



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

Senior Audit Consultant RFx #3150004978

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

Issue Date: May 19, 2023

Procurement Officer:

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

Closing Date & Time: June 2, 2023, at 2:00 p.m. CST

Request for Application (RFA)
Senior Audit Consultant
RFx #3150004978

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 Senior Audit Consultant.

DOM is seeking a highly skilled contractor for the Office of Program Integrity (OPI) with extensive experience in the investigation of fraud, waste and abuse in Federal and State health care programs. The candidate should possess strong data analytical skills that will be used in the selection of aberrant providers and members for investigation. The contractor will also provide training to Program Integrity staff.

The initial term of the contract shall begin (July 6, 2023 – June 30, 2024) with four (4) optional one-year renewals. The rate of pay shall be \$150.00 per hour (plus travel and fringe rate) not to exceed 1,040 hours annually. The maximum compensation payable for the initial term of the contract shall be \$169,934.00 which includes Salary (\$156,00.00), Fringe rate of 7.65% for employer’s annual share of FICA (\$11,934.00), and for work-related Travel as pre-approved by DOM (\$2,000.00). The contract worker will be expected to report to DOM Central Office as required by the Program Integrity Director.

Scope of Services:

- Monitor National health care fraud trends, and work with OPI staff to ensure that similar schemes are not being operated in Mississippi.
- Assist OPI staff in the analysis of claims data, and the selection of providers and beneficiaries for investigation.
- Work with OPI staff in the development of audit plans for on-going investigations and consult with the OPI Director regarding the final disposition of cases.
- Investigate complex fraud complaints as assigned by the OPI Director.
- Work with DOM management and the OPI Director in the development of new investigative techniques.
- Aid DOM to meet the Program Integrity functions outlined in 42 CFR Part 455 and Title 23, Part 305, of the Mississippi Administrative Code.
- Provide training to OPI staff regarding health care fraud detection, investigative techniques, and other topics identified by the OPI Director.

Minimum Qualifications:

Education

- Bachelor's degree from an accredited four-year college or university in Accounting, Business Administration, Marketing, Criminal Justice, or relevant field; or
- At DOM’s discretion, highly relevant work experience of 20 or more years in a related field may be substituted for the education requirement.

Required Experience

- 20 or more years of investigation experience in Federal and State health care programs.
- 5 or more years training others in the detection and investigation of fraud, waste, and abuse in health care programs.

Preferred Qualifications/Experience/Skills (the following are desired and may be given additional consideration but are NOT REQUIRED):

- In depth understanding of DOM's Mississippi Administrative Code Title 23 Part 305 and Mississippi Code § 43-13-121.
- Strong understanding of and experience in the Medicare and Medicaid programs.
- Excellent oral and written communication skills.
- Strong self-motivation, self-management, and time management skills.
- Sound business analysis and project management skills.
- Ability and experience leading and facilitating meetings with diverse audiences.
- Ability and experience developing and delivering presentations for diverse audiences.

Other:

Questions shall be submitted no later than **5:00 p.m. CST, May 30, 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, with the subject line: **Sr. Audit Consultant - Questions**. Written answers shall be available no later than 5:00 p.m. CST, May 31, 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.

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, June 2, 2023**, for the purpose of hiring a contract worker for the position of Senior Audit Consultant.

Applications 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 or hand-delivered to:

Jeanette Crawford
Office of Procurement
Mississippi Division of Medicaid
Re: RFA – Sr. Audit Consultant
550 High Street, Suite 1000, 10th Floor
Jackson, MS 39201

For more information, please contact Jeanette Crawford by email at 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.