratively with the project stakeholders and stakeholder groups to define business processes, requirements and system specifications, define procurement strategies, assist with the writing of procurements as necessary, provide project management services and monitor project progress for the NVSR project and any other project assigned by SBE.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> a. As directed by the SPM and the SBE Core Project Team oversee those project areas of responsibility for the NVSR Project, b. Will serve as the Deputy Project Manager for the project, c. Serve as a member of the SBE Core Project Team, d. Working with the Technical Writer, coordinate, manage, and maintain the project management plan and other SDLC

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	<p>documents,</p> <ul style="list-style-type: none"> e. Working with the Technical Writer, coordinate the development of the several election related documentation requirements, f. Coordinate and lead the writing of the detailed functional and non-functional NVSR project requirements, g. Manage the project(s) risk requirements that include the responsibility for the risk register, h. Assist with the day-to-day management of the NVSR project, identifying issues and risks, and recommending possible issue resolutions and risk mitigation strategies, i. Provide project schedule related support to include data entry, task management, and reporting, j. As directed by the Agency TO Manager or SPM participate in other projects, k. Maintain standard project management SDLC documentation as required for the Maryland Department of Information Technology (MITDP), as appropriate, l. Communicate effectively with stakeholders, m. Participate in project management review meetings that will keep the Agency TO Manager, the SBE Core Project Team, and other key stakeholders informed of the status of the project, n. Complete other duties as assigned, o. Job responsibilities may be reassigned as new resources are added to the project team. <p><i>See Attachment 3 for a detailed description of duties, responsibilities and deliverables.</i></p>
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Minimum Qualifications	
<p>For minimum qualifications, see the labor category description in the CATS+ RFP for the subject RFR labor categories. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below. Candidates who do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation.</p> <p>Both Labor Categories in this RFR correspond to the CATS+ Master Contract labor category Project Manager.</p>	

Labor Category/s (From Section 1 Above)	Minimum Qualifications
<p>Sr. Project Manager (SPM)</p>	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university in, Engineering, Computer Science, Information Systems, Business or other related discipline <p>General Experience:</p> <ul style="list-style-type: none"> • At least five (5) years of experience in project management.

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	<ul style="list-style-type: none"> • Current PMI certification as a PMP. • Current PMI certification as a PgMP. <p>Specialized Experience:</p> <ul style="list-style-type: none"> • At least five (5) years of experience in managing IT-related projects, • Must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget, • Within the last eight (8) years, has experience planning, implementing, and project managing software applications or hardware solutions from conception to implementation. • Experience leading and managing at least one project with a total contract value of at least 25 million.
<p>Functional Project Manager (FPM)</p>	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline <p>General Experience:</p> <ul style="list-style-type: none"> • At least five (5) years of experience in project management, • Current PMI certification as a PMP. <p>Specialized Experience:</p> <ul style="list-style-type: none"> • At least five (5) years of experience in managing IT-related projects, • Must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget, • Within the last five (5) years, has experience planning, implementing, and project managing software applications or hardware solutions from conception to implementation • Demonstrated skills and experience writing detailed functional and non-functional requirements for complex projects as evidenced by specific descriptions in work experience submitted in Attachment 1.
<p>Preferred Qualifications</p> <p>The additional Experience/Knowledge/Skills listed below are preferred by the State.</p>	
<p>Sr. Project Manager (SPM)</p>	<p>General Experience:</p> <ul style="list-style-type: none"> • Twelve (12) years of experience in project management, at least eight (8) of which include experience in managing IT-related projects, • Managing election administration or election technology related projects, • Knowledge and understanding of common challenges to COTS integration, • Project management and leadership skills in leading challenging stakeholder groups through the delivery of complex projects, • Experience with projects that are COTS implementations, • Experience managing distributed projects with multiple regional

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	<p>stakeholders (e.g. election local boards),</p> <ul style="list-style-type: none"> • Complete understanding of the system development lifecycle from project inception through operations and maintenance, • Experience managing project scope and business requirements change, • Experience monitoring, evaluating, and reporting on project quality and performance, • Strong decision making and problem solving skills, • Experience with project delivery to include projects with complex logistics (e.g. transportation, facilities, equipment disposal), • Demonstrates an understanding of how to manage voting system requirements for reports, interfaces, data conversion and added functionality, • Successful past experience leading troubled projects back to health and ultimately successful completion, • Excellent business and analysis skills, • Excellent English communication skills, • Experience using the Microsoft Office suite of applications and MS Project.
<p>Functional Project Manager (FPM)</p>	<p>General Experience:</p> <ul style="list-style-type: none"> • Ten (10) years of experience in project management, at least eight (8) of which include experience in managing IT-related projects, • Managing election administration or election technology related projects, • Knowledge and understanding of common challenges to COTS integration, • Project management and leadership skills in leading challenging stakeholder groups through the delivery of complex projects, • Experience with projects that are COTS implementations, • Experience managing distributed projects with multiple regional stakeholders (e.g. election local boards), • Complete understanding of the system development lifecycle from project inception through operations and maintenance, • Experience managing project risks and issues, • Experience managing project scope and business requirements change, • Experience monitoring, evaluating, and reporting on project quality and performance, • Strong decision making and problem solving skills, • Experience with project delivery to include projects with complex logistics (e.g. transportation, facilities), • Candidate demonstrates an understanding of how to manage voting system requirements for reports, interfaces, data conversion and added

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	<p>functionality,</p> <ul style="list-style-type: none"> • Successful past experience leading troubled projects back to health and ultimately successful completion, • Excellent business and analysis skills, • Excellent English communication skills, • Experience using the Microsoft Office suite of applications and MS Project.
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Section 4 - Required Submissions

NOTE:

- 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+ web site.
- Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in the same email. The size of the email shall not exceed 8 Mb, and contents of the email are as follows:

Email Attachments for “Technical”: Master Contractor Name, RFR number in the subject line

- Resume for each RFR labor category the Master Contractor proposes for this RFR (submitted as Attachment 1)
- Three (3) current references per candidate 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
- Conflict of Interest Affidavit (Attachment G in the CATS+ RFP)- signed, PDF format
- Living Wage Affidavit (Attachment I in the CATS+ RFP) – signed, PDF format
- Affidavit regarding non-investment in IRAN (Attachment 5 below)- signed, PDF format
- Non-Disclosure Agreement (TO CONTRACTOR) (Attachment 6 below) – signed, PDF format

Email Attachments for “Financial”: Master Contractor Name, RFR number in the subject line

- Price Proposal (Attachment 2)

1.	Resume showing evidence of all skills listed in Section 3 – Scope of Work – Completed in Attachment 1
2.	Copy of current PMI certificate
3.	Statement within the Price Proposal that rate is all inclusive – Use Attachment 2 for the Price Proposal. Submit in PDF format.
4.	Three (3) references that can be contacted for performance verification of the submitted consultant’s work experience and skills. References must be accessible and knowledgeable regarding consultant’s work.

Section 5 – Evaluation Criteria –

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

1.	Specific work experience and relevant expertise as indicated in Attachment 1 and in the interview (minimum qualifications must be listed in Attachment 1).
2.	Education and certifications
3.	References

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4. Price

Basis for Award Recommendation

The Agency PO will recommend award to one or more Master Contractors 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 PO will initiate and deliver a Task Order 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 # D38B4400002**

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 3 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Labor Category
(from Section 1 of the RFR)

Candidate Name:

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. Starts with the most recent experience first; do not include non-relevant experience.

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

[Organization] *Description of Work...*
[Title / Role]
[Period of Employment / Work]
[Location]
Work]
[Location]
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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LABOR CATEGORY PERSONNEL RESUME SUMMARY

(ATTACHMENT 1 CONTINUED)

*“Candidate Relevant Experience” section must be filled out. Do not enter “see resume” as a response.

Proposed Individual’s Name/Company:	How does the proposed individual meet each requirement?
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LABOR CATEGORY TITLE – PROJECT MANAGER

Requirement	Candidate Relevant Experience *
Education: <ul style="list-style-type: none"> <list education requirements for this labor category from Section 3> 	Education:
General Experience: <ul style="list-style-type: none"> <list general experience requirements for this labor category from Section 3> 	General Experience:
Specialized Experience: <ul style="list-style-type: none"> <list specialized experience for this labor category from Section 3> 	Specialized Experience:

The information provided on this form for this labor category is true and correct to the best of my knowledge:

Master Contractor Representative:

Print Name

Signature

Date

Proposed Individual:

Signature

Date

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ATTACHMENT 2 - PRICE PROPOSAL

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(This form is to be filled out by Master Contractors - Submit with the Financial Response) Master Contractors may propose one or both labor categories.

Sr. Project Manager (SPM) [CATS LABOR CATEGORY "Project Manager"]				
Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	PERIOD 1 Evaluation Price (B x C)
Base Period 1 (September 16, 2013 – August 30, 2014)			2000	\$
Option #1 – Period 2 (September 1, 2014 – August 30, 2015)			2000	\$
Option #2 – Period 3 (September 1, 2015 – August 30, 2016)			2000	\$
Option #3 – Period 4 (September 1, 2016 – August 30, 2017)			2000	\$
Option #4 – Period (September 1, 2017 – August 30, 2018)			2000	\$
Total Sr. Project Manager Evaluation Price:				

Functional. Project Manager (FPM) [CATS LABOR CATEGORY "Project Manager"]				
Labor Category	A	B	C	D
	Fully Loaded Annual Labor Rate*	Fully Loaded Hourly Labor Rate	Evaluation Hours	PERIOD 1 Evaluation Price (B x C)
Base Period 1 (September 16, 2013 – August 30, 2014)			2000	\$
Option #1 – Period 2 (September 1, 2014 – August 30, 2015)			2000	\$
Option #2 – Period 3 (September 1, 2015 – August 30, 2016)			2000	\$
Option #3 – Period 4 (September 1, 2016 – August 30, 2017)			2000	\$
Option #4 – Period (September 1, 2017 – August 30, 2018)			2000	\$
Total Functional Project Manager Evaluation Price:				

Authorized Individual Name

Company Name

Title

Company Tax ID #

*The Agency reserves the right to award each individual position at either the proposed Annual Labor Rate or proposed Hourly Labor Rate. The Annual Labor Rate requires a minimum of 1920 hours worked annually. The Hourly Labor Rate cannot exceed the Master Contract rate, but may be lower. Both rates must be fully loaded, all inclusive, and shall include all direct and indirect costs for the Master Contractor to perform under the TO Agreement. Evaluation Hours are for evaluation purposes only and do not represent actual hours to be worked or invoiced.

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**ATTACHMENT 3
RFR #D38B4400002
PROJECT MANAGER (PM)
DUTIES & RESPONSIBILITIES**

1. ROLE DEFINITIONS

A.	TO Procurement Officer – State staff person responsible for managing the RFR process up to the point of TO award.
B.	TO Manager – State staff person who oversees the PM’s work performance and administers the TO once it is awarded.
C.	TO Contractor – The CATS+ Master Contractor(s) awarded a TO as a result of this RFR. The TO Contractor shall provide the PM resource and be accountable for PM work performance under the TO.
D.	Sr. Project Manager (SPM) – The person provided by the TO Contractor as a result of this RFR. The SPM is responsible for overall project planning and execution. The PM is responsible for performing the duties and responsibilities described in Section 3 Job Description Duties and Responsibilities and in Attachment 3, and for completing all assigned tasks and deliverables under the TO. The PM reports directly to the TO Manager and shall oversee and direct the Project Team made up of State and contractual personnel.
E.	Functional Project Manager (FPM) – The person provided by the TO Contractor as a result of this RFR. The FPM is responsible for performing the duties and responsibilities described in Section 3 Job Description Duties and Responsibilities and in Attachment 3, and for completing all assigned tasks and deliverables under the TO. The FPM reports directly to the SPM and will also function as the Deputy PM for the NVSR project.
F.	Other Project Contractors – Other contractors responsible for project tasks and/or implementation, including their PM and other personnel assigned to the project. The Other Project Contractors report to the SPM for project purposes with oversight by the TO Manager.

2. PROJECT MANAGER DUTIES AND RESPONSIBILITIES

The SPM and FPM shall assist the project team comprised of current State and contractual personnel. Responsibilities include overall project governance and direction and risk management as needed. Duties shall focus on project planning, execution, monitoring, control, team integration, change integration, and project corrective action as needed. Both positions shall ensure the application of PMI and State SDLC standards in managing the project.

The SPM and FPM shall be capable of performing all assigned tasks with self-sufficiency and minimal guidance from the TO Manager. Both PM’s performance shall be rated by the State each month, based on performance in the nine PMBOK knowledge areas as applied to the Project, and the quality of the written deliverables described in Section 7 below.

The SPM and FPM shall be accountable for the creation of any and all written deliverables that do not exist for the project and for updating those that do exist. The SPM and FPM shall ensure that all deliverables are consistent with standards in the PMI PMBOK and the State of Maryland SDLC (see Section 3 below).

PM Project Management Duties

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An asterisk (*) by the section number below and bold italics identifies a deliverable associated with the duty / responsibility. Refer to Section 7 for full descriptions of the minimum required deliverables and time of performance.	
2.1	Become thoroughly knowledgeable on all aspects of the NVSR Project and any other project assigned by SBE.
2.2	<p>Provide guidance and oversight consistent with PMI and PMBOK principles of project management and the State of Maryland SDLC. Manage and integrate project resources including oversight of the project team. Exercise PM best practices for the Project and oversee and perform project activities consistent with the nine knowledge areas including:</p> <ul style="list-style-type: none"> • Procurement Management - consisting of procurement planning, contracts planning, authoring solicitations, evaluation, requesting solicitation responses, selecting contractor(s), administering contract(s), and contract(s) closing activities. • Schedule Management - consisting of activity definition and sequencing, resource estimating, duration estimating, schedule development, and schedule control activities. • Integration Management - consisting of project plan development, project plan execution, and integrated change control activities. • Scope Management - consisting of project initiation, scope planning, scope definition and scope change control activities. • Cost Management - consisting of resource planning, cost estimating, budgeting and cost control activities. • Human Resources Management - consisting of organizational planning, project team acquisition and staff development activities. • Risk Management - consisting of risk management planning, risk identification, risk quantitative and qualitative analysis, response planning, monitoring, and control activities. • Quality Management - consisting of quality planning, quality assurance and quality control activities. • Communications Management - consisting of communications planning, information distribution, progress and performance reporting, and stakeholder communications management activities.
2.3	<p>Implement organizational change management that includes a holistic approach and process for leading the Agency(ies) and its people through the planned changes from the project including:</p> <ul style="list-style-type: none"> • Building buy-in for the change(s); • Anchoring the change(s) in business operations; • Ensuring that the people in the organization are ready, willing, and able to adopt the change(s); and • Managing and measuring the change(s) so that the change(s) implemented are sustained and the desired benefits of the changes are realized.
2.4 *	<p>Create and manage updating of the <i>Project Management Plan (Deliverable 7.1)</i>.</p> <ul style="list-style-type: none"> • Ensure that plan components adequately document how the project will be executed,

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	<p>monitored and controlled.</p> <ul style="list-style-type: none"> • Ensure that the plan adequately defines the managerial, technical, and supporting processes and activities necessary for sound project development. • Ensure that the plan adequately covers topics such as Scope Management, Schedule Management, Quality Management, Resource Management, Communications Management, Project Change Management, Risk Management, Procurement Management and others as deemed necessary to manage the project.
2.5 *	Review and provide input and updates to the Work Breakdown Structure (WBS) (Deliverable 7.2) consistent with PMBOK standards for all project work.
2.6 *	<p>Create and manage updating of the Integrated Master Schedule (Deliverable 7.3) based on the WBS (see 2.4 above) and usable for tracking project activities.</p> <ul style="list-style-type: none"> • This schedule shall include all project management, agency and contractor(s) activities in sufficient detail to manage the project. • The schedule shall include milestones, deliverables, periods of performance, degrees of completion, and assigned resources for all project activities. • The activities duration in the master schedule shall be at appropriate level of granularity to manage and track project progress. As a general rule of thumb, activity durations on the master schedule shall be broken down to greater than 8 hours and less than 80 hours in duration. • Oversee appropriate updates to the Project Management Plan (see 2.4 above) and related project components as outlined in the SDLC.
2.7	<p>Assist with integration of other Project Contractors' schedules and methodologies into the Integrated Master Schedule (see 2.6 above) to track all project progress.</p> <ul style="list-style-type: none"> • Ensure appropriate updates to the Project Management Plan (see 2.4 above) and related project components as outlined in the SDLC.
2.8 *	<p>Create and manage updating of the Communications Management Plan (Deliverable 7.4) for all project stakeholders.</p> <ul style="list-style-type: none"> • Include stakeholder register, distribution structure, description of information to be disseminated, schedule listing when information will be produced and method for updating the communications plan. • Ensure all appropriate stakeholders have been identified and their requirements and expectations have been documented and managed within the scope of the project.
2.9 *	<p>Create and manage updating of the Risk Management Plan (RMP) and Risk Registry (Deliverable 7.5).</p> <p>At a minimum the RMP shall:</p> <ul style="list-style-type: none"> • Identify and prioritize potential risks to successful completion of the SDLC Phases. • Incorporate pertinent risk information found in the Master Project Status Report (see 2.18 below). • Include a Risk Registry of all project risks that will be updated throughout the project.
2.10	Develop, document and implement escalation and resolution processes for the project and communicate the process to all stakeholders.

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2.11 *	<p>Ensure the Project Team has created and is updating a <i>Deliverable Comments Matrix (DCM) (Deliverable 7.6)</i> for each project deliverable or SDLC artifact. This includes:</p> <ul style="list-style-type: none"> • Ensure that the Project Team reviews, and coordinates the review among appropriate stakeholders, of Project deliverables for completeness and conformance to requirements. • Ensure the Project Team documents resulting issues and questions in the DCM to be resolved by the Development Contractor prior to deliverable acceptance. • Ensure the Project Team reviews subsequent updated versions of deliverables to confirm all issues and questions have been resolved satisfactorily. <p>The DCM process is part of the Quality Assurance Plan (see 2.16 below).</p>
2.12 *	<p>Create and manage updating of the <i>Change Management Plan (Deliverable 7.7)</i> that describes the process for making changes to project scope, requirements, or cost as necessary.</p> <p>At a minimum, the Change Management Plan shall:</p> <ul style="list-style-type: none"> • Describe the change management and approval processes to include: <ul style="list-style-type: none"> – Coordination with the TO Procurement Officer to define change order scope, cost, and project impact of proposed changes to the project; – Coordination with the TO Manager for review and approval of proposed changes to the project; – Coordination with the Project Team and any Contractors for review and agreement on proposed changes; – Coordination with the TO Manager and any Contractors for documentation and implementation of change orders; and – Project integration management consistent with the PMBOK for approved changes. • Describe the tools used (e.g., change request form, repositories). • Describe how the PM will manage the change control process and track changes for the project.
2.13	<p>As necessary to support the project, work closely with the Project Team and any stakeholders (state or contracting) to develop or review and update detailed project requirements. Requirements activities may include:</p> <ul style="list-style-type: none"> • Stakeholder interviews; • Documenting before and after business processes; • Review of existing requirements documentation; • Joint Application Development (JAD) sessions; • COTS software “gap fit analysis”; • Demonstrations of existing similar systems (benchmarking); and <p>Requirements walkthroughs</p>
2.14	<p>Create and manage the updating of a Requirements Document (Deliverable 7.18).</p> <ul style="list-style-type: none"> • Engages Project Team personnel and stakeholders in requirements development as needed

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	<ul style="list-style-type: none"> Manages requirements through strict change control and configuration control processes.
2.15 *	<p>Create and manage updating of the Requirements Traceability Matrix (RTM) (Deliverable 7.8) that describes and provides a numbering system for all project requirements for traceability through testing.</p> <ul style="list-style-type: none"> Documents requirements in the RTM including acceptance criteria for all technical and functional requirements. Traces requirements through testing and implementation via updates to the RTM. <ul style="list-style-type: none"> Updates RTM in conjunction with weekly requirements / design reviews.
2.16 *	<p>Create and manage updating of the Quality Management Plan (Deliverable 7.9). At a minimum the QMP shall:</p> <ul style="list-style-type: none"> Describe the process for quality management of project deliverables via the DCM process (see 2.11 above). Describe the process for quality management of requirements using the RTM. Describe the processes for quality management of testing, software development and configuration management, as applicable. Develop a written procedure for configuration control for application code promotion.
2.17	<p>Create and manage updating of the PM Status Report and Timesheet (Deliverable 7.10). At a minimum, the PM Status Report and Timesheet shall:</p> <ul style="list-style-type: none"> Report on completed and planned project activities for the reporting period, Highlight schedule deviation from baseline, Provide schedule updates, progress of work being performed, milestones attained, resources expended, Document risks, and issues encountered and corrective actions taken Track project cost and expenditures
2.18 *	<p>Create and manage updating of the Master Status Report (Deliverable 7.11). Assist with weekly Project Team meetings, to include any Contractors' updates when appropriate. At a minimum the Master Status Report shall contain sections for the following:</p> <ul style="list-style-type: none"> Lessons learned from the project and any other pertinent status information. Design / requirements reviews and discussions on project status. Project status, risk and issue dispositions for the past week, and planned activities for the week upcoming. PM activities and needed updates to the Integrated Master Schedule (see 2.6 above), Master RMP (see 2.9 above), and RTM (see 2.15 above). Performance as measured against the Project Schedule.
2.19	<p>Ensure project governance and control according to the Project Management Plan (see 2.4 above).</p> <ul style="list-style-type: none"> Work with the Project Team and any Contractors to address schedule variances or changing risks.

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	<ul style="list-style-type: none"> • Ensure the documentation of schedule variances in the Integrated Master Schedule (see 2.6 above) and Master Status Report (see 2.18 above).
2.20	<p>Ensure that the Project Team will collect, organize, store, and manage project documents in a central repository. This includes:</p> <ul style="list-style-type: none"> • Maintaining current and archival files (electronic and paper) • Collecting and distributing information to and from stakeholders • Entering updates into project tracking systems to record baseline and maintain document control.
2.21	Function as a liaison between Agency personnel, project stakeholders and any Contractors.
2.22	<p>Assign other minor duties related to project management support to the Project Team. Minor duties may include:</p> <ul style="list-style-type: none"> • Responding to phone calls and email • Scheduling and attending ad hoc meetings • Engaging in task order performance discussions • Coordinating Development Contractor invoicing • Participating in Independent Verification & Validation (IV&V) assessments.
2.23 *	<p>Create and manage updating of the Human Resource Management Plan (Deliverable 7.12). At a minimum, the Human Resource Management Plan shall:</p> <ul style="list-style-type: none"> • Identify project tasks and assignments and work with Agency and any Contractors to resolve workload conflicts. • Define roles and responsibilities needed for each resource on the project. • Provide projections for resource and resource utilization. • Define staff acquisition strategy including backfilling of State resources if applicable. • Document staff training plan if required. • Define organizational structure based on resources.
2.24 *	<p>Create and manage updating of the Schedule Management Plan (Deliverable 7.13). At a minimum, the Schedule Management Plan shall:</p> <ul style="list-style-type: none"> • Document tools the project will use to manage the schedule and frequency of updates. • Define process for how schedule shall be tracked and reported including metrics used to report overall schedule performance. • Define process for schedule change process, including the process for baselining schedule and approving schedule changes.
2.25 *	<p>Create and manage updating of the Cost Management Plan (Deliverable 7.14). At a minimum, the Cost Management Plan shall:</p> <ul style="list-style-type: none"> • Establish the activities and criteria for planning, structuring, and controlling project costs. • Establish the project cost baseline through cost estimation and budget determination. • Define cost estimating and cost controls for the project. • Define and document how costs and cost variances will be reported regularly.

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2.26 *	<p>Create and manage updating of the <i>Procurement Management Plan (Deliverable 7.15)</i>. At a minimum, the Procurement Management Plan shall:</p> <ul style="list-style-type: none"> • Define the procedures for how the project will purchase or acquire all products and services needed from outside the team to perform project tasks • Document procurement management activities for the project. • Document contract management activities for the project.
2.27 *	<p>Create related <i>Procurement Documents (Deliverable 7.17)</i> to secure additional services for SBE project including any necessary services to support up to two voting events in Maryland. At a minimum, the Procurement Documents shall:</p> <ul style="list-style-type: none"> • Incorporate functional and non-functional requirements at a sufficient level of detail for contractors to proposed to the services being requested, • Incorporate any As-Is and To-Be business processes related to project, • Conform to required procurement practices including applicable standards and regulations such as COMAR. <p>NOTE: Offeror(s) awarded this Contract may NOT submit proposal(s) in response to any subsequent SBE solicitation(s) associated with the acquisition or implementation of the planned modifications or replacement system associated with the SBE project.</p>
2.28	Develop and review other project artifacts as assigned by TO Manager.
2.29	Perform other project-related duties as assigned by TO Manager or SBE.

3. REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES

The SPM and FPM shall keep informed of and comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects applicable to activities and obligations under the TO Agreement, as those laws, policies, standards and guidelines may be amended from time to time. The SPM and FPM shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution and it shall obtain and maintain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the TO Agreement. These may include, but are not limited to:

A.	The nine project management knowledge areas in the PMI’s PMBOK.
B.	The State’s SDLC methodology at: www.doit.maryland.gov - keyword: SDLC.
C.	The State’s IT Security Policy and Standards at: www.DoIT.maryland.gov - keyword: Security Policy.
D.	The State’s IT Project Oversight at: www.DoIT.maryland.gov - keyword: IT Project Oversight.
E.	The State of Maryland Enterprise Architecture at www.DoIT.maryland.gov - keyword: MTAf (Maryland Technical Architecture Framework).

4. MONTHLY PM PROJECT OVERSIGHT PERFORMANCE RATINGS

Each month the TO Contractor shall submit a Performance Evaluation Form (PEF) to the TO Manager. The TO Manager will rate the PM’s performance based on the criteria described in the PEF.
In the event of poor or non-performance by the PM resulting in a rating of “unacceptable,” payment shall be

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withheld pending the outcome of the procedures described in Section 5.

5. MITIGATION PROCEDURES FOR POOR OR NON-PERFORMANCE

As warranted by poor or non-performance by the PM, the Agency shall pursue the following mitigation procedures prior to requesting a replacement PM:

A.	The TO Manager shall document performance issues and give written notice to the TO Contractor clearly describing problems and delineating remediation requirement(s).
B.	The TO Contractor shall respond with a written remediation plan within three business days and implement the plan immediately upon written acceptance by the TO Manager.
C.	Should performance issues persist, the TO Manager may give written notice or request the immediate removal of the PM and determine whether a substitution is required.

6. WORK HOURS

A.	The PM will work an eight-hour day between the hours of 7:00 AM and 6:00 PM, Monday through Friday except for State holidays and Service Reduction days or other office closures.
B.	Alternatively, at the sole discretion of the TO Manger, the PM may follow SBE’s compressed work week schedule.
C.	Duties also may require some evening and/or weekend hours. If TO Contract resource is billing hourly, evening and weekend hours shall billed on actual time worked at the proposed hourly rate.

7. PROJECT MANAGER DELIVERABLES AND TIME OF PERFORMANCE

Note – for each of the written deliverables below, ongoing quality will be a factor in the Monthly Performance Rating described in Section 4 above.

ID #	Deliverable Description	Acceptance Criteria	Time of Performance
7.1	<i>Project Management Plan</i>	MS Word document (or mutually agreed upon document) that defines how the project will be executed, monitored and controlled. The document will be developed with input from the project team and key stakeholders. The plan shall address topics including Scope Management, Schedule Management, Financial Management, Quality Management, Resource Management, Communications Management, Project Change Management, Risk Management, and Procurement Management as defined in the PMBOK. The Project Management Plan shall comply with Maryland’s SDLC and Attachment 3, Section 2 requirements for the deliverable.	Updated quarterly or as directed by the TO Manager
7.2	<i>Work Breakdown Structure (WBS)</i>	MS Word or Excel document (or mutually agreed upon document) that contains tiers showing project milestones or phases in the top level with a breakdown of major project tasks into manageable “work packages”	Updated quarterly or as directed by the TO

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		underneath. Work packages at the bottom level shall have no smaller than two-week durations and have measurable, testable, or observable outputs suitable for tracking project progress. The WBS shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Manager
7.3	<i>Integrated Master Schedule</i>	MS Project document (or mutually agreed upon document) that is based on the WBS (see 7.2 above) and suitable for tracking project activities. At a minimum, the Master Schedule shall show milestones, deliverables, times of performance, degrees of completion and resources for all project activities during the SDLC. The activities durations in the master schedule shall have the appropriate degree of granularity to manage and track project progress. This is a single, base-lined and periodically updated deliverable encompassing all project activities. The Integrated Master Schedule shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Update bi-weekly or as directed by the TO Manager
7.4	<i>Communications Management Plan</i>	MS Word document (or mutually agreed upon document) that captures the stakeholder register, the types of information to be disseminated, the format for each type, a schedule of when information will be produced and disseminated, and the method for updating the communications plan. This is a single deliverable maintained throughout the life of project. The Communications Plan shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Updated quarterly or as directed by the TO Manager
7.5	<i>Risk Management Plan (RMP) and Risk Registry</i>	MS Word or Excel document (or mutually agreed upon document) that describes the risk management procedures for the project. The RMP will include a table of potential risks and recommended risk responses, and will incorporate risk information found in deliverables provided by the Development Contractor. This is a single, periodically updated deliverable encompassing all project risks. A <i>Risk Registry</i> will be created for logging all project risk using MS Excel or other appropriate table format. The Risk Management Plan shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Update bi-weekly or as directed by the TO Manager
7.6	<i>Deliverable Comments Matrix (DCM)</i>	MS Word or Excel document (or mutually agreed upon document) that is used to capture comments and recommended changes to each Project deliverable prior	Project deliverable due date + 5

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		to acceptance. A separate DCM is required for each deliverable or SDLC product. The DCM shall comply with Attachment 3, Section 2 requirements for the deliverable.	working days
7.7	<i>Change Management Plan</i>	MS Word document (or mutually agreed upon document) that describes the procedure for proposing, evaluating, approving, and documenting changes to project scope, schedule, and cost. This Plan shall include any tools or templates used for change management, for example, change request form. The Change Management Plan shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Updated quarterly or as directed by the TO Manager
7.8	<i>Requirements Traceability Matrix (RTM)</i>	MS Word or Excel document (or mutually agreed upon document) that describes technical and functional requirements. At a minimum, requirements shall be numbered for traceability, testable and the descriptions unambiguous. The RTM shall contain acceptance criteria for each requirement. The RTM shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Updated bi-weekly or as directed by the TO Manager
7.9	<i>Quality Management Plan (QMP)</i>	MS Word document (or mutually agreed upon document) that describes how quality, meaning conformance to project requirements, will be monitored throughout the project life cycle. The QMP shall describe the steps for deliverable review and updating via the DCM process (see 7.6 above). The QA Plan shall describe the requirements tracking process via the requirements traceability process (see 7.8 above). The QMP shall define signoff procedures for project milestones and deliverables. The Quality Assurance Plan shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	Updated quarterly or as directed by the TO Manager
7.10	<i>Project Manager Status Report and Timesheet</i>	MS Word or Excel document (or mutually agreed upon document) that captures and tracks ongoing PM activities and status. The report will capture activities completed in the past reporting period, activities planned for the following reporting period, and the completion status of project deliverables. The report will describe issues identified on the project and the status of efforts to resolve issues.	At least weekly or as directed by the TO Manager
7.11	<i>Master Status Report</i>	MS Word document (or mutually agreed upon document) that captures and tracks ongoing project activities and status. The report will capture activities completed in the past reporting period, activities	At least bi-weekly or as directed by the TO

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		<p>planned for the following reporting period, the completion status of project deliverables and status of Project costs (planned vs. actual). The report will describe issues identified on the project and the status of efforts to resolve issues and mitigate risks.</p> <p>The report will have sections describing necessary updates to the Integrated Master Schedule (Deliverable 7.3) and Risk Registry (Deliverable 7.5). The report will document lessons learned from the project and any other pertinent status information.</p>	Manager
7.12	<i>Human Resource Management Plan</i>	MS Word or Excel document (or mutually agreed upon document) that describing how and when human resource requirements will be met on the project. The plan shall consider resource needs for the full life of the system including operations and maintenance and address staff acquisition, timing and training needs. The Human Resource Management Plan shall comply with Maryland’s SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager
7.13	<i>Schedule Management Plan</i>	MS Word document (or mutually agreed upon document) that establishes the specific procedures for how the project schedule will be managed and controlled and is as detailed as necessary to control the schedule through the life cycle based on the size, risk profile, and complexity of the project. The Schedule Management Plan shall comply with Maryland’s SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager
7.14	<i>Cost Management Plan</i>	MS Word document (or mutually agreed upon document) that establishes the activities and criteria for planning, structuring, and controlling project costs. The Cost Management Plan shall comply with Maryland’s SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager
7.15	<i>Procurement Management Plan</i>	MS Word document (or mutually agreed upon document) that define the procedures to purchase or acquire all products and services needed from outside the team to perform project tasks. The document shall define processes for plan purchases and acquisitions including acquisition strategy, contract administration, and contract closure. The Procurement Management Plan shall comply with Maryland’s SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager
7.16	<i>Election Related Documentation</i>	MS Word or Excel documents (or mutually agreed upon document) related to the NVSR project. This includes the creation or update of election related documents,	To be determined by the TO

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		manuals, or other material. Examples of documents include user manuals, the Conducting the Election Guide (CTEG), and quick reference guides.	Project Manager
7.17	<i>Procurement Documents</i>	MS Word document (or mutually agreed upon document) for the Voting System RFP and any other RFP or other contract vehicle required for the NVSR project. Examples include Voter Education and Outreach services, print services, and the procurement of supplies. Procurements Documents shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager
7.18	<i>Requirements Document</i>	MS Word (or mutually agreed upon format) for the NVSR Project or any other project assigned. The Requirements Document shall comply with Maryland's SDLC and Attachment 3, Section 2 requirements for the deliverable.	To be determined by the TO Project Manager

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ATTACHMENT 4 PERFORMANCE EVALUATION FORM (PEF) FOR PROJECT MANAGER (PM)

(Submitted monthly by the TO Contractor to initiate invoicing)

TO Contractor:

Name of PM Being Evaluated:

Date Submitted:

Performance Period (Month / Year):

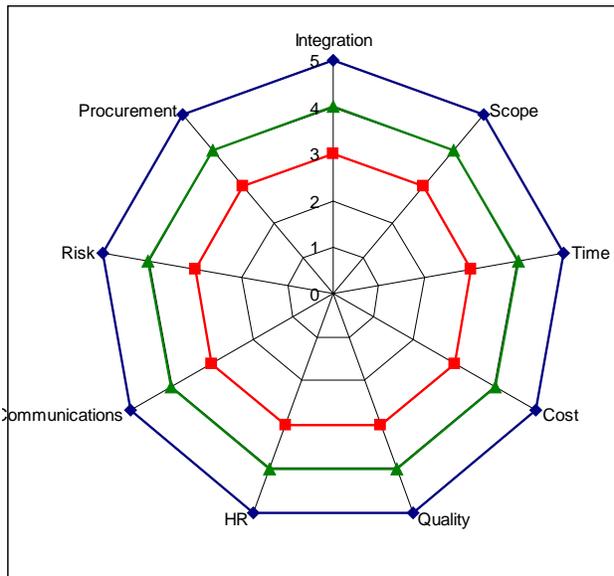
Agency Name:

TO Manager / Agency Contact:

RFR / Reference BPO # TBD

The Information Below Shall Be Filled-In by the Agency

PROJECT MANAGEMENT PERFORMANCE RATING DISPOSITION:



PM Processes	Rating**
Procurement Management	
Schedule Management	
Scope Management	
Cost Management	
Risk Management	
Human Resources Management	
Quality Management	
Communications Management	
Integration Management	
Total Average Score	

Rating is based on *Project Management Performance Rating Criteria Sheet***. The Project Manager shall maintain score of 3 or higher for each process area and/or average score of 3. Scores below 3 may trigger the Mitigation Procedures defined in Section 5 above.

Performance is acceptable

Performance is unacceptable
(for reasons indicated below).

REASON(S) FOR UNACCEPTABLE PERFORMANCE RATING (List Deliverables or PM Process Areas):

TO Manager Signature

Date Signed

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Project Management Performance Rating Criteria

The TO Manager will evaluate and rate the FPM's management performance based on the overall Project Team's performance in each of the nine Knowledge Areas below. Applicable processes shall score at 3 or higher.

Project Integration Management

0	Not applicable for project.	<u>Indicators of Process</u>
1	Project Team has not established practices, standards, or processes for project. Work performed in ad hoc fashion and does not include integration management.	<ul style="list-style-type: none"> • Project Charter • Project Management Plan (PMP) • Integrated Project Plan • Updated Project Schedule
2	Project Team has established basic, documented processes for project planning and reporting exist. Management only involved on high-visibility projects.	
3	Project Team has institutionalized the Project integration efforts with documented procedures and standards. PM is beginning to integrate all project data.	
4	Project Team utilizes processes/standards for project on a regular basis and integrated with other processes/systems. Decisions on project based on performance metrics.	
5	Project Team has established best practices including project integration improvement procedures utilized. Lessons learned are regularly examined and used to improve documented processes.	

Project Scope Management

0	Not applicable for project.	<u>Indicators of Process</u>
1	Project has general statement of functional requirements. Little or no scope management or documentation for project. Management and stakeholders are aware of key milestones only.	<ul style="list-style-type: none"> • Project Scope Statement • Change Request and Approval Process • Requirements Traceability Matrix (RTM) • Change Control Board
2	Project Team has put basic scope management process in place. Scope management is meeting techniques irregularly.	
3	Project Team has implemented full project management process documented and is actively utilizing process on regular basis. Stakeholders are engaged and actively participating in scope decisions.	
4	Project Team is utilizing full project management processes for the project. Projects managed and evaluated in light of other competing requirements.	
5	Project Team's effectiveness and efficiency metrics drive project scope decisions by appropriate levels of management.	

Project Time/Schedule Management

0	Not applicable for project.	<u>Indicators of Process</u>
1	Project Team has not established planning or scheduling standards. Lack of documentation makes it difficult to achieve repeatable project success.	<ul style="list-style-type: none"> • WBS • Schedule Management Plan • Activities duration based on historic data
2	Project Team has established basic processes, but is not performing planning and scheduling on a regular basis.	
3	Project Team has established document time management processes and utilizes on a regular basis. Project-wide integration includes project dependencies.	
4	Project Team has established good practices in time management including utilization of historical data to forecast future performance. Project management decisions based on efficiency and effectiveness metrics.	
5	Project Team has additionally incorporated improvement procedures utilized for time management processes. Lessons learned are examined and used to	

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improve documented processes.		
Project Cost Management		
0	Not applicable for project.	<u>Indicators of Process</u>
1	Project Team has not established practices or standards. Cost process documentation is ad hoc and individual project members follow informal practices.	<ul style="list-style-type: none"> • Cost Estimates Activity • Project Cost Baseline • Cost Management Plan • Cost Control
2	Project Team has established processes exist for cost estimating, reporting, and performance measurement. Cost management processes are used for the project.	
3	Project Team has standardized cost management practices for project team. Costs are fully integrated and reflect the true cost of the project.	
4	Project Team has integrated cost planning and tracking with Project Office, financial, and human resources systems. Standards tied to agency processes.	
5	Project Team leverages lessons learned to improve documented processes. Project Team and management are actively using efficiency and effectiveness metrics for decision making.	
Project Quality Management		
0	Not applicable for project.	<u>Indicators of Process</u>
1	Project Team has not established project quality practices or standards. Management is considering how they should define “quality”.	<ul style="list-style-type: none"> • Quality Assurance Plan • Deliverables Acceptance Criteria defined • User Acceptance Criteria (UAC) per SDLC phases • Formal Deliverable Acceptance Process
2	Project Team has established basic organizational project quality policy has been adopted. Project Management and Team encourage quality processes and policy for project.	
3	Project Team has established well documented quality management process and instituted standards for the project. Regular quality management activities are being executed including deliverables acceptance.	
4	Project Team has best practices for standard quality management processes. Management is actively involved in coordinating quality standards and assurance. Some metrics are developed.	
5	Project Team has implemented guidelines for implementing improvements back into the process. Metrics are key to product quality decisions throughout the SDLC.	
Project Human Resource Management		
0	Not applicable for project.	<u>Indicators of Process</u>
1	Project Team has not performed planning and staffing activities for project. Project teams are ad hoc. Human resource time and cost is not measured.	<ul style="list-style-type: none"> • Organization Chart • Roles and responsibilities matrix • Staffing Management Plan • Team Training Plan • Team performance assessment
2	Project Team has put processes in place that defines how to plan and manage human resources. Resource tracking is loosely performed for project.	
3	Project Team has established a regularly resource management process. Professional development program activities for team and organization have been established for successful implementation of project.	
4	Project Team has implemented resource management best practices including resource forecasts used for project planning and prioritization. Project team performance measured and integrated with team development.	
5	Project Team includes HR processes which engage teams to document project lessons learned. Improvements are incorporated into human resources management process.	
Project Communication Management		

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Project Communications Management		<u>Indicators of Process</u>
0	Not applicable for project.	
1	Project Team performing communications management on an ad hoc basis with informal status reports to management.	<ul style="list-style-type: none"> • Communication Management Plan • Project Performance Reports • Stakeholder Contact • Processes for communication of Risk, Issues and Decisions
2	Project Team has established basic communications process including Communications Management Plan. Project progress reporting is occurring on a more regular basis.	
3	Project Team has active involvement by executing a formal project communications plan. All stakeholders and project team members are aware of communications process.	
4	Project Team has implemented best practices for communications management plan for the project.	
5	Project Team has put additional improvement process in place to continuously improve project communications management. Lessons learned are captured and incorporated.	
Project Risk Management		
0		<u>Indicators of Process</u>
0	Not applicable for project.	
1	Project Team has not established any risk management practices or standards for project. Documentation is minimal and results are not shared. Risk response is reactive.	<ul style="list-style-type: none"> • Risk Management Plan • Risk Register • Process for Risk Register updates and communication of risk • Contingency plans for risk
2	Project Team has established basic risk management processes and have documented for the project. Team members are involved with risks process and risks are shared for project.	
3	Project Team has established regular risk management processes and risk activities, including identification and mitigation planning, are actively utilized for project.	
4	Project Team has integrated risk processes with all aspect of project reporting including time, cost, and resource systems. Metrics are used to support risk decisions for the project.	
5	Project Team has established best practices in risk management including continuous improvement processes to ensure project is continually measured and managed against performance metrics.	
Project Procurement Management		
0		<u>Indicators of Process</u>
0	Not applicable for project.	
1	Project Team has not established procurement process for project. Processes are ad hoc at best with no clear plan defined.	<ul style="list-style-type: none"> • Procurement Management Plan • Contract Statement Of Work • Evaluation Criteria • Cost Benefit Analysis • Make/Buy Decisions
2	Project Team has established basic process for procurement of goods and services for project. Procurement Management Plan has been developed for procurement of all project goods and services.	
3	Project Team has established standards for procurement management on project and integrated with Agency processes.	
4	Project Team has leverage procurement management best practices such as make/buy decisions for the agency and project. Project procurement practices are integrated with project management mechanisms.	
5	Project Team has instituted on-going process improvements focus on procurement efficiency and effective metrics.	

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ATTACHMENT 5 - CERTIFICATION REGARDING INVESTMENTS IN IRAN

Authority: State Finance & Procurement, §§17-701 – 17-707, Annotated Code of Maryland [Chapter 447, Laws of 2012].

List: The Investment Activities in Iran list identifies companies that the Board of Public Works has found to engage in investment activities in Iran; those companies may not participate in procurements with a public body in the State. “Engaging in investment activities in Iran” means:

- Providing goods or services of at least \$20 million in the energy sector of Iran; or
- For financial institutions, extending credit of at least \$20 million to another person for at least 45 days if the person is on the Investment Activities In Iran list and will use the credit to provide goods or services in the energy of Iran.

•

The Investment Activities in Iran list is located at: www.bpw.state.md.us

Rule: A company listed on the Investment Activities In Iran list is ineligible to bid on, submit a proposal for, or renew a contract for goods and services with a State Agency or any public body of the State. Also ineligible are any parent, successor, subunit, direct or indirect subsidiary of, or any entity under common ownership or control of, any listed company.

NOTE: This law applies only to new contracts and to contract renewals. The law does not require an Agency to terminate an existing contract with a listed company.

CERTIFICATION REGARDING INVESTMENTS IN IRAN

The undersigned certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

The undersigned is unable make the above certification regarding its investment activities in Iran due to the following activities:

Name of Authorized Representative: _____

Signature of Authorized Representative:

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date:

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ATTACHMENT 6 - NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ____ day of _____, 20__, by and between the State of Maryland ("the State"), acting by and through its **TO Requesting Agency** (the “Department”), and _____ (“TO Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for **TORFP Title** TORFP No. **ADPICS PO** dated _____, (the “TORFP”) issued under the Consulting and Technical Services procurement issued by the Department, Project Number 060B2490023; and

WHEREAS, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding _____ (the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the TORFP and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.

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2. TO Contractor shall not, without the State's prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor's Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor's Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.

3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor's performance of the TORFP or who will otherwise have a role in performing any aspect of the TORFP, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.

4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor's Personnel or the TO Contractor's former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).

6. TO Contractor shall, at its own expense, return to the Department, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the TO Agreement.

7. A breach of this Agreement by the TO Contractor or by the TO Contractor's Personnel shall constitute a breach of the TO Agreement between the TO Contractor and the State.

8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.

9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.

10. The parties further agree that:

This Agreement shall be governed by the laws of the State of Maryland;

The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;

The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;

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The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;

Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and

The Recitals are not merely prefatory but are an integral part hereof.

TO Contractor/TO Contractor's Personnel:

TO Requesting Agency:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS INSTRUCTED IN TORFP.

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EXHIBIT A**

TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO
THE CONFIDENTIAL INFORMATION

Printed Name and Address
of Employee or Agent

Signature

Date
