

MISSISSIPPI DIVISION OF
MEDICAID

MEMORANDUM

From: The Mississippi Division of Medicaid
Office of Procurement

Date: April 22, 2021

Re: Request for Applications (RFA) Workforce Modernization Managing Consultant
Notice of Intent to Award

The Mississippi Division of Medicaid (DOM) issued a Request for Applications (RFA) on April 2, 2021, seeking a qualified contract worker for the position of Workforce Modernization Managing Consultant. The term of the contract shall be one (1) year (July 1, 2021 – June 30, 2022) with four (4) optional one-year renewals. The position will pay \$60 per hour (plus travel) not to exceed 1,840 hours annually, for a total of \$110,400 for the term of the contract. DOM will pay travel up to \$2,000 and fringe rate of 7.65% in an amount not to exceed \$8,445.60, for a total contract value of \$120,845.60. The contract worker will provide the following services for DOM:

- Identification and intervention of failing technology initiatives,
- Research and recommendation of improvements and initiatives for agency-wide technology utilization,
- Design and enhance business processes and workflows,
- Lead service enablement initiatives for various workforce and collaboration technologies and develop administrative toolsets and processes required for ongoing support of related information (IT) services,
- Fulfills role of escalation point for break/fix issue resolution,
- Establishes strong and effective relationships with DOM business areas, and
- Facilitates product demonstrations, proof of concepts (POCs), and other technical demonstrations with internal and external stakeholders.

After publicly advertising the position, the application and selection process is now complete. DOM received one application for this position and intends to offer the contract to Sally Harrison. Ms. Harrison possesses the qualifications and abilities to perform the duties of this position. She has more than twenty (20) years of information technology (IT) experience and is the incumbent contract worker for this position. Her work history, in-depth IT knowledge, project management skills, and ability to work and effect change with diverse groups would make her an asset to the agency.

Both a successful or unsuccessful applicant, may request a post-award applicant debriefing, in writing, by U.S. mail or electronic submission, to be received by the agency within three (3)

business days of this Notice of Intent to Award. We can share with you any applicable information about your response including significant weaknesses or deficiencies, technical ratings, and overall ranking specific to your response. A vendor debriefing is an informal meeting and not a hearing; therefore, legal representation is not required. If a vendor prefers to have legal representation present, the vendor must notify the agency and identify its attorney. DOM shall be allowed to schedule and/or suspend and reschedule the debriefing at a time when a representative of the Office of the Mississippi Attorney General can be present.

Any protests of this decision must be submitted to procurement@medicaid.ms.gov within seven (7) calendar days after the issuance of this notice. The protest must be in writing, identify the name and address of the protestor, provide appropriate identification of the procurement and resulting contract number (if known) and detail the nature of the protest, including available supporting exhibits, evidence, or documents to substantiate any claims.

DOM intends to submit the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by May 5, 2021 for approval at the June 2, 2021 board meeting. Pending approval, the contract will be available for public inspection in the office of the Chief Procurement Officer.