



MISSISSIPPI DIVISION OF
MEDICAID

OFFICE OF PROCUREMENT

Request for Applications (RFA)

Program Coordinator

RFA # 20260220

RFX # 3150006722

Introduction

The Mississippi Division of Medicaid (DOM) through the Office of Procurement is soliciting a Request for Applications (RFA) for qualified applicants for the position of Program Coordinator. This role focuses on program coordination and supporting effective resource delivery for members. This position does not involve direct clinical practice.

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 Centers for Medicare & Medicaid Services (CMS) Cell and Gene Therapy (CGT) Access Model. This position is funded through the CGT Access Model Cooperative Agreement (CMS-2P2-25-001).

DOM recognizes that the CMS Cell and Gene Therapy Access Model is an emerging and evolving initiative. The selected applicant will receive orientation, onboarding, and ongoing collaboration with DOM staff and CMS partners to support successful implementation of the Model.

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 programmatic subject-matter resource 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.

Contract Term and Compensation

The contract term will be five (5) years, commencing on May 8, 2026, and concluding on April 30, 2031.

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 employer's share of FICA at 7.65% (\$7,105.56),

for a yearly total not to exceed \$99,988.76. DOM will reimburse travel expenses 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 key responsibilities as outlined below to implement the initiatives funded by the CGT Access Model Cooperative Agreement (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 & 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 analysis 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, caregivers, providers, and community-based organizations
- Guide Model members through the full treatment journey toward 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

(REQUIRED)

Education

- Graduate from an accredited School of Nursing OR
- Bachelor's degree from an accredited four-year college or university in Medical Sciences, Public Health, Social Work, Health Policy, Health Administration, or a related field.

PREFERRED QUALIFICATIONS

(DESIRED AND MAY BE GIVEN ADDITIONAL CONSIDERATION, BUT NOT REQUIRED)

Education

- Master's degree (preferably in Medical Sciences, Public Health, Social Work, Health Policy, Health Administration, or 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), rare or complex medical conditions, or patients living with sickle cell disease

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 ability to learn workflow management systems or case management platforms
- Data oriented skills (e.g., metric tracking)
- Ability to work in a fast-evolving environment with strong adaptability and a collaborative mindset
- Strong analytical and problem-solving skills

Work Location

DOM will provide space at its central office at the Walter Sillers Building, 550 High Street, Suite 1000, Jackson, MS 39201.

On-site presence is preferred, but a hybrid work schedule may be considered, subject to DOM operational needs and supervisory approval. Regular on-site presence will be required for meetings, collaboration, and stakeholder engagement.

It is DOM's expectation that observance of aspects of DOM operations, as well as working directly with DOM staff and vendors, will enhance the contractor's ability to successfully perform contract requirements as intended.

Other

Questions shall be submitted no later than **Wednesday, March 4, 2026, by 2:00 p.m. CST**, using the Questions and Answers template found at:

Question and Answer Template: <https://medicaid.ms.gov/resources/procurement/>

Email Template to: procurement@medicaid.ms.gov

Email Subject Line: Program Coordinator – RFA – Questions

DOM anticipates written answers will be available no later than Friday, **March 6, 2026, by 5:00 p.m. CST** via DOM's website at: <https://medicaid.ms.gov/resources/procurement/>

The Questions and Answers document shall be treated as an amendment and will require acknowledgment from bidders at the time of application submission.

Successful applicants 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 reserves 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 W-2 for tax purposes, and not an IRS Form 1099.

Responsiveness and Responsibility of the Applicant

- Ensure that the signed, completed application, including a 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.
- 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 Instructions

DOM will accept applications for the above-referenced position, including resumes and three (3) references, until **Friday, March 13, 2026, at 2:00 p.m. CST.**

Applications can be found, along with this request, online at:

<https://medicaid.ms.gov/resources/procurement/>

To apply, please submit your signed application, resume, and three (3) references to:

procurement@medicaid.ms.gov

DOM encourages all qualified individuals with experience in care coordination, healthcare access, public health, or complex populations to apply. We value practical expertise and encourage you to apply even if you do not meet all preferred qualifications.

For more information, please contact Sharon Clark by email at Sharon.clark@medicaid.ms.gov.

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