



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

Director of Data and Analytics
RFx #3150004540

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

Issue Date: September 2, 2022

Procurement Officer:

Jeanette Crawford
601-359-2664
Jeanette.Crawford@medicaid.ms.gov

Closing Date & Time: September 16, 2022, at 2:00 p.m. CST

**Request for Application (RFA)
Director of Data and Analytics
RFx #3150004540**

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 Director of Data and Analytics.

DOM is seeking a highly skilled contractor for the Office of Information Technology Management (iTECH) with a strong background in data analytics, strategic planning, and leadership. The Contractor must be willing to be onsite at Medicaid's facilities in Jackson, Mississippi 95% of the time.

The initial term of the contract shall begin (November 3, 2022 – June 30, 2023) with four (4) optional one-year renewals. The rate of pay shall be \$60 per hour (plus travel and fringe rate) not to exceed 1,224 hours for the initial term and the same hourly rate for each of the four (4) optional one-year renewal periods not to exceed 1,880 hours annually. The maximum compensation payable for the initial term of the contract shall be \$81,058.16 which includes Salary (\$73,440.00), Fringe rate of 7.65% for employer's annual share of FICA (\$5,618.16), and Travel (\$2,000.00). The maximum compensation for each of the four (4) optional one-year renewal periods shall be \$123,429.20 which includes Salary (\$112,800.00), Fringe rate of 7.65% for employer's annual share of FICA (\$8,629.20), and Travel (\$2,000.00). The contract worker will report directly to the DOM Attorney Supervisor over Business Operations and Solutions.

Scope of Services:

- Collaborate with cross-functional agency leadership to understand their data analytics & reporting needs, explain trends, and actively drive further research and/or operational improvements for optimizing costs and elevating the quality of care to Medicaid beneficiaries. Communicate the business value of analytics to champion analytics as a central decision-making resource.
- Collaborate with business areas and IT to craft, communicate, execute, and iterate upon a strategic data and analytics roadmap that is compelling, value-driven, and aligned to the mission of the Medicaid agency in support of our beneficiaries, providers, and staff. The roadmap should speak to critical elements of data governance and data solutions including but not limited to data collection, storage, management, utilization, analysis and dissemination in a way that promotes efficient access for internal and external users, while maintaining privacy and security that scales up the data and analytics organization to maturity.
- Lead enterprise-wide analytics, to assist DOM business area directors to identify ways in which to incorporate the use of data in their decision making and/or financial and quality management activities, including developing and enhancing analytics capabilities of staff and/or stakeholders. Proactively champion the value of information and data as a strategic organizational asset and drive a culture of innovation and experimentation within the agency using data insights.

- Develop, manage, and grow a team with a "data services approach" to maximize use of data on all Medicaid programs for external and internal users.
- Hire, motivate, mentor, supervise, and develop talent, including data stewards, data architects and data analysts, to enhance the organization's data architecture, data science and analytics capabilities in support of state and division initiatives.
- Develop, communicate, and monitor key performance indicators (KPIs) to measure effectiveness of data and analytics capital and expense spend and ensure investments in employees, contractors, systems, and process enhancements deliver value.
- Build bridges between Medicaid data assets and contractors, sister state agencies, and statewide health information exchanges that hold complementary data assets that when combined can provide added value to the public.
- Ensure compliance with Transformed Medical Statistical Information System (T-MSIS) requirements and leverage T-MSIS data program for the benefit of the Medicaid agency.
- Remain current on uses of health data to create value in Medicaid and other payer programs, including emerging and evolving end user usage models and requirements in data management, business intelligence, analytics, and research. Be aware of the regulatory environment pertaining to federal (CMS) and state health initiatives.
- Oversee the creation of data models that integrate and organize disparate data systems in preparation for analytics and lead ongoing data enhancements.
- Partner with business areas to model the outcome of implementing potential policies.
- Conduct timely research and analysis on Medicaid program data to identify drivers of cost, utilization, and quality. Develop insights and solutions on these results to reduce spending and increase quality.
- Provide inputs and manage complex data science project with internal and external parties.
- Other duties as assigned.

Minimum Qualifications:

Education

- Bachelor's degree in business, information technology, data analytics, healthcare statistics, or equivalent experience; 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

- 7+ years of experience, preferably with a health insurance payer or health system working in analytics and/or IT related fields.

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

- Experience with data warehouses, lakes, ETL, SQL and various data reporting & visualization tools.
- Experience with analytics applications and groupers including health care claims management and billing coding.
- Management experience including managing staff and budget.
- Knowledge of statistics and application of high-level mathematical models in medical and pharmacy claims data.
- Understanding of health insurance business, claims payment procedures, strategies and trends in health and human services government programs preferred. Supervisory experience strongly preferred.
- Experience leading enterprise-wide process improvement to incorporate the use of data in decision-making and/or financial management activities, including developing and enhancing data analytic capabilities of staff and/or data stakeholders.
- Executive Core Qualifications (ECQs)
 1. **Leading Change:** The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this qualification is the ability to establish an organizational vision that supports business needs and to implement it in a continuously changing environment.
 2. **Leading People:** The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
 3. **Results Driven:** The ability to meet organizational goals and customer expectations. Inherent to this qualification is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
 4. **Business Acumen:** The ability to manage human, financial, and information resources strategically.
 5. **Building Coalitions:** The ability to build coalitions internally and with state and federal agencies, contractors, and other private sector organizations to achieve common goals.

Other:

Questions shall be submitted no later than **2:00 p.m. CST, September 12, 2022**, using the Questions and Answers template found at <https://medicaid.ms.gov/resources/procurement/>. Questions must be submitted using the referenced template and sent via e-mail to: procurement@medicaid.ms.gov, with the subject line: **Director of Data and Analytics RFA -- Questions**. Written answers shall be available no later than **5:00 p.m. CST, September 13, 2022**, via DOM's website at <https://medicaid.ms.gov/resources/procurement/>. Questions and answers documents shall be treated as an amendment and will require acknowledgment from bidders at time of submission of application.

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.*

It is understood that this award requires approval by the Public Procurement Review Board (PPRB) and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review (OPSCR) and if this award is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

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 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.

Application Information:

Applications and resumes will be accepted until **2:00 p.m., Friday, September 16, 2022**, for the purpose of hiring a contract worker for the position of Director of Data and Analytics.

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: Director of Data and Analytics
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.