



MISSISSIPPI DIVISION OF  
**MEDICAID**

## **Request for Applications (RFA)**

### **Chief Information Technology Officer**

The Mississippi Division of Medicaid's (DOM) Chief Information Technology Officer (CITO) is charged with advancing technology strategy and delivery across a complex government agency with an annual budget of over \$6 billion dollars. Reporting to the Division's Executive Director, the CITO will work with other senior leaders and the Information Technology (IT) organization to deliver reliable IT systems and infrastructure and improve technology-enabled capabilities.

The term of the contract shall be one (1) year (April 17, 2021 – April 16, 2022) with four (4) optional one-year renewals. The rate of pay shall be \$81 per hour (plus travel) not to exceed 2040 hours annually.

#### **Scope of Services:**

- Provide vision, leadership, strategic execution, and oversight of the Division of Medicaid's information technology function.
- Foster an exceptional culture and tone within a state agency that aims to be a leader for how technology can work in a large government organization to better the lives of vulnerable Mississippians and to deliver services more efficiently.
- Ensure, on an ongoing basis, that current and planned technical architecture, investments, and solutions are aligned with and support overarching and emerging state and federal mandates, IT best practices and solutions, business agility, agency mission and operational needs.
- Maintain effective governance of IT controls.
- Effectively manage people, resources, projects, programs, capital investments, risks, and budget to deliver quality service and results on time.
- Work collaboratively with IT organization and agency leadership.
- Create and facilitate a joint business area/IT governance process to prioritize and approve IT investments.
- Establish an ongoing communication process to share updates on IT financial performance and value delivered to the organization.
- Promote understanding of data and analytics in an effort to fully utilize existing information to create the maximum impact for business and customers.
- Create service-level agreements (SLAs) for internal services and vendors and assist in their enforcement.
- Identify and implement technologies to streamline operations and help optimize strategic benefits.
- Create and maintain continual improvement programs and projects.

## **Minimum Qualifications:**

Master's degree in computer science, engineering, business administration, or other relevant field from an accredited four-year college or university.

Ten (10) years of experience as the Chief Information Technology Officer, or similar managerial role, for a large multi-specialty healthcare practice, a large health system, or a healthcare payer.

Work experience must have included supervising and coordinating a variety of functions and implementation of system wide technology initiative(s).

The candidate must demonstrate a commitment to professional development by obtaining and maintaining certifications and/or participation in professional organizations relevant to the functional responsibilities of the Office of Information Technology.

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

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

- Knowledge of various IT systems.
- History of solving problems, delivering solutions, and driving change within a team.
- Naturally curious and comfortable with ambiguity, and able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.
- Demonstrated strategic and analytical thinking.
- Clear and concise oral and written communication skills.
- Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.
- Good understanding of data analysis, budgeting, and business operations.
- Solid understanding of Medicaid and/or health insurance business operations.
- Strong organizational and time management skills.
- Outstanding interpersonal skills.

## **Other:**

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 spend part of the time at the DOM central office. While the contractor is not required to spend any specific amount of time in this State-provided space, because of the need to both observe aspects of DOM, as well as to work with DOM staff and possibly other DOM personnel, it is expected that working from State-provided space will enhance the contractor's ability to successfully perform contract requirements.

## **Application Information:**

DOM will accept applications, including resumes, until 5:00 p.m. Central Time, February 19, 2021, for the purpose of hiring a contract worker. DOM recommends applications be submitted early in order to allow for unforeseen circumstances. Applications can be found online at <https://medicaid.ms.gov/resources/procurement>. Applications can be submitted via email to [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov) or hand-delivered to:

Kayla McKnight  
Office of Procurement  
Mississippi Division of Medicaid  
Re: Chief Information Technology Officer  
550 High Street, Suite 1000, 10th floor  
Jackson, MS 39201

For more information, please contact Kayla McKnight by email at [kayla.mcknight@medicaid.ms.gov](mailto:kayla.mcknight@medicaid.ms.gov) or by telephone at 601-359-2286.

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

- Ensure that the competitive applications are received in the Office of Procurement by the deadline.  
**Applicant assumes all risks of delivery.**
- At the time of receipt of the application, the application will be date stamped and recorded in the Office of Procurement.
- 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 submission will be accepted.
- The application must be signed and include resume.