



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

Senior Project Manager
RFx #3150005291

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

Issue Date: November 3, 2023

Procurement Officer:
Jeanette Crawford
601-359-2664
Jeanette.Crawford@medicaid.ms.gov

Closing Date & Time: November 28, 2023, at 2:00 p.m. CST

Request for Application (RFA)

Senior Project Manager

RFx #3150005291

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.

DOM is seeking a highly skilled contractor for Provider Enrollment & Beneficiary Solutions support with a strong background in project management and provider enrollment and claims processing. Remote work may be allowed if authorized with prior approval by the Director of Provider Enrollment, Provider Relations, and Beneficiary Solutions.

The initial term of the contract shall begin (January 3, 2024 – January 2, 2025) with four (4) optional one-year renewals. The rate of pay shall be \$60 per hour (plus travel and fringe rate) not to exceed 2,000 hours annually. The maximum compensation payable for the initial term of the contract shall be \$131,180.00 which includes Salary (\$120,000.00), Fringe rate of 7.65% for employer's annual share of FICA (\$9,180.00), and Travel not to exceed (\$2,000.00). The contract worker will report directly to the Director of Provider Enrollment, Provider Relations, and Beneficiary Solutions.

Scope of Services:

- Support the Director of Provider Enrollment, Provider Relations, and Beneficiary Solutions in the goals for this division;
- Developing and regularly updating strategies and plans to improve provider and beneficiary interactions;
- Managing/facilitating large complex procurements and implementations;
- Successfully managing vendors/vendor contracts to achieve DOM's goals and objectives;
- Ensure compliance with relevant regulations and align operations with evolving regulatory requirements;
- Coordinate resource optimization with the Director to allocate resources efficiently, ensuring that staff are utilized effectively; and
- Identify and mitigate potential risks in provider enrollment and relations activities to help safeguard the division.

Minimum Qualifications:

Education

- Bachelor's degree from an accredited four-year college or university.

Required Experience

- A minimum of 10 years' experience in project management or logistics; of which must include:
 - A minimum of 2 years' experience in project management working in State government (or on behalf of the state); and
 - A minimum of 2 years' experience, in provider services management and medical claims processing working in State government (or on behalf of state).

Preferred Qualifications/Experience (the following are desired and may be given additional consideration but are not required). Please describe these skills in resume:

- Working knowledge of the Medicaid Enterprise System (MES) and its component;
- Understanding of Medicaid rules relating to Provider Enrollment and Claims Processing;
- In depth understanding of the Medicaid program;
- Experience managing/facilitating large complex procurements and implementations;
- Experience managing vendor contracts;
- Ensure compliance with relevant regulations and regulatory requirements;
- Excellent oral and written communications skills;
- Critical thinking/problem solving skills;
- Strong self-motivation, self-management and time management skills;
- Sound business analysis and stakeholder engagement skills;
- Ability and experience leading and facilitating meetings with diverse audiences;
- Ability to successfully use MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project;
- Ability to successfully work with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure; and
- Other duties as assigned.

Other:

Questions shall be submitted no later than **2:00 p.m. CST, November 15, 2023**, 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: **Senior Project Manager RFA -- Questions**. Written answers shall be available no later than **5:00 p.m. CST, November 17, 2023**, 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., November 28, 2023**, for the purpose of hiring a contract worker for the position of Senior Project Manager.

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: Senior Project Manager
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.