



Official Responses to Submitted Questions

Amendment #1 -- Business Analyst Consultant

Due Date: April 7, 2026

Solicitation Number: RFA #20260313.2; RFx #3150006699

Question #	RFP Section #	RFP Page #	Question	DOM Response
1	Responsiveness and Responsibility of the Applicant; Application Information	p. 5	How many candidates/resumes may one vendor submit for this RFA? The RFA requires a signed application and a complete resume, but it does not state whether one vendor may submit only one candidate or multiple candidates.	<p>Please refer to Page 4 of the RFA, Definition of a Contract Worker.</p> <p>The resulting contract is a direct agreement between DOM and the individual, the application must be submitted directly by the candidate. Applications submitted by third-party entities or staffing agencies will not be considered.</p>
2	Work Location; Contract Term and Compensation	p. 4 & 2	Should this role be treated as fully onsite, hybrid, or remote, and as full-time or part-time? The RFA requires the contractor to work in DOM's central office and be onsite in Jackson 95% of the time, but full-time/part-time status is not expressly stated.	The role should be considered primarily onsite, as stated in the RFA, with work to be performed in Jackson, Mississippi approximately 95% of the time. Any offsite work would require prior approval and would not be routine.
3	Contract Term and Compensation	p. 2	What are the expected working hours and weekly schedule for this role? The RFA caps the engagement at 1,840 hours per contract year, but it does not define daily hours, weekly hours, shift timing, or whether after-hours/weekend work may be required.	The expected work schedule is approximately 35 hours per week during normal State business hours. Specific daily working hours may be determined in coordination with the supervisor.
4	Work Location	p. 4	Must the candidate already be based in Mississippi, or may candidates from other states be considered if they can meet the onsite requirement in Jackson, Mississippi 95% of the time?	Candidates from other states may be considered for this position, provided they can meet the onsite work requirements as specified in the RFA.
5	Contract Term and Compensation	p. 2	Is the budget fixed at \$55.00 per hour, up to 1,840 hours per contract year, with total annual compensation not to exceed \$112,441.80 including allowable travel reimbursement and employer FICA, or is any other budget structure applicable to this RFA?	Yes, the budget is fixed at \$55.00 per hour for up to 1,840 hours per contract year. Total annual compensation shall not exceed \$112,441.80, which includes allowable travel reimbursement and employer FICA. No alternate budget structure is applicable to this RFA.
6	Responsiveness and Responsibility of the Applicant; Application Information	p. 5	May the application/proposal be submitted by email only, and will email submission be treated as fully compliant if the two required PDF files are timely received at procurement@medicaid.ms.gov?	Submission of the application package by email to procurement@medicaid.ms.gov is sufficient. Timely receipt of the signed application PDF, the complete resume PDF, and a separate PDF acknowledging the Questions and Answers amendment will be considered fully compliant. The <i>Application Information</i> section of the RFA also provides instructions for hand-delivery, if preferred.

7	Contract Term and Compensation; Responsiveness and Responsibility of the Applicant; Application Information	p. 2 & 5	Is any separate price proposal, bill rate, markup, or budget response required from the vendor, or will DOM evaluate submissions only under the fixed compensation terms already stated in the RFA?	No separate price proposal, bill rate, or budget submission is required. Compensation for this position is established in the RFA.
8	Responsiveness and Responsibility of the Applicant	p. 5	Does DOM intend to conduct interviews for this RFA? If yes, please clarify whether interviews will be virtual or onsite, the number of interview rounds, and the expected interview panel.	DOM may request interviews for this position. Selection will be based on the application and resume, with interviews used as needed to support the evaluation process. If interviews are requested, local candidates may be interviewed on site and candidates not local may be interviewed virtually via Microsoft TEAMS. The number of interview rounds has not been determined at this time. Candidates should be prepared for one or more rounds if interviews are requested. If interviews are conducted, the anticipated interview participants will include iTECH leadership.
9	Responsiveness and Responsibility of the Applicant; Application Information	p. 5	Please clarify the complete application package required for this RFA. The RFA requires a signed, completed application and a resume, and the State of Mississippi Application Form states that the Supplemental Questions page must be attached when applicable (State of MS Application Form, pp. 1 and 5).	Applicants are required to submit the signed application PDF, the complete resume PDF, and a separate PDF acknowledging the Questions and Answers amendment, forthcoming, to be considered fully compliant. Supplemental Questions, as identified on the State application, do not apply to this RFA.
10	Responsiveness and Responsibility of the Applicant	p. 5	Does a separate Supplemental Questions page apply to this Business Analyst Consultant RFA and, if yes, where should it be obtained? This question is based on the State of Mississippi Application Form instructions regarding Supplemental Questions.	Please refer to Question 9
11	Cover Page; Introduction	p. 1-2	What should be entered in the 'Position #' field on the State of Mississippi Application Form for this RFA? The solicitation identifies RFX #3150006699 and RFA #20260313.2, while the application form includes a separate 'Position #' field (State of MS Application Form, p. 1).	Enter both the RFX number 3150006699 and the RFA #20260313.2.
12	Application Information	p. 5	If a submitted candidate becomes unavailable before award, interview, or start date, may the vendor submit a replacement candidate? If yes, please clarify the timeline and conditions for replacement.	No. Submissions from vendor companies are not accepted under this RFA. Only the individual applicant who submits the completed application and resume may be considered. If that individual becomes unavailable, a replacement candidate may not be submitted.
13	Scope of Services	p. 3	Is this role currently being performed by an incumbent contractor or agency resource? If yes, is the incumbent eligible to be resubmitted under this RFA, and is any transition or knowledge transfer expected?	We currently do not have a business analyst consultant.

14	Contract Term and Compensation	p. 2	The RFA allows reimbursement of travel expenses up to \$3,500.00 per contract year. What travel is expected for this role, and are there any approval or reimbursement conditions vendors should know for proposal compliance?	Travel reimbursement is intended for conferences, training, or educational needs related to the role. All travel requires prior approval from the DOM supervisor and must follow DOM travel policies.
15	Contract Term and Compensation; Other	p. 2 & 4	The initial contract term begins July 1, 2026. What is the expected start date for the selected resource, and what is the anticipated timeline for evaluation, selection, onboarding, and required approvals?	All steps, including review, interviews (if requested), and final selection, must be completed by May 6, 2026, to allow time for contract approval by the Public Procurement Review Board. The anticipated contract start date is July 1, 2026.
16	Other	p. 4	Are any background screening, fingerprinting, drug testing, badge processing, or other pre-engagement compliance requirements required before the selected contract worker can start?	Yes. Background checks, fingerprinting, drug screening, or security clearances may be required before the selected contract worker can begin work, as these are standard requirements for State employees, even though these requirements were not specifically stated in the RFA.
17	Definition of a Contract Worker	p. 4-5	The RFA states that contract workers are assigned a WIN and will receive a W-2, not a Form 1099. Must the selected resource be engaged strictly under this structure, and are there any vendor-specific payroll or co-employment requirements that apply?	Yes. The selected contract worker will be assigned a WIN number and will receive a W-2. Submission from vendor companies will not be accepted.
18	Contract Term and Compensation	p. 2	Should vendors refrain from proposing any rate escalation in their submission, with any future upward price adjustment to be handled only through the State's process described in the RFA after the first twelve months?	Vendors cannot propose any rate changes. Any future adjustments will only be considered through the State's process described in the RFA after the first twelve months.
19	Other; Application Information	p. 4 -5	The RFA provides an email subject line for Q&A submissions but not for the actual application submission. Is there a required subject line or file-naming convention for the two PDF files to be submitted with the application?	The email submission can have the subject line: Business Analyst Consultant - RFA. A third PDF file is now required for the Questions and Answers amendment, forthcoming, with acknowledgment.
20	Responsiveness and Responsibility of the Applicant	p. 5	Will DOM evaluate submissions solely on the completed application, resume, and required documentation received by the deadline, or are there additional evaluation factors, scoring criteria, or post-submission requirements not expressly stated in the RFA?	Evaluation will be based solely on the completed application, resume, required PDF submissions, and interviews, if applicable. There are no additional evaluation requirements in this RFA.
21	Restrictions on Communication with the Division of Medicaid; Other	p. 4	Should all procurement-related communications, including clarification requests, be directed only to the RFA Issuing Officer through the formal Q&A process, and should vendors avoid contacting all other DOM personnel regarding this procurement?	Yes. As stated in the RFA under <i>Restrictions on Communication with The Division of Medicaid</i> , all procurement-related communications must be directed only to the RFA Issuing Officer through the formal Q&A process. Vendors are not allowed to contact any other DOM personnel regarding this procurement.
22	Responsiveness and Responsibility of the Applicant	p. 5	The RFA states that applicants assume all risks of delivery via email and that receipt time will be recorded by the Office of Procurement for electronically submitted applications. Will DOM provide any email receipt acknowledgment before the closing time?	Yes. The Office of Procurement will send an acknowledgement email confirming receipt of the submission prior to the posted deadline.
23	General	None	Is this open for all vendors or for selected vendors?	Submissions from vendor companies are not accepted under this RFA. Only the individual applicant who submits the completed application and resume may be considered.

24	General	None	Is this totally onsite role?	The role should be considered primarily onsite, as stated in the RFA, with work to be performed in Jackson, Mississippi approximately 95% of the time. Any offsite work would require prior approval and would not be routine.
25	General	None	How many vendors/candidates you are looking to award?	DOM is seeking one candidate to fill this position.
26	General	None	Should we have a master contract with Mississippi Division of Medicaid to bid on this requirement or is it open to all vendors to participate?	No. A master contract is not needed with the State of Mississippi to apply for this position.

I hereby acknowledge receipt of this amendment and will incorporate all responses in my submission. The signed amendment must be submitted as a separate PDF file with your RFA response and resume no later than April 7, 2026, at 2:00 p.m.

Printed Name	
Signature	
Title	
Date	