



MISSISSIPPI DIVISION OF
MEDICAID

MEMORANDUM

From: The Mississippi Division of Medicaid Office of Procurement

Date: December 4, 2023

Re: Request for Applications (RFA) Senior Project Manager
Public Notice of Intent to Award

The Mississippi Division of Medicaid (DOM) issued a Request for Applications (RFA) on November 3, 2023, seeking a qualified contract worker for the position of Senior Project Manager.

The initial term of the contract shall begin (January 3, 2024 – January 2, 2025) with four (4) optional one-year renewals. The rate of pay shall be \$60.00 per hour (plus travel and fringe rate) not to exceed 2,000 hours annually. The maximum compensation payable for the initial term of the contract shall be \$131,180.00 which includes Salary (\$120,000.00), Fringe rate of 7.65% for employer's annual share of FICA (\$9,180.00), and Travel (\$2,000.00). The contract worker will report directly to the Director of Provider Enrollment, Provider Relations, and Beneficiary Solutions.

The Senior Project Manager will provide the following services for DOM:

- Support the Director of Provider Enrollment, Provider Relations, and Beneficiary Solutions in the goals for this division;
- Developing and regularly updating strategies and plans to improve provider and beneficiary interactions;
- Managing/facilitating large complex procurements and implementations;
- Successfully managing vendors/vendor contracts to achieve DOM's goals and objectives;
- Ensure compliance with relevant regulations and align operations with evolving regulatory requirements;
- Coordinate resource optimization with the Director to allocate resources efficiently, ensuring that staff are utilized effectively; and
- Identify and mitigate potential risks in provider enrollment and relations activities to help safeguard the division.

After publicly advertising the position, the application and selection process is now complete. DOM received two applications for this position and intends to offer the contract to Mr. Billy Hardin. Mr. Hardin possesses the experience as a Senior Project Manager, that includes over four (4) years of experience in working in state government with project management, provider services management and medical claims processing. In addition to 29 years' experience in logistics and project management while serving in the US Military.

DOM intends to submit the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by Wednesday, December 6, 2023, for approval at the January 3, 2024, board meeting. Pending approval, the contract will be available for public inspection in the office of the Chief Procurement Officer. Any person wishing to inspect the contract may request the opportunity to do so through the Agency's public records request process via rfi@medicaid.ms.gov.