

Position Profile	
September 2016	IT Procurement/RFP Specialist – Taxation Systems

Mathtech, Inc. is a strategy and consulting services firm with offices in New Jersey, Virginia, and Arizona. With over 50 years of experience serving federal, state, and local government agencies, nonprofit organizations, and commercial companies, Mathtech has built a solid reputation for successfully completing projects and working collaboratively with our clients.

Mathtech is seeking a qualified individual to join our growing State and Local Consulting Practice as a Procurement Specialist/ Project Manager on a long term project for a state government agency for the replacement of legacy systems.

Position Responsibilities:

- Finalizing draft RFP for implementation of the system and ensuring that the requirements are accurate and complete. Familiarity with agile projects will be important for success in implementing this requirement.
- Supporting the management of the RFP process, including evaluation of responses.
- Monitoring and tracking all system requirements through the implementation process to assist in ensuring that requirements are implemented as intended.
- Providing assistance to the Project Manager in overseeing and directing project staff.
- Supporting the Project Manager in the overall project governance, communications with executives, planning, budgeting, execution, monitoring, control, quality assurance, and implementing course corrections as needed.

Position Requirements:

The following are required qualifications

- Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master’s degree or project management certification is preferred.
- General Experience: At least five (5) years of experience in project management.
- Specialized Experience: At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.

The following are preferred qualifications:

- At least ten (10) years of drafting and reviewing procurement contracts.
- At least seven (7) years of experience gathering and documenting requirements, drafting and reviewing responses to major IT RFPs.
- At least three (3) years of experience drafting IT RFPs for government agencies.
- A minimum of two (2) years of experience as a project manager for one or more IT projects with a cost in excess of \$5M.
- At least five (5) years of experience in project management.
- At least five (5) years of demonstrated experience in the following areas:
 - Creating and updating documentation that satisfies the proposed SDLC methodology; and
 - Managing the collection and documenting of functional and technical requirements;
- Excellent verbal and written communication skills.
- Excellent coordination and organizational skills.
- At least one (1) year of experience participating in the implementation of an integrated tax system.
- Professional knowledge of federal and/or state tax administration.

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- At least one (1) year of demonstrated professional experience with application of Internal Revenue Service Publication 1075 tax information security guidelines.
- At least one (1) year of demonstrated experience using State of Maryland’s Department of Information Technology’s (DoIT) guidelines, methodologies, and templates.
- Holds a current Project Management Professional (PMP) certification from the Project Management Institute.
- Demonstrated experience engaging agile solution teams at the program and portfolio levels.
- Demonstrated experience in managing one (1) or more projects using agile methodology.
- Bachelor’s Degree from an accredited college or university in Business, Engineering, Computer Science, Information Systems, or other related discipline.
- Master’s Degree, or Ph.D. Degree in Engineering, Computer Science, Information Systems, Business, or a related discipline.
- CPA, M.B.A., J.D., ITIL, PMI-ACP, SAFe Agilist certification, and/or other relevant agile certification.

Work Location: Annapolis, MD

To apply, respond to recruiting@mathtechinc.com with the Position Title in the subject line of your email; please include a recent resume and a completed Requirements Matrix if attached to this profile.