



# CITY OF SOUTH BEND

## INNOVATION & TECHNOLOGY

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## IT Project Management (Contractor)

### BACKGROUND

The City's Department of Innovation & Technology is seeking an experienced technical project manager to support one to several temporary technical projects for the City. The IT project management contractor will work on one or several IT projects, filling a project management role with City teams and stakeholders.

The Department of Innovation & Technology manages data, technology, and IT for the City of South Bend. The Department houses 311, Business Analytics, Applications, Infrastructure, Services, and Civic Innovation. For many technology projects, the Department works in a hybrid, collaborative environment suitable for remote contract work.

Given the seasonal and temporary nature of certain types of information technology projects, the Department often partners with contractors (individuals or firms) to fill temporary or seasonal or specialized needs relating to projects, implementations, or strategic initiatives. Note that this contracted position can be filled by an individual or entity.

Note that this contracted position will be able to set either part-time or full-time hours for performance of the Project Manager services based on the contractor's discretion and project needs, though preferences are for applications that are available to >20 hours a week and/or available during business hours.

Note that the contractor(s) chosen do not have to live in South Bend or be available for in-person work, but that in-person availability is preferred.

### DESIRED SKILLS

This contractor should:

- Have experience in project management – ideally in a technology or software context
- Be proficient in Microsoft Office Suite
- Be familiar with project management tools and methods
- Be an excellent communicator, written and verbal
- Be organized and self-directed

It is preferable that the contractor:

- Have 5+ years in project management or have experience project managing software implementations
- Be familiar with Microsoft Teams, Power Automate, Power Apps, Sharepoint, Monday.com,
- Have project formal management training or certifications

**SELECTION CRITERIA**

Applicants will be assessed based on the following:

Item	Points
Project Management Experience	+5 points for 2-5 years experience +20 points for +5 years experience
Technical Project Management Experience (especially in software implementations)	+10
Experience with Project Management tools the City uses	+5
Interview	+15
Reference(s)	+10
Ability to work >20 hours a week	+10
Ability to be available for ~20 hours a week during business hours	+10
Ability to work in person at least once every two weeks	+5
Value Ratio (pricing proposed is on budget and/or proportional to the expertise, experience, and services being offered)	+15

**SELECTION PROCESS**

The selection process for this contract will be as follows:

1. Applications open 3/10/2023
2. Applications closed 4/7/2023
3. Some applications chosen to move forward to a resume request phase.
4. Some applications chosen to move forward to an interview phase.
5. Applicant(s) chosen (target is by end of April 2023)

The City reserves the right to extend the application period. The City reserves the right to not select a proposal. The City reserves the right to repost this contract position if needed. The City reserves the right to stop or suspend this contract hiring process.

**HOW TO APPLY**

Applicants should apply at <https://forms.office.com/r/jJ8uWGH10B>

Filling out the above is sufficient for an initial application. The City reserves the right to ask for additional documentation such as resumes, references, or work products during later stages of the process.

Note that documents such as certified checks or evidence of financial responsibility do not apply to this position and will not be requested.

Questions? Please email [itps@southbendin.gov](mailto:itps@southbendin.gov).