

MEMO



MISSISSIPPI DIVISION OF
MEDICAID

From: The Mississippi Division of Medicaid
Office of Procurement

Date: April 12, 2022

Re: Notice of Intent to Award
Request for Applications (RFA) – Senior Project Manager/iTECH Budget
Coordinator

The Mississippi Division of Medicaid (DOM) issued a Request for Applications (RFA) on February 25, 2022, seeking a qualified contract worker for the position of Senior Project Manager/iTECH Budget Coordinator. The term of the contract shall be one year (July 1, 2022 – June 30, 2023) with four optional one-year renewals. The position will pay \$85 per hour (plus travel) not to exceed 1,840 hours annually for a total of \$156,400 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 \$11,964.60, for a total contract value of \$170,364.60. The contract worker will provide the following services for DOM:

- 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.

After publicly advertising the position, the application and selection process is now complete. DOM received submissions from two applicants. One applicant was deemed non-responsive and was disqualified from further consideration. After evaluation of successful applicant’s qualifications, the Office of Procurement intends to offer the contract to **Ms. Aleeta Massey**.

Analysis

Ms. Massey possesses the qualifications and abilities to perform the duties of this position.

Ms. Massey has more than forty (40) years of experience managing complex projects, including mission critical projects and experience developing large scale, complex RFPs and facilitating the process. In addition, her extensive background in project management, accounting, and CMS funding experience along with knowledge of the State of Mississippi's statewide accounting system, MAGIC, would make her an asset to the agency.

DOM intends to submit the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by May 4, 2022, for approval at the June 1, 2022, board meeting. Pending approval, the contract will be available for public inspection in the office of the Chief Procurement Officer.