PMO Methodology

Task Order Request for Proposal (TORP)

Solicitation # XXXX

Being procured under the MEEC IT PROFESSIONAL CONSULTING SERVICES

IT Service Category: XX

**Due date for responses:**

Submit responses (e-mail submittals are acceptable) to:

**All questions** are to be submitted **via email** solely to the above mentioned person(s) and must be submitted by

# Background

Insert Background of Issuing Institution

# Scope of Work

XXXXXXXX seeks a Vendor to lead a 6-8 week project to document and deliver a PMO methodology based on PMI standards, to include a core set of processes, templates and checklists to ensure structure and consistency throughout a project’s lifecycle. The methodology will act as a guide for XXXXXXX Project and Program Managers and must be customizable to accommodate different types of projects and initiatives. The overall goal of the methodology is to assist Project and Program Managers with delivering projects faster while having strategies in place to handle problems or unique situations should they arise during a project’s lifecycle. The PMO methodology will include Projects, Programs and Portfolio Management.

# Description of Work/Deliverables

XXXXXX requests the awarded firm perform the following services

**Activities**

* Assess XXXXXX’s maturity regarding methodologies (project management, program management, portfolio management) and provide recommendations.
* Provide recommendations on creating a Project Management Center of Excellence.
* Create an implementation plan based on those recommendations.
* Manage the delivery of the methodology and any associated deliverables as a project, to include developing and maintaining an implementation plan that will address:
  + The creation of the processes
  + The creation of any supporting documentation such as templates or checklists
  + Recommendation for storage of active and closed project documentation
  + Adoption plan for the new methodology
  + Communication strategy and training
  + Maintenance of the methodology
* Develop/Enhance Methodology (process/tools/templates) for project management, program management and portfolio management. For project management, there are four types of projects:
  + Agile
  + Waterfall
  + Small Projects
  + Non-IT projects
* Recommend and develop effective tracking and monitoring processes.
* Develop Project, program and portfolio metrics/dashboards**.**
* Ensure the methodology and core set of processes addresses the following needs throughout a project’s lifecycle, from start-up to close down, with the ability to:
  + Easily produce and maintain a project milestone chart of all active projects.
  + Monitor time, cost and quality
  + Manage change and scope
  + Minimize risks and issues
  + Manage resource planning and utilization
  + Manage matrixed teams and vendors
  + Identify/report project dependencies
  + Produce portfolio dashboards easily

**Approach**

* Lead the project management methodology project in a transparent and productive way, applying standard project management practices.
* Conduct periodic reviews with the AVP of the PMO to ensure processes and deliverables are in alignment with overall goals and provide weekly status reports to the AVP of the PMO.
* Maintain an accurate and up-to-date implementation plan and project schedule.
* Create and conduct presentations and knowledge transfer sessions with the PMO staff members or other stakeholders as requested.

**Deliverables**

* Assessment of XXXXXX’s maturity regarding methodologies (project management, program management, portfolio management) including recommendations for Project Management Center of Excellence.
* Implementation plan based on the assessment.
* Process/tools/templates for project management (4 types), program management and portfolio management.
* Effective tracking and monitoring processes.
* Project, program and portfolio metrics/dashboards**.**

All documents, diagrams, materials provided by XXXXXX in connection with this engagement are the sole and exclusive property of XXXXXX and are proprietary and confidential to XXXXXX. All documents, diagrams, and other material provided by XXXXXX must be returned to XXXXXX at the conclusion of this agreement.

All Deliverables are considered to be “Works for Hire” and will be the sole and exclusive property of XXXXXX and will be proprietary and confidential to XXXXXX.

# Required Schedule of the Work/Deliverables

XXXXXX is seeking a 6-8 week project and request the project to start the beginning of May and complete by DATE. **Due to the funding available for this project, the Work must be completed by DATE.**

The University will provide feedback (acceptance or rejection) on deliverables within 5 business days. The successful Vendor will have 5 business days to correct any deficiencies in the deliverables. (This is a modification for this TORP to Section 6 of the Master Agreement.)

Consultants are expected to be on site Monday through Friday, 8 am to 5 pm.

Consultants will provide their own laptops. XXXXXX will provide access to appropriate applications.

# MBE Goal: A 2% subcontracting goal to Maryland State Certified MBE’s is established for this TORP. Master Contractors are to complete the attached MBE Forms and include it in their Task Order Proposal. MBE Attachments A-TORP and B - TORP must be completed, signed and submitted by the Master Contractor together with the Task Order Proposal (TOP). If a Contractor believes that a waiver of some or all of the MBE goal and/or sub-goals is necessary, the waiver request must be clearly indicated on Attachment D-1. If Contractor does not submit Attachments A-TORP and B - TORP with its TOP, the Contractor’s TOP will be eliminated from consideration for award.

MBE Attachments C- TORP, D- TORP and waiver documentation, if applicable, shall be submitted by the apparent TORP awardee within 10 working days of notification of award. If the apparent TORP awardee fails to return the requested documentation within the required time, the contract offer may be withdrawn.

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# XXXXXX Responsibilities:

# XXXXXX will provide consultants space at the Adelphi office and will provide access to systems as needed. The Consultants should be on site 5 days per week, Monday through Friday, 8 am to 5 pm.

# Proposal Criteria

The purpose of this response is to display full comprehension of the services to be provided and **how** such services will be provided to the University.

It is the Proposer’s responsibility to tailor its responses to the proposal contents indicated in items 7.1 through 7.7 below to demonstrate its qualifications to perform the required scope of work as provided in items 2, 3, and 4 above. Proposers are requested to compile their proposals in the same order as requested below.

## Company Profile

The Proposer is to provide anarrative regarding the Company Profile, to include the following elements:

* A brief history of the firm’s provision of PMO assessments and documentation
* How long firm the firm has been providing such services
* Address of the branch office(s) that will be serving XXXXXX.
* Annual Sales Volume of PMO assessments and documentation projects for the branch office that will service the University on a per year basis for the last three (3) years.

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## Demonstration of Prior Work

The Proposer is to provide detailed explanations and examples of similar PMO assessments and work products produced for other firms, including:

1. Overview of the methodology Proposer followed to conduct assessments.
2. Examples of previous implementation plans of this nature the Proposer has produced for firms/institutions of similar size and scope as XXXXXX.

## Firm Experience/Firm References

Provide two (2) client contacts similar to XXXXXX in scope and size. Specifically, the firm should provide client references where the firm has provided PMO Methodology Development/enhancement. Please include name, title, role on the contract, phone number (including area code and extension numbers) and e-mail address. Proposers are to provide this information as part of the Technical Proposal; however, XXXXXX will check references only of the clients of the shortlisted Proposing Firms. XXXXXX reserves the right to verify all information given if it so chooses, as well as, to check any other sources available including itself even if not provided as a reference by the Proposer.

It is imperative that the contact names and phone numbers given for the contracts/clients listed are accurate. References will be held in the strictest of confidence by the University. The contact person should be capable of speaking to a firm's capability in performing the services required. References will be held in the strictest of confidence.

**7.4 Approach and Methodologies:**

Provide a narrative of how your firm will provide the requested services in the Statement of Work. Include in this narrative:

1. Description of the proposed methodology preparing the deliverables outlined in the Statement of Work for the project.
2. Project breakdown and anticipated timeline for the activities required to accomplish the

scope of work and provide the required deliverables by the required project completion date of June 30, 2013.

1. Include XXXXXX resource needs and responsibilities in the Approach
2. Include any assumptions in the Approach. Note: The assumptions may not modify the terms and conditions of the Master Contract.
3. Utilization of Subcontractors, if any, that are proposed to provide some of the required services. If subcontractors will provide some or all of the required services, XXXXXX may request references of the subcontractors; past working relationships with the Master Contractor; firm experience, MBE status/allocation, etc. to be provided for the subcontractor.

**7.5 Project Management and Staffing of the Contract and Resumes of Key People**

**a.**  **Organizational Chart of the Project Team** should be provided including names, titles, and roles/responsibilities. If any subcontractors are proposed, these should be clearly designated as such. Chart should clearly delineate the lead Consultant and the relationship of the other consultants and management to the lead Consultant.

**b. Complete Resume(s) of the proposed Lead Consultant and all other key members of the Project Team are to be provided. Resumes should include:**

* Consultant’s name and title;
* role they are being proposed to perform for XXXXXX’s project;
* education, including any applicable certifications (such as PMI),
* work/employment history including dates of employment and titles/roles held, and similar project experience. A minimum of three (3) similar project experiences should be provided that include a brief description of the project, the similarities of the project to XXXXXX’s project; the client’s name, and contact at client (name, title, email, phone number) so that XXXXXX, if it so elects, may check references on the proposed Consultant.

**7.6 Pricing**

Pricing is requested based on effort hours and hourly rate. The hourly rate for proposed personnel must either be equal to or less than the quoted hourly rates per the Master Agreement.

Pricing is requested broken down by effort and hourly rate by consultant (include name and title) by task with extended totals by task and a final cumulative total for the project. On-site consultants and remote consultants/project team members should be clearly delineated for each task.

This pricing breakout shall include all of required effort, by consultant and consultant type if more than one consultant is required, where the pricing shall equal effort hours times hourly rate.

There are no allowed reimbursables for this project. That is, the quoted hourly rates for the assigned staff that Proposer applies is to include all costs and expenses associated with the effort required for the project. This includes all Travel and Expenses including provision of the final strategic report in both electronic and printed formats shall be included within the hourly rates if necessary.

Pricing can be submitted via Excel spreadsheet attachment to the Proposal if that meets the needs of the proposer.

**7.7 MBE Attachments A-TORP and B-TORP MUST be completed and returned with the Master Contractor’s Task Order Proposal. If a Master Contractor fails to provide MBE Attachment A-TORP and B-TORP with its TOP, the Contractor’s TOP will be eliminated from consideration for the award. This is non-curable. See Section 5 above.**

**8. SOLICITATION SCHEDULE**:

Solicitation Issue Date:

All Questions Submitted by:

Proposal Due Date & Time: (may be submitted via e-mail)

Interview date: (may be via conference call or in person)

Anticipated Award date:

Anticipated date that

Task Order Contract/Purchase Order fully executed:

Anticipated Task Order Contract Start Date:

Completion Date for all deliverables:

**9. REIMBURSABLES**: There are no reimbursables per this contract as the fee and/or hourly rate is to include all expenses.

**10. TERMINATION FOR CONVENIENCE:**

The University reserves the right to terminate this task order contract, in whole or in part, at its convenience. The University will pay all reasonable costs incurred by the firm up to the date of termination; however, the firm shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

**11. PROJECT MANAGEMENT /CONTRACT MANAGEMENT**

The XXXXXX Office of Information Technology will be providing Project Management Services for this Contract.

The XXXXXX Strategic Contracting Office will provide contract management services for this task order contract.

**12. SUBMISSION AND EVALUATION OF THE TASK ORDER PROPOSALS (TOP):**

Task Order Proposals (TOP) are to be provided by the due date noted on the cover of this TORP. TOPs may be submitted electronically to:

By submitting the TOP electronically, proposing firm is granting XXXXXX the permission to provide the TOP to appropriate internal XXXXXX staff for evaluation purposes.

TOPs must be submitted by an individual of the firm who can bind the firm to all contents of the response.

Master Contractors should give specific attention to the identification of those portions of the Task Order Proposal that the Contractor deems to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination as to whether the information may or may not be disclosed to the requesting party. That decision will take into consideration the Contractor’s position regarding its Proposal. A blanket statement by a Contractor that its entire Task Order Proposal is confidential or proprietary will not be upheld.

Task Order Proposals will be evaluated for technical merit as well as price. TOPs will be evaluated for the firm who provides the most advantageous proposal to the XXXXXX considering qualifications of the Principal Consultant(s) and, if applicable, other potential assigned staff, firm profile and experience, technical approach to providing the services, and price. The University may shortlist and interview the shortlisted firms. If oral Question/Answer sessions are requested, they will be scheduled at XXXXXX’s convenience and are anticipated to be held. The proposed Lead Consultant is to attend this session, preferably in person, however, in order to meet the procurement schedule, XXXXXX may consider such sessions to be held via webex or teleconference. The technical aspects of the response will weigh greater than the price, that is a Contractor’s response evaluated to be more technically responsive even though it has a higher associated price, may be awarded the Task Order Contract. The decision as to the “most advantageous’ is solely at the University’s discretion.

Further information may be requested by the University during the evaluation process.

XXXXXX reserves the right to reject in whole or in part, any and all task order proposals without liability and/or to accept any bid in the interest of the University, the University System of Maryland, and/or the State of Maryland

**9. RESULTING TASK ORDER CONTRACT:**  Due to the short duration of this engagement, it is anticipated that a Purchase Order will be issued to the selected Master Contractor. The Purchase Order will be the XXXXXX task order contract (TOC) for this engagement. The Purchase Order will, incorporate, by reference, the terms and conditions of the Master Contract, the TORP, and the selected Master Contractor’s response. The order of precedence will remain as stated in the Master Contract. It is not anticipated that any modifications to the terms and conditions of the Master Contract will be accepted by XXXXXX other than those stated by XXXXXX in the TORP. Contractors who request such modifications may, as a result, be classified by XXXXXX as not susceptible of the award..

**10. PURCHASE ORDER MODIFICATIONS**: The awarded Contractor is advised that if they are requested to perform any work deemed outside the scope of the awarded products/services, the Contractor is to submit a proposal for the additional work prior to performing any such work. XXXXXX’s Project Manager will review the request and will coordinate appropriately with the Procurement Officer. If the request is approved, the Procurement Officer will issue a written Change Order to the Purchase Order accordingly. If the Contractor proceeds with any additional work prior to receiving a Change Order, they do so at their own risk.

END OF TASK ORDER REQUEST FOR PROPOSAL #91103

**MBE ATTACHMENT A - TORP**

**Certified MBE Utilization and Fair Solicitation Affidavit**

**This document shall be included with the submittal of the Master Contractor’s Task Order Proposal (TOP). If the Master Contractor fails to complete and submit this form with the TOP, the Procurement Officer shall determine that the Master Contractor’s TOP is not reasonably susceptible of being selected for award.**

In conjunction with the bid or offer submitted in response to TORP No. 91103, I affirm the following:

1. ❑ I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal of \_2\_\_\_ percent and, if specified in the TORP, sub-goals of \_\_\_\_ percent for MBEs classified as African American-owned and \_\_\_\_ percent for MBEs classified as women-owned. I have made a good faith effort to achieve this goal.

OR

❑ After having made a good faith effort to achieve the MBE participation goal, I conclude I am unable to achieve it. Instead, I intend to achieve an MBE goal of \_\_\_\_\_\_\_% and request a waiver of the remainder of the goal. If I submit the apparent low bid or am selected as the apparent TOC awardee, I will submit written waiver documentation that complies with COMAR 21.11.03.11 within 10 working days of receiving notification that our firm is the apparent low bidder or the apparent awardee.

2. I have identified the specific commitment of each proposed certified Minority Business Enterprise(s) by completing and submitting an MBE Participation Schedule (MBE Attachment B-TORP) with the bid or proposal.

3. I acknowledge that the MBE subcontractors/suppliers listed in the MBE Participation Schedule will be used to accomplish the percentage of MBE participation that I intend to achieve.

4. I understand that if I am notified that I am the apparent TOC awardee, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.

(a) Outreach Efforts Compliance Statement (MBE Attachment C - TORP*)*

(b) Subcontractor Project Participation Statement (MBE Attachment D- TORP)

(c) MBE Waiver Documentation per COMAR 21.11.03.11 (if applicable)

(d) Any other documentation required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

If I am the apparent TOC awardee, I acknowledge that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for TOC award. If the TOC has already been awarded, the award is voidable**.**

* 1. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder/Offeror Name Signature of Affiant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Printed Name, Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**MBE Attachment B - TORP**

**Submit This Affidavit with Task Order Bid/Proposal (TOP)**

1. **MBE PARTICIPATION SCHEDULE**

***(for submission with TOP)***

**This document shall be included with the submittal of the Contractor’s TOPP. If the Contractor fails to complete and submit this form with its TOPP, the Procurement Officer shall determine that the TOP is not reasonably susceptible of being selected for award.**

|  |  |
| --- | --- |
| Prime Contractor (Firm Name, Address, Phone) | Task Order Description |
| Task Order Number | |
| List Information For Each Certified MBE Subcontractor On This Project | |
| Minority Firm Name MBE Certification Number | |
| Work To Be Performed/SIC | |
| Percentage of Total Contract | |
| Minority Firm Name MBE Certification Number | |
| Work To Be Performed/SIC | |
| Percentage of Total Contract | |
| Minority Firm Name MBE Certification Number | |
| Work To Be Performed/SIC | |
| Percentage of Total Contract | |

**USE ATTACHMENT B-2 CONTINUATION PAGE AS NEEDED**

**SUMMARY**

**TOTAL MBE PARTICIPATION: %**

**TOTAL WOMAN-OWNED MBE PARTICIPATION: %**

**TOTAL AFRICAN AMERICAN-OWNED MBE PARTICIPATION: %**

Attachment B-2

Document Prepared By: (please print or type)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MBE Participation Schedule (continued)

|  |
| --- |
| List Information For Each Certified MBE Subcontractor On This Project |
| Minority Firm Name MBE Certification Number |
| Work To Be Performed/SIC |
| Percentage of Total Contract |
| Minority Firm Name MBE Certification Number |
| Work To Be Performed/SIC |
| Percentage of Total Contract |
| Minority Firm Name MBE Certification Number |
| Work To Be Performed/SIC |
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| Percentage of Total Contract |
| Minority Firm Name MBE Certification Number |
| Work To Be Performed/SIC |
| Percentage of Total Contract |

**ATTACHMENT C - TORP**

**Outreach Efforts Compliance Statement**

***(Submit within 10 working days after notification of apparent award of TORP)***

In conjunction with the bid or offer submitted in response to TORP No. \_\_\_\_\_\_\_\_\_\_\_, I state the following:

1. Bidder/ Offeror identified opportunities to subcontract in these specific work categories:

1. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.
2. Bidder/Offeror made the following attempts to contact personally the solicited MBEs:
3. 🞎 Bidder/Offeror assisted MBEs to fulfill or to seek waiver of bonding requirements.

(Describe efforts)   
  
  
  
  
🞎 This project does not involve bonding requirements.

1. 🞎 Bidder/Offeror did/did not attend the pre-bid/proposal conference   
   🞎 No pre-bid/proposal conference was held.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder/Offeror Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date**MBE ATTACHMENT D- TORP**

**Subcontractor Project Participation Statement**

***(Submit within 10 working days after notification of apparent award of TORP)***

1. Submit one form for each Certified MBE listed in the MBE Participation Schedule

Provided that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is awarded the TO contract in

(Prime Contractor Name)

conjunction with TORP No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Subcontractor Name)

MDOT Certification No. \_\_\_\_\_\_\_\_\_,intend to enter into a contract by which the subcontractor shall:

(Describe work to be performed by MBE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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🞎 No bonds are required of Subcontractor

🞎 The following amount and type of bonds are required of Subcontractor:

By: By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prime Contractor Signature Subcontractor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

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Date Date