

Title: OH City of Columbus PM2 FY16 Region: State of Ohio
 Curtis
Req ID: 415653

Details

Requisition Details

Req. Class: PMV1 : PM2 : A1 **Region:** State of Ohio
Title: OH City of Columbus PM2 FY16
 Curtis
Req. Status: Open
No. of Openings: 1 **No. Filled:** 0
Start Date: 06/30/15 **End Date:** 12/31/15
No New Submittals After: **Maximum Duration for this Requisition Class:** 1 Years
Market Solicitation: MBE Only
Selected Vendor/Resource: Clustersoftware/ Curtis Mathis
Worksite Address: 1111 East Broad St-3rd Floor, C
Agency Interview Type: Extension - No Interview Requir
Expenses Allowed: No
Account Manager: Lori Hubbard
SLA Exempt: Yes4
Priority: Urgent
Release and Permit Nbr (if available):
Work Hours: M-F 8am-5pm

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: \$ 70.91 USD

Current Budget:

Rate	# of Openings	Work Hours/Units per Week	Duration (Weeks)	Estimated Budget	Estimate Hours
\$70.91 USD	x 1	x 39.35	x 26.4286	= \$73746.40 USD	1039.97

Total	\$73746.40 USD	1039.97
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Requisition Description

Engagement Type: Contract

Short Description: The City of Columbus is seeking an experienced project manager to manage small to medium software development, commercial off the shelf and enhancement/upgrade projects for various departmental agencies across the City.

Complete Description: The candidate will work closely with Applications service managers within the Department of Technology to implement software development, commercial off the shelf, enhancement/upgrade projects for various departmental agencies across the city. Candidate will also work closely with agency representatives to ensure a smooth transition. Candidate is expected to work full-time on site for approximately 6 months (estimated 1080 hours). Determination of the workload after the initial commitment will be at the discretion of the Project Sponsors Standard project management tasks that are anticipated include: • Clear communication to all involved parties regarding timelines, expectations, etc • Management of project schedule and finances • Escalation of decision points to appropriate parties • Management of scope and tasks within the program within the designated time frame • Mediate between stakeholders and team members • Assist with building positive working relationships between all involved parties • Documentation of all activities, decisions, risks, etc. • Identify resources and skill sets needed to complete all project tasks. Qualifications include : • Experience managing software development projects following a defined PMO methodology and SDLC. • Experience with business impact analysis, process documentation and improvement, or service level agreements. • Excellent communication, leadership, and organization skills are required • PMP certification is preferred • Ability to lead a diverse team • Ability to manage projects within a matrixed organization with resource constraints • At least 3 years of experience in a technology support operations environment • At least 5 years of experience managing small to medium projects • Excellent problem solving and analytical skills. Preferred candidate must agree to and follow all City work rules, security and access policies, and divisional policies and procedures. Candidate must submit to a Federal and State criminal background check through the Columbus Division of Police (at the City's cost). Additional background checks may be required as dictated by City and divisional policy. 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. 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:	Cole, Misti
		Reports To:	Cole, Misti

Client Information

Work Location:	State of Ohio	Cost Center:	City of Columbus Department of Technology
		Project:	PMO Staff Augmentation

Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
All roles and responsibilities outlined in PM1 plus the following	Required	6	Years
Experience managing software development projects following a defined SDLC methodology	Required	6	Years
Experience managing software development projects following a defined PMO methodology	Required	6	Years
Experience with Business Impact analysis, process documentation and improvement	Required	6	Years
Experience with Service Level Agreements	Required	6	Years
Experience managing projects within a matrixed organization with resource constraints	Required	5	Years
Experience in a technology support operations environment	Required	3	Years
Experience managing small to medium projects	Required	5	Years
Experience managing project finances and project schedule	Required	5	Years
Experience managing scope and tasks within a program within a designated time frame	Required	5	Years
Experience in resource management	Required	5	Years
Experience managing risks within a project plan and escalating decision points to appropriate parties	Required	5	Years
Experience with mediation amongst team members and stakeholders	Required	5	Years
Excellent problem solving and analytical skills	Required	5	Years
Excellent communication and presentation	Required	5	Years

Questions

	Description
Question 1	The vendor rate is \$ 66.58

Compliance

Distribution

Vendor Restrictions

Restriction Type: Include
 Vendors Limited To: Cluster Software, Inc

Starting Tier and Auto Change Settings

Contract Tier: Tier 1 - MBE Auto Change: Yes

Requisition Vendor List

Client Region: State of Ohio

Vendor Name	Contract Tier	Perm Tier	City	State/Pro...	Contact	Contact Phone	Vendor ID
Cluster Software, Inc	Tier 1 - MBE		Columbus	OH	Kailasnath Murthy	614-760-9380	950

Reference

Approval/History

Approval Summary

Date	Name	Level	Status	Comments
06/12/15 2:57 PM	Lori Wildes	Final Approver	Submitted - Client Approval	Per Misti Cole, extending Curtis 1040 hours for FY16, requisition reflects 1% discount across labor cat for FY16
06/12/15 2:58 PM	Lori Wildes	Final Approver	Approved	approved

Change Tracking

Created By User: Lori Wildes Created Date: 06/12/15 02:55 pm
 Last Change User: Lori Wildes Last Change Date: 06/12/15 02:58 pm