



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

Sr. Project Manager and ITECH Budget Coordinator
RFx #3150004103

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

Issue Date: February 25, 2022

Procurement Officer:

Jeanette Crawford
601-953-2664
Jeanette.Crawford@its.ms.gov

Closing Date & Time: March 11, 2022, at 2:00 p.m. CST

Request for Application (RFA)

Senior Project Manager / ITECH Budget Coordinator

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 Project Manager / ITECH Budget Coordinator.

DOM is seeking a highly skilled contractor for the Office of Information Technology Management (iTECH) with a strong background in project management, accounting/financial, and technical experience. The Contractor 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, 2022 - June 30, 2023) with four (4) optional one-year renewals. The rate of pay shall be \$85 per hour not to exceed 1,840 hours annually. The maximum compensation payable for the initial term of the contract shall be \$156,400. DOM will pay travel in an amount not to exceed \$2,000 and the fringe rate of 7.65% FICA employer's share. The contract worker will report directly to the DOM Special Projects Administrator over Business Operations and Solutions.

Scope of Services:

- Serve as iTECH's liaison with Finance and Accounting to ensure proper coding of IT services/equipment for federal match rate draw.
- Develop and make regular updates to Advanced Planning Documents (APDs) and the State Medicaid Health Information Technology Plan (SMHP) for submission to the Centers for Medicare and Medicaid Services (CMS).
- Establish strong relationships and work with CMS partners to achieve approval of funding requests.
- Manage/facilitate large complex procurements and implementations.
- Successfully manage vendors/vendor contracts to achieve DOM's goals and objectives.
- Successfully negotiate complex information technology contracts to obtain the maximum protection for the state.
- Produce Cost Benefit analyses, Return on Investment and other relevant financial documentation as required to justify a technology strategy or achieve approval of funding requests.

Minimum Qualifications:

Education

- Master's Degree in Math, Computer Science, Engineering, Business Administration, or other relevant field from an accredited four-year college or university; or

- Bachelor's Degree from an accredited four-year college or university in Math, Computer Science, Engineering, Business Administration, or other relevant field; or
- At DOM's discretion, highly relevant work experience of 10 or more years in a related field may be substituted for the education requirement.

Required Experience

- 10 or more years experience working in state government (on behalf of the state) and
- 10 or more years experience successfully managing multiple diverse, complex, mission critical projects with 3 of those years spent managing a Medicaid Management Information System replacement project.

Special 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 to successfully use MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project.
- Ability and experience leading and facilitating meetings with diverse audiences.
- Ability and experience working successfully to manage diverse groups of people from all backgrounds and education levels.
- Ability and experience developing and delivering presentations for diverse audiences. In depth understanding of CMS' rules/regulations and desired outcomes for the Medicaid program.
- Experience working with CMS to achieve funding approval.
- Working knowledge of Mississippi IT procurement rules and regulations.
- Direct experience (not as part of a team) developing and achieving federal approval of Advanced Planning Documents (APDs), strategic roadmaps, Requests for Proposals (RFPs), etc.

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

- Experience working in the private sector in relevant field (outside of state and federal government).
- Experience working with Mississippi's statewide Accounting System, Mississippi's Accountability System for Government Information and Collaboration (MAGIC).
- Disaster recovery/business continuity experience and certification (copy required).
- Experience working with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure.
- In depth understanding of the Medicaid program.

- Project Management Certification (copy required).
- Strong understanding of the healthcare marketplace.
- Understanding of and Experience evaluating vendor responses to RFPs with a working knowledge of vendor and state perspectives.
- Working knowledge of the Medicaid Enterprise System (MES) and its components.
- Experience developing large scale, complex RFPs and facilitating the RFP/procurement process.

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 work in DOM's central office. It is DOM's expectation that the observance of aspects of DOM, as well as working directly with DOM staff and vendors, will enhance the contractor's ability to successfully perform contract requirements as intended.

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

Application Information:

Applications and resumes will be accepted until 2:00 p.m., Friday, March 11, 2022, for the purpose of hiring a contract worker for the position of Sr. Project Manager / iTECH Budget Coordinator.

Applications signed by the applicant and submitted from a staffing agency will be accepted. Refer to the Responsiveness and Responsibility of the Applicant section of this RFA for further submission instructions.

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: Sr. Project Manager / iTECH Budget Coordinator
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.

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.

PERS

If the applicant is a PERS retiree, the agency must be in compliance with the obligations outlined for the employer in Miss. Code Ann. § 25-11-127 (1972, as amended).

PERS Form 4B must be completed by the employee to be in compliance. Follow PERS instructions. The form may be accessed through the link provided.

<https://www.pers.ms.gov/Content/Forms/Form4B.pdf>

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.