



MISSISSIPPI DIVISION OF  
**MEDICAID**

## **REQUEST FOR APPLICATIONS**

### **Eligibility Project Managing Consultant RFx #315000354**

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

Contact: Catherine Holland  
Date of Release: April 2, 2021



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

### **Eligibility Project Managing Consultant**

The Mississippi Division of Medicaid (DOM) through the Office of Procurement is soliciting a Request for Applications (RFA) from qualified applicants for the position of Eligibility Project Managing Consultant.

DOM is seeking a mid-level person with a strong technical background and management experience. This person must be willing to be onsite at Medicaid's facilities in Jackson Mississippi 95% of the time. 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 \$70 per hour (plus travel) not to exceed 1840 hours annually, for a total of \$128,800 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 \$9,853.20 for a total contract value of \$140,653.20.

### **Scope of Work and Responsibilities**

- Project management of new capabilities for New MEDS including new Centers for Medicare and Medicaid Services (CMS) requirements, State requirements, and system improvements;
- Project management duties for Health and Human Services Transformation Project; (HHSTP). Reviewing all requirements for the following modules: Common Web Portal, Fraud and Abuse Module, Enterprise Master Person Index. Also includes contract management, review of data, deliverable review, and approval;
- Coordinate Documentation with CMS to obtain funding along with monthly status reports;
- Coordinate New MEDS Security and Privacy controls and provide updates required by CMS as to the status of those controls;
- Manage various vendors contracts, deliverables, invoices; and
- Help with RFP generation and proposal evaluation.

### **Minimum Qualifications**

- Master's degree in Math, Computer Science, Engineering, Business Administration, or other relevant field from an accredited four-year college or university with five (5) years of experience related to the described duties; or
- Bachelor's Degree from an accredited four-year college or university in Math, Computer Science, Engineering, Business Administration, or other relevant field, with ten (10) years of experience related to the described duties.



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

## **Required Skills and Experience**

- Excellent oral and written communications skills;
- Critical thinking/problem solving 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;
- Ability and experience working successfully to manage diverse groups of people from all backgrounds, education levels and positions;
- Ability to explain complex technical concepts in easy to understand concerns to audiences with varying technical skillsets;
- Ability and experience leading and participating with a team to achieve specific goals;
- Ability and experience managing the deployment of technology in a multi-site environment;
- Experience and ability to successfully multi-task across multiple projects concurrently to keep them all moving forward at a steady pace;
- Experience with software testing/quality assurance processes and methodologies;
- Experience/familiarity with project management principles;
- Proficient in various graphics software for developing presentations, publications, and prototypes;
- Proficient in Microsoft Teams, Forms, Power Automate, OneNote, SharePoint Online;
- Experience using and modifying PowerShell scripts and Azure Automate;
- Experience in the administration and use of various Microsoft 365 technologies such as SharePoint Online, Teams, Stream, Power BI, and Active Directory;
- Experience in the administration and use of DocuSign; and
- Basic understanding of HTML, XML, SQL, and JavaScript.

## **Special Experience**

The following skillsets/experience are considered valuable and may warrant additional consideration, (desired but not required):

- Ability to successfully work with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure;
- Project Management Certification;
- Strong understanding of the healthcare marketplace;
- Experience developing large scale, complex RFPs and facilitating the RFP/procurement process;
- Understanding of Medicaid eligibility system architecture and DOM-specific business rules;
- Ability to write Visual Basic macros as need to assist project team;



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### **Application Information:**

DOM will accept applications until 5:00 p.m., April, 16, 2021, for the purpose of hiring a contract worker for the position of Eligibility Project Managing Consultant. Applications can be found online at <https://medicaid.ms.gov/resources/procurement>. Applications can be submitted to Catherine Holland via electronic mail to [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov) or by hand to 550 High Street, Office of Procurement (10<sup>th</sup> floor), Suite 1000 Jackson, MS 39201. For more information, please contact Catherine Holland by email at [Catherine.Holland@medicaid.ms.gov](mailto:Catherine.Holland@medicaid.ms.gov) or phone 601-359-9123.

### **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 application, including resume, 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 submissions will be accepted.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.