

**Title:** OSSE- Consultant- Master    **Region:** District of Columbia  
**Req ID:** 529364

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**Details****Requisition Details**

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**Req. Class:** ITCV1 : 4-Master    **Region:** District of Columbia  
**Title:** OSSE- Consultant- Master  
**Req. Status:** Open  
**No. of Openings:** 1    **No. Filled:** 0  
**Start Date:** 04/02/2018  
**No New Submittals After:** 03/26/2018  
**Max Submittals by Vendor per Opening:** 2

**Worksite Address:** 810 1st St NE

**Agency Interview Type:** In Person

**Advanced Technical Screening Required?:** No

**Existing Incumbent Resource?:** Yes

**Engagement Type:** Contract

**Short Description:** Coordinates IT project management, engineering, maintenance, QA, and risk management.

**Complete Description:** The Office of the State Superintendent of Education (OSSE) is seeking a business strategist who can plan and manage multiple projects aligning business goals with the EGMS technology solution to drive process improvements, clear and comprehensive grant renewals, grant awards and management that provide bottom-line performance gains for OSSE and the customers. The project management position requires experience managing project teams and producing high-quality deliverables that meet or exceed timeline and budgetary targets. The candidate must be an excellent communicator capable of leveraging technical, business and financial acumen to communicate effectively with grant applicants and their respective teams. The position requires cross-functional supervision, team building and mentoring, client relations and presentations business and IT planning. -----  
 ----- CONTRACT JOB DESCRIPTION Responsibilities: 1. Coordinates IT project management, engineering, maintenance, QA, and risk management. 2. Plans, coordinates, and monitors project activities. 3. Develops technical applications to support users. 4. Develops, implements, maintains and enforces documented standards and procedures for the design, development, installation, modification, and documentation of assigned systems. 5. Provides training for system products and procedures. 6. Performs application upgrades. 7. Performs, monitoring, maintenance, or reporting on real-time databases, real-time network and serial data communications, and real-time graphics and logic applications. 8. Troubleshoots problems. 9. Ensures project life-cycle is in compliance with District standards and procedures. Minimum Education/Certification Requirements: Bachelor's degree in Information Technology or related field or equivalent experience

**Client Information**

<b>Work Location:</b>	OSSE - 810 First St NE Washington, DC 20002	<b>Cost Center:</b>	OSSE - Office of the State Superintendent of Education
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**Required/Desired Skills**

**Required /Desired**

Skill	Required /Desired	Amount	of Experience
16+ yrs planning, coordinating, and monitoring project activities	Required	16	Years
16+ yrs leading projects, ensuring they are in compliance with established standards/procedures	Required	16	Years
Bachelor's degree in IT or related field or equivalent experience	Required		
Experience with Enterprise Grants Management System (EGMS)	Required	1	Years
Business process analysis and the ability to implement change	Required	8	Years
Experience with MS Project or other Project Management software	Required	5	Years
Understanding of the Software Development Life-Cycle (SDLC)	Required	5	Years
Held management/supervisor positions	Required	5	Years

Experience with developing strategies and processes to improve overall business workflow	Required	4	Years
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## Questions

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?