



MISSISSIPPI DIVISION OF  
**MEDICAID**

## **REQUEST FOR APPLICATIONS**

**Human Resources Project  
Manager  
RFx #3150004895**

Mississippi Division of Medicaid  
Office of Procurement  
550 High St.  
Jackson, Mississippi 39201

**Issue Date:** April 7, 2023

**Procurement Officer:**

Jeanette Crawford  
601-359-2664  
Jeanette.Crawford@medicaid.ms.gov

**Closing Date & Time:** April 21, 2023, at 2:00 p.m. CST

**Request for Application (RFA)**  
**Human Resources Project**  
**Manager**  
**RFx #3150004895**

The Mississippi Division of Medicaid (DOM) through the Office of Procurement and Contracts is soliciting a Request for Application (RFA) from qualified applicants for the position of Human Resources Project Manager.

DOM is seeking a highly skilled contractor for the Office of Human Resources with a strong background in project management, recruiting, benefits, and general HR functions. The Contractor must be willing to be onsite at Medicaid's facilities in Jackson, Mississippi 95% of the time.

The initial term of the contract shall begin July 1, 2023 – June 30, 2024 with three (3) optional one-year renewals. The rate of pay shall be \$47.50 per hour (plus travel and fringe rate) not to exceed 2,080 hours annually. The maximum compensation payable for the initial term of the contract shall be \$108,358.20 which includes Salary (\$98,800.00), Fringe rate of 7.65% for employer's annual share of FICA (\$7,558.20), and Travel (\$2,000.00). The contract worker will report directly to DOM's Chief HR Officer.

**Scope of Services:**

- Serve as HR Liaison with iTech to implement new software and business practices.
- Establish strong relationships and work with other business partners to ensure HR efficiency.
- Manage/facilitate large process conversions and implementations. (Conversion from paper to digital)
- Successfully manage vendors/vendor contracts to achieve DOM's goals and objectives.
- Successfully create a reporting system to track the recruiting process.
- Oversee course development and content after LMS software has been selected.

**Minimum Qualifications:**

**Education**

- Bachelor's degree from an accredited four-year college or university in Computer Science, Business Administration, Marketing, or relevant field; or
- At DOM's discretion, highly relevant work experience of 10 or more years in a related field may be substituted for the education requirement.

**Required Experience**

- 10 or more years of experience working in state government (on behalf of State); and
- 3 or more years of experience successfully managing Human Resources Information System implementations or other relevant special projects.

**Preferred Qualifications/Experience/Skills (the following are desired and may be given additional consideration but are not required):**

- Experience working in the private sector in relevant field (outside of state and federal government).
- Experience working with Mississippi's statewide Accounting System, Mississippi's Accountability system for the Governmental Information and Collaboration (MAGIC).
- Experience working with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure.
- In depth understanding of the SPB and Human Resources compliance requirements.
- Project Management Certification (certificate copy required with resume).
- Strong understanding of and experience evaluating vendor responses to RFPs with a working knowledge of vendor and state perspectives.
- Excellent oral and written communication skills.
- Critical thinking/problem solving skills.
- Strong self-motivation, self-management, and time management skills.
- Sound business analysis and project management skills.
- Ability to successfully use MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project.
- Ability to successfully use DocuSign and SmartSheets.
- Ability and experience leading and facilitating meetings with diverse audiences.
- Ability and experience working successfully to manage diverse groups of people from all backgrounds and education levels.
- Ability and experience developing and delivering presentations for diverse audiences.
- Working Knowledge of Mississippi procurement rules and regulations, as well as State Personnel Board (SPB) policy.

**Other:**

Questions shall be submitted no later than **2:00 p.m. CST, April 18, 2023**, using the Questions and Answers template found at <https://medicaid.ms.gov/resources/procurement/>. Questions must be submitted using the referenced template and sent via e-mail to: [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov), with the subject line: **HR Project Manager RFA - Questions**. Written answers shall be available no later than 5:00 p.m. CST, April 19, 2023, via DOM's website at <https://medicaid.ms.gov/resources/procurement/>. Questions and answer documents shall be treated as an amendment and will require acknowledgment from bidders at time of submission of application.

DOM will provide space at its central office at the Walter Sillers Building, 550 High Street, Suite 1000, Jackson, MS 39201. The contractor will be expected to work in DOM's central office. It is DOM's expectation that the observance of aspects of DOM, as well as working directly with DOM staff and vendors, will enhance the contractor's ability to successfully perform contract requirements as intended.

Successful applicant must comply with *Miss. Code Ann., Title 25, Chapter 4, Article 3, Conflict of Interest; Improper Use of Office*.

It is understood that this award requires approval by the Public Procurement Review Board (PPRB) and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review (OPSCR) and if this award is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

## **Restrictions on Communication with the Division of Medicaid**

From the issue date of this RFA until a Contractor is selected and the contract is signed, applicants and/or their representatives are not allowed to communicate with any DOM staff regarding this procurement except the RFA Issuing Officer. For violation of this provision, DOM shall reserve the right to reject any application.

## **Responsiveness and Responsibility of the Applicant**

- Ensure that the signed completed application, including resume, are received in the Office of Procurement by the deadline. **Applicant assumes all risks of delivery via email and mail.**
- At the time of receipt of the application, the date and time of receipt for both the hand delivered and electronically submitted applications will be recorded and filed in the Office of Procurement and Contracts.
- Applications and modifications received after the time designated in the RFA will be considered **late** and will not be considered for award.
- Incomplete applications will not be evaluated and will not be returned for revisions.
- No faxed submissions will be accepted.
- We strongly recommend that you plan to submit the application early to allow for unforeseen circumstances.

## **Application Information:**

Applications and resumes will be accepted until **2:00 p.m., Friday, April 21, 2023**, for the purpose of hiring a contract worker for the position of Human Resource Project Manager.

In the event that the job duties and responsibilities of this position involve the selected applicant having access to Protected Health Information (PHI), the applicant selected for this position shall be required to sign the DOM Business Associate Agreement (BAA). If the BAA is required, it will be provided to the awarded applicant along with the contract.

Application and BAA template can be found, along with this request, online at <https://medicaid.ms.gov/resources/procurement/>. Applications and resumes can be submitted to the RFA issuing procurement officer Jeanette Crawford via electronic mail to [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov) or hand-delivered to:

Jeanette Crawford  
Office of Procurement  
Mississippi Division of Medicaid  
Re: RFA - HR Project Manager  
550 High Street, Suite 1000, 10<sup>th</sup> Floor  
Jackson, MS 39201

For more information, please contact Jeanette Crawford by email at [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov) or phone 601-359-2664.

DOM reserves the right to reject applications at any time during the procurement process even after negotiations have begun.