



OFFICE OF PROCUREMENT

Request for Applications (RFA)

Model Care Coordinator/Grant Manager – Cell & Gene Therapy Access Model

RFA # 20260116

RFX # 3150006658

The Mississippi Division of Medicaid (DOM) through the Office of Procurement and Contracts is soliciting a Request for Applications (RFA) for qualified applicants for the position of Model Care Coordinator / Grant Manager to implement the Centers for Medicare and Medicaid Services (CMS) Cell and Gene Therapy (CGT) Access Model.

The Mississippi Division of Medicaid provides health coverage for eligible, low-income populations in Mississippi. As part of this mission, this position will focus on supporting members who will receive cell and gene therapies for sickle cell disease through the CMS Cell and Gene Therapy Access Model. This position is funded through the CGT Access Model Cooperative Agreement (CMS-2P2-25-001). The individual in this role will play a central part in implementing, managing, and operationalizing this innovative model. The individual serving in this role will act as a subject-matter expert in access, reimbursement, patient and caregiver coordination, and data reporting. The individual will help ensure that members can access these advanced therapies and achieve optimal care outcomes.

The initial contract term will be approximately five (5) years, commencing on April 1, 2026, and concluding on December 31, 2030.

The rate of pay shall be \$50.48 an hour not to exceed 1840 hours annually for a total annual compensation of \$92,883.20. DOM will provide the fringe rate of 7.65% FICA employer's share (\$7,105.56) for a yearly total not to exceed \$99,988.76. DOM will pay travel in an annual amount not to exceed \$9,044. The maximum annual compensation payable for the contract shall be \$109,032.76.

Scope of Services

This position will perform the key responsibilities as outlined below to implement the initiatives funded by the CGT Access Model Cooperative Agreement Funding (CMS-2P2-25-001). Services are to be rendered in accordance with all requirements established by the Mississippi Division of Medicaid as well as the Centers for Medicare and Medicaid Services. A detailed record of all service-related activities will be maintained. A report including findings such as a summary of services performed or data analyses will be submitted on a quarterly basis. These services will be performed during regular business days, Monday through Friday. Services will be paused on state-recognized holidays and will resume on the next regular business day.

Key Responsibilities

- Act as the primary liaison for the CGT Access Model within and between the Mississippi Division of Medicaid, Model members and caregivers, providers, and community-based organizations
- Guide Model members through the full treatment journey towards cell and gene therapies for sickle cell disease
- Perform telephonic, digital, home, and/or other site visits
- Develop and review ongoing, individualized care plans
- Conduct barriers to access screenings
- Connect members to supportive resources (e.g., travel-related support, subsidized childcare, fertility preservation) offered by the Mississippi Division of Medicaid, through the Cooperative Agreement funding, or by participating Model manufacturers
- Coordinate as appropriate between the member and/or family/caregivers, community resources, and the care provider team (e.g., assist with appointment scheduling)
- Collect, document, and maintain member information, care management activities, and Model activities
- Provide and support educational training for patients, communities, and providers
- Assist with oversight of the Model Community Outreach Specialists
- Develop and maintain project documentation, standard operating procedures, workflows, and reports related to the Model
- Contribute to internal and external communications related to the Model
- Identify and implement continuous improvement opportunities
- Assist the Mississippi Division of Medicaid with miscellaneous tasks related to the Cell and Gene Therapy Access Model

Minimum Qualifications

Education

- Bachelor's Degree from an accredited four-year college or university in Medical Sciences, Public Health, Social Work, or a related field.

The following are desired and may be given additional consideration but are not required.

Preferred Qualifications

Education

- Graduate from an accredited School of Nursing OR Master's Degree (preferably in Medical Sciences, Public Health, Social Work, or in a related field).

Experience

- Two (2) years of relevant professional experience in healthcare access or patient navigation/care coordination
- Experience working with patient populations undergoing advanced therapies (e.g., cell and gene therapies) or patients living with sickle cell disease

Preferred Competencies

- Excellent verbal and written communication skills; ability to translate complex concepts to the needs of the audience
- Ability to interface with multiple stakeholders
- Ability to work both independently (managing own patient workload) and collaboratively across teams
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and comfortable learning workflow management systems or case management platforms
- Data orientation skills (e.g., metric tracking)
- Ability to work in a fast-evolving environment with strong adaptability and collaborative mindset
- Strong analytical and problem-solving skills

Other

Questions shall be submitted no later than **Monday, January 26, 2026 , by 2:00 p.m. CST**, 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:

Model Care Coordinator - Cell & Gene Therapy Access Model - RFA - Questions.

DOM anticipates written answers will be available no later than **Friday, January 30, 2026, by 5:00 p.m. CST** 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 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.

Definition of a Contract Worker

Section 7.1.1 of the *Public Procurement Review Board, Office of Personal Service Contract Review (PPRB OPSCR) Rules and Regulations* states that a contract worker is a worker under contract with an Agency who meets the requirements for an employee under the Internal Revenue Service ("IRS") code for federal employment tax purposes. Evidence of lawful behavioral control, lawful financial control, and the lawful relationship of the parties shall demonstrate the contract worker is **not** an independent contractor.

Contract workers are assigned a worker identification number ("WIN") in the state's accounting system and will receive a W2 for tax purposes, and not an IRS Form 1099.

Responsiveness and Responsibility of the Applicant

- Ensure that the signed completed application, including resume, and three (3) references are received in the Office of Procurement by the deadline. All required candidate information and documentation must be included with the application at the time of submission. **Applicants assume all risks of delivery via email.**
- At the time of receipt of the application, the date and time of receipt for 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 shall be governed by Section 7.5.4 of the *PPRB OPSCR Rules and Regulations*, Title 12, Part 9 of the Mississippi Administrative Code.
- Incomplete applications will not be evaluated and will not be returned for revisions.
- No faxed or mailed submissions will be accepted.
- We strongly recommend that you plan to submit the application early to allow for unforeseen circumstances.

Application Information

DOM will accept applications for the above-mentioned position, including resumes and three (3) references, until **Friday, February 6, 2026, at 2:00 p.m. CST.**

Applications can be found, along with this request, online at [**https://medicaid.ms.gov/resources/procurement/**](https://medicaid.ms.gov/resources/procurement/).

To apply, please submit your signed application, resume and three (3) references to the following email address:
[**procurement@medicaid.ms.gov**](mailto:procurement@medicaid.ms.gov).

For more information, please contact Sharon Clark by email at [**Sharon.clark@medicaid.ms.gov**](mailto:Sharon.clark@medicaid.ms.gov).

DOM reserves the right to reject applications at any time during the procurement process even after negotiations have begun.