

Title: OH City of Columbus Project Manager 2 Region: State of Ohio  
 Req ID: 415031

**Details**

**Requisition Details**

Req. Class: PMV2 : PM3 : A1 Region: State of Ohio  
 Title: OH City of Columbus Project Manager 2  
 Req. Status: Draft  
 No. of Openings: 1 No. Filled: 0  
 Start Date: 07/15/15 End Date: 12/31/15  
 No New Submittals After:  
 Market Solicitation: Entire Network  
 Selected Vendor/Resource:  
 Worksite Address: 1111 E Broad Street Columbus  
 Agency Interview Type: In Person Only  
 Expenses Allowed: No  
 Account Manager: Lori Hubbard  
 SLA Exempt: No1  
 Priority: Normal  
 Release and Permit Nbr (if available):  
 Work Hours: 8-5

**Rate Information**

Bill Range:

Bill Rate Low: \$ 0.00 USD Per Hour

Bill Rate High: \$ 0.00 USD Per Hour

Do Not Allow Submission Above Maximum Rate:

Hourly High Bill Rate: \$ 83.18 USD

Current Budget:

Rate	# of Openings	Work Hours/Units per Week	Duration (Weeks)	Estimated Budget	Estimate Hours
\$83.18 USD	x 1	x 20.59	x 24.2857	= \$41590.00 USD	500.04

Total	\$41590.00 USD	500.04
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**Requisition Description****Engagement Type:** Contract**Short Description:** City of Columbus is seeking a PM to assist them with the transition of specific Department of Police software, hardware, server, wireless and mobile technology support to the Department of Technology oversight.

**Complete Description:** The City of Columbus is seeking a PM to assist them with the transition of specific Department of Police software, hardware, server, wireless and mobile technology support to the Department of Technology oversight. They would want the resource to work 20 hours a week PM SCOPE Transition of specific Department of Police software, hardware, server, wireless and mobile technology support to Department of Technology oversight. PERCENTAGE OF WORK 25% Consults and directs city agencies regarding their information technology projects. 25% Designs, integrates, and implements citywide information technology projects. 25% Develops, formulates, designs, and coordinates information technology projects using scientific analysis to predict and measure outcome and consequences of design. 15% Ensures timely completion and conformance to Department of Technology goals by overseeing and monitoring the performance of information technology projects. 5% Researches, produces and executes Departmental policies and procedures to be applied toward the design, selection, integration and implementation of information technology projects. 5% Performs related duties as assigned by supervisor. MINIMUM QUALIFICATIONS Possession of a bachelor's degree and four (4) years of experience managing information technology projects from inception through implementation. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience. A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institution (PMI) preferred. The Program Manager directs, controls, administers, and regulates an enhancement or development program. The Program Manager is the individual ultimately responsible to the agency. The Program Manager's primary responsibility is to drive the entire effort from start to finish. The Program Manager must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. The difference between a PM1, PM2, PM3, and PM4 will depend on the size of the project, and the breadth and scope of the project. PM2 Years of Relevant Experience: 5 to 6 years Preferred Education: 4 year college degree or equivalent technical study. Role Description: All roles specified in PM1 plus the following:

- Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders.
- Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders.
- Build and maintain relationships with key stakeholders and customer representatives.
- Direct work planning and scheduling design work. •Manage, and track the program progress against the program plan. •Serve as the primary point of contact for all program-related issues and resolution of issues. •Coordinate and present proposals to agencies as necessary. •Identify and manage program risk and develops risk mitigation strategies, track to closure. •Ensure team leads adjust and revise estimates when necessary.
- Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact. •Coordinate the establishment of program standards and program specific procedures with team leads. •Responsible for project compliance with standards and procedures. •Responsible for the capture and reporting of required program management metrics. •Responsible to tailor and baseline all program templates. •Develop and facilitate achievement of program service commitments and performance metrics. •Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies. •Accountable for the final program management evaluation review with stakeholders for approval upon program completion.
- Communicate effectively with customers and software / hardware suppliers supporting the State as appropriate. •Identify and track issues. •Balance workload with program members' capacity. •Communicate to team members how their work assignments relate to and help achieve program objectives. •Plan program specific training and orientation needs.

**Contact Information**

Client Contact: Wildes, Lori

Req. Owner:

Garland-Collins, Drusilla

Reports To:

Garland-Collins, Drusilla

**Client Information**


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<b>Work Location:</b>	State of Ohio	<b>Cost Center:</b>	City of Columbus Department of Technology
		<b>Project:</b>	Department of Police

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**Required/Desired Skills****Required /Desired**

<b>Skill</b>	<b>Required /Desired</b>	<b>Amount</b>	<b>of Experience</b>
Experience managing information technology projects from inception thru implementation	Required	5	Years
Experience directing work planning, and scheduling design work	Required	5	Years
Experience managing and tracking project progress against a project plan	Required	5	Years
Experience managing scope of project and gaining agreement and approval of scope from stakeholders and customer representatives	Required	5	Years
Experience with project compliance goals set by stakeholders and customer representatives	Required	5	Years
Experience developing and facilitating project service commitments and performance metrics	Required	5	Years
Experience in development effort of a project;planning, analysis, design, integration,testing and implementation ,	Required	5	Years
Experience managing and tracking several IT projects	Required	5	Years
Experience identifying and managing project risk and developing risk mitigation strategies , and effectively communicate with stakeholders	Required	5	Years
Experience with law enforcement software, hardware, server, wireless and mobile technology	Highly desired	1	Years
Bachelor's degree	Required	4	Years
PMP certification	Highly desired		
Excellent interpersonal skills , communication and written	Required	5	Years

**Questions**

**Description**

- Question 1      The vendor rate is \$ 66.58
- Question 2      Absences greater than two weeks **MUST** be approved by CAI Management in advance (prior to project hire) , and contact information must be provided to CAI so that a resource can be reached during his or her absence. The client has the right to dismiss the resource if she or he does not return to work by the agreed upon date. Do you accept this requirement?

**Compliance**

**Distribution**

**Vendor Restrictions**

Restriction Type:      None

**Starting Tier and Auto Change Settings**

Contract Tier:      Tier 1 - EDGE      Auto Change:      Yes

**Reference**

**Approval/History**

**Change Tracking**

Created By User:      Lori Wildes      Created Date:      06/10/15 01:14 pm  
Last Change User:      Lori Wildes      Last Change Date:      06/11/15 12:39 pm