

Attachment A

OFFICE OF THE CHIEF TECHNOLOGY OFFICER PEOPLESFT HCM SUITE FUNCTIONAL ANALYST – PEOPLESFT HCM TRANSITION TEAM STATEMENT OF WORK

C.1 SCOPE:

The Government of the District of Columbia, the Office of the Chief Technology Officer (OCTO) is seeking one (1) to twelve (12) PeopleSoft Functional Analysts for the PeopleSoft HCM v8.8, SP1 MP4.

C.1.1 DEFINITIONS

C.1.1.1 ERP – Enterprise Resource Planning software, which is software that spans the entire District of Columbia.

C.1.1.2 HCM – Human Capital Management, which is the name of the PeopleSoft Payroll and Human Resource system.

C.2 BACKGROUND

C.2.1 OCTO, in collaboration with the Office of the Chief Financial Officer (OCFO), and the District of Columbia Department of Human Resources (DCHR), is embarking on an ambitious program to upgrade and implement PeopleSoft Human Capital Management (HCM) information systems to realize new efficiencies while simultaneously offering a broad range of new administrative services for the District. Currently, three core PeopleSoft HCM modules (HR, Benefit Administration and Time and Attendance) are deployed into operations and the deployment of the Payroll module is underway. In addition, OCTO and DCHR are collaborating to implement additional PeopleSoft HCM modules such as Performance Management, Learning Management, Compensation Management, and Workforce Analytics in fiscal years 2008 and 2009.

This citywide enterprise solution initiative will encompass, but not be limited to, business process engineering, system replacements, system enhancements, new systems selection, and custom enhancements of existing applications, system integration, and information technology oversight. This effort will be accomplished through a series of inter-related information technology (IT) projects that will be managed, and/or coordinated within OCTO. OCTO will collaborate with the District agencies to assure that the technological solutions are responsive to the operational plans and priorities of client agencies and their partners within the District government, and with applicable community service providers.

C.3 REQUIREMENTS

With the assistance and oversight of a District Project Manager, the Contractor shall perform the following:

C.3.1 Serve as a member of the PeopleSoft functional/configuration team.

- C.3.2** Perform functional analysis, requirements, definition and ERP module configuration and testing.
- C.3.3** Analyze requirements to apply system solutions to business problems.
- C.3.4** Conduct prototypes.
- C.3.5** Design and develop functional specifications, data flow diagrams, data mapping, flow charts, data dictionaries, and functional mapping for automated solutions in support of business process operations and functions.
- C.3.6** Document system enhancement proposals, outline issues, alternatives and provide recommendations detailing performance, costs, scheduling, time and benefits.
- C.3.7** Configure and set configuration tables and transaction/control tables.
- C.3.8** Identify and resolve gaps in business processes.
- C.3.9** Perform security/authorization set-up, user documentation, data interface design, data migration and reconciliation.
- C.3.10** Develop necessary “work arounds” using light programming skills.
- C.3.11** Assist with installation and tuning of modifications, as well as archiving data.
- C.3.12** Apply knowledge and experience with technology and application development methodologies.
- C.3.13** Perform basic systems analysis techniques, to include, but not be limited to testing, debugging, file design and storage.
- C.3.14** Understand and adhere to documentation standards, file design and storage.
- C.3.15** Resolve configuration related issues with the appropriate District resource(s).
- C.3.16** Research and conduct prototypes.
- C.3.17** Provide training and support to the District for resolution of user issues.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title: _____

Soc. Sec. No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

- 1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
- 2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

District:		Current	Not Current	Not Applicable
Sales and Use		()	()	()
Employer Withholding		()	()	()
Ball Park Fee		()	()	()
Corporation Franchise		()	()	()
Unincorporated Franchise		()	()	()
Personal Property		()	()	()
Real Property		()	()	()
Individual Income		()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____

Attachment C Sample Resume'

Candidate 1

EDUCATION

MIDWAY SCHOOL OF BUSINESS - Chicago, IL
Master of Business Administration - Finance and Strategic Management - June 2001

- Dean's Honor List
- Active member of Management Consulting, Corporate Management and Strategy, and High Tech Clubs.

ANDERSEN COLLEGE - Boston, MA
Bachelor of Arts in Physics (Cum Laude) - June 1996

- Andersen College Scholarship for academic distinction; Dean's List all semesters
- Violinist in Andersen College Symphony
- Physics tutor for Bureau of Study Counsel; active participant in Habitat for Humanity
- Completed dissertation in the field of condensed matter theory

EXPERIENCE

SMART BROTHERS - New York, NY
Technology Project Manager - Investment Banking - June 1997 - July 1999

- Managed project teams to develop profit and loss systems for Proprietary Trading group
- Promoted to project leadership role in two years, well ahead of department average of four
- Developed an original mathematical algorithm for trading processing module, improving performance by 1200%
- Led team of six analysts in firmwide project to reengineer loan syndicate trading flows in firm's largest technology project of 1999. Recommendations established new firmwide standard for real-time trade processing
- Appointed lead developer of interest accrual team after just three months in department. Initiated and designed project to create customized, improved interest accrual and P&L applications for fixed income controllers
- Selected to work on high-profile project to reengineer corporate bond trading P&L system. Reduced overnight processing time from six hours to 20 minutes and improved desktop application speed by 350%
- Devoted 20-25 hours a month to instructing junior members of the team in interest accrual and trading

FINANCIAL TECHNOLOGY GROUP - New York, NY
Analyst - June 1996 - May 1997

- Developed cutting-edge analytic software for use by Wall Street traders
- Worked on a daily basis with clients to create and implement customized strategic software solution for equity traders. Helped create and deliver extensive training program for clients
- Initiated, created, and documented new firmwide standard for software module development

References (Three): (Shall be provided to be considered.)

27. Contracting Officer Review ?	a. Name:	b. Signature:	c. Date	d. Comments:
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DISTRIBUTION [FOR OCP USE ONLY]:

- | | | |
|--|--|---|
| <input type="checkbox"/> a. Procurement File | <input type="checkbox"/> e. Contract Administrator/COTR) | <input type="checkbox"/> i. Agency Chief Financial Officer |
| <input type="checkbox"/> b. Agency Chief Contracting Officer | <input type="checkbox"/> f. Contract Monitor | <input type="checkbox"/> j. D.C. Office of Inspector General |
| <input type="checkbox"/> c. Chief Procurement Officer (CPO) | <input type="checkbox"/> g. Agency Director | <input type="checkbox"/> k. D.C. Office of Local Business Development |
| <input type="checkbox"/> d. OCP Headquarters (Quality Assurance) | <input type="checkbox"/> h. Agency Program | <input type="checkbox"/> l. OTHER: _____ |

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OCP Form 4001 (Front)

(Rev. 3/2000)

INSTRUCTIONS

GENERAL INSTRUCTIONS:

- This form shall be generated to rate the performance of any contractor, provider, or supplier of goods and services to the District of Columbia.
- The performance shall be summarized in the comments blocks included on the front of this form by checking the appropriate rating block, and adding any additional comments. If there is not enough space to provide additional comments, please provide the comments on a separate sheet and attach that sheet to the form.
- Please complete and transmit the attached form to your Agency Chief Contracting Officer in the Office of Contracting and Procurement (OCP), no less than three (3) weeks from the date that a contract ends; or the final delivery and receipt of goods and services pursuant to a contract; or upon the specific request of a representative of the Office of Contracting and Procurement.
- Please evaluate the performance of the contractor in each area requested checking the appropriate block on the performance evaluation form in accordance with the Rating Schedule listed below:

RATING SCHEDULE

- | | | |
|-----|-----------------------|--|
| (0) | UNSATISFACTORY | The performance was substandard, and does not meet most contractual requirements. The contractual performance contained serious compliance problems for which the contractor's corrective actions appear or were ineffective. |
| (1) | POOR | The performance was simply marginal, and just barely met the contractual requirements. There are, or were, deficiencies in the overall performance that the contractor needs to address. Generally, there were several concerns with the contractor's performance, quality and service. |
| (2) | SATISFACTORY | The performance acceptably meets or met the contractual requirements. The performance was timely, in compliance with the contractual requirements. Generally, there were a few minor difficulties or problems for which corrective action were undertaken by the contractor and were successful. |
| (3) | GOOD | The performance on this contract was more than satisfactory and exceeded some of the contractual requirements. The performance was more than timely and the quality of service above compliance with the requirement. Generally, there was good satisfaction and happiness with the contractor performance, quality, and service. |
| (4) | VERY GOOD | The performance met and exceeded most of the contractual requirements, to the benefit of the government, resulting in a high standard of quality, timeliness, and overall customer satisfaction. There were minimal difficulties with this contract for which all corrective actions undertaken by the contractor were met and fully implemented by the contractor. |
| (5) | OUTSTANDING | The performance of the contractor ALWAYS exceeds the contractual requirements, and was reflected by a continued pattern of an exceptional quality goods (or service, or work product); a continued pattern of advance delivery of goods or completion of services; a continued pattern of always performing at or below budget costs; and an unusual pattern of responsiveness to customer concerns; and an exceptionally high standard of demonstrated technical excellence. There were no contractor difficulties with this contract for which corrective action was required. |

- A written, detailed narrative SHALL be provided to support and sustain all ratings of **UNSATISFACTORY** or **OUTSTANDING**. Please attach additional sheets, if needed.

SPECIFIC INSTRUCTIONS: (All items MUST be completed):

- | | |
|-----------|--|
| Block 1. | Insert the assigned, official contract number of the contract. |
| Block 2. | Enter the name, address, telephone and facsimile numbers, and the name of the point of contact of the contractor. |
| Block 3. | Enter the name, address, and telephone, facsimile and e-mail numbers of the Contract Administrator (CA) / Contracting Officer Technical Representative (COTR). |
| Block 4. | Enter the appropriate classification information on the contract, or purchase order. Check all that apply. |
| Block 5. | Enter the contract date of award. |
| Block 6. | Enter the contractor's federal tax identification number that is listed in or on the contract document. |
| Block 7. | Enter a brief statement proving a caption or description of the nature of the contract. |
| Block 8. | Enter the name, address, and telephone and fax numbers of the Contract Monitor, or person completing this evaluation, if other than the CA/COTR. |
| Block 9. | Enter the initial, or agreed upon, price of the contract as listed in the contract or purchase order, <u>exclusive</u> of all modifications. |
| Block 10. | Enter the final cost of the contract, or what has been, or will be paid to the contractor, <u>inclusive</u> of all approved cost modifications. |
| Block 11. | Enter the actual stated contract period of the contract that is listed on the front of the contract document. |
| Block 12. | Enter the specific period for which the performance evaluation is being completed if the specific period is less the total period of the contract. |

- Block 13. This item is intended to determine whether the contractor met, or is meeting, the specific requirements outlines in the scope of work that is listed in the contract.
- Block 14. This item is intended to determine the quality of the contractor goods, service, or work performance.
- Block 15. This item is intended to obtain an indication of the timeliness of performance. Ask the question: Did the contractor deliver or perform on time?
- Block 16. This item is intended to assess whether the customer believes the contractor is reliable enough to be used again by the District.
- Block 17. This item is intended evaluate how well the contractor interacted with the District. Was the contractor responsive, flexible, cooperative, and professional.
- Block 18. This item is intended to assess the contractor' s consistency in submitting the complete documents for payment, and other administrative documents Including compliance on obtaining adequate liability insurance coverage where that requirement is applicable.
- Block 19. This item is intended to ascertain whether the vendor demonstrated originality and resourcefulness in handling issues addressed in a more traditional manner.
- Block 20. This item is intended to evaluate the contractor complied with the stated, or negotiated, contract cost.
- Block 21. This item addresses the extent, effectiveness, and overall management capability of the contractor. *(Primarily in service, consulting and construction contracts.)*
- Block 22. This item addresses the extent to which the contractor met compliance requirements for a safe work site. *(Primarily applicable in construction contracts).*
- Block 23. This item addresses the extent to which the contractor met compliance requirements for labor standards and laws.
- Block 24. This item is intended to evaluate whether the facilities that are provided by the contractor to the District met requirements, including whether the facilities were clean, and safe; and met all District housing and building code requirements, or had a Certificate of Occupancy, where applicable.
- Block 25. Provide an OVERALL PERFORMANCE RATING assessing on the contractor' s performance. The rating must be consistent with the prior ratings.
- Block 26. The Evaluator completing this performance evaluation shall sign and enter the date of signature.
- Block 27. The Contracting Officer shall review, and shall sign and enter the date of signature.

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OCP Form 4001 (Back)

(Rev. 3/2000)