

MISSISSIPPI DIVISION OF
MEDICAID

MEMORANDUM

From: The Mississippi Division of Medicaid
Office of Procurement

Date: May 3, 2023

Re: Request for Applications (RFA) Human Resources Project Manager
Public Notice of Intent to Award

The Mississippi Division of Medicaid (DOM) issued a Request for Applications (RFA) on April 7, 2023, seeking a qualified contract worker for the position of Human Resources Project Manager.

The initial term of the contract shall begin (July 1, 2023 – June 30, 2024) with three (3) optional one-year renewals. The rate of pay shall be \$47.50 per hour (plus travel and fringe rate) not to exceed 2,080 hours annually. The maximum compensation payable for the initial term of the contract shall be \$108,358.20 which includes Salary (\$98,800.00), Fringe rate of 7.65% for employer's annual share of FICA (\$7,558.20), and Travel (\$2,000.00). The contract worker will report directly to DOM's Chief HR Officer.

The Human Resources Project Manager will provide the following services for DOM:

- Serve as HR Liaison with iTech to implement new software and business practices.
- Establish strong relationships and work with other business partners to ensure HR efficiency.
- Manage/facilitate large process conversions and implementations. (Conversion from paper to digital)
- Successfully manage vendors/vendor contracts to achieve DOM's goals and objectives.
- Successfully create a reporting system to track the recruiting process.
- Oversee course development and content after LMS software has been selected.

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 Ms. Kathryn Harden. Ms. Harden possesses the experience in Human Resources, to include initiatives related to implementing human resource programs, policies, training development and collaborating with other state agencies to streamline business applications and processes.

DOM intends to submit the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by Wednesday, May 3, 2023, for approval at the June 7, 2023, board meeting. Pending approval, the contract will be available for public inspection in the office of the Chief Procurement Officer. Any person wishing to inspect the contract may request the opportunity to do so through the Agency's public records request process via rfi@medicaid.ms.gov.