



Official Responses to Submitted Questions

Amendment #1 -- Human Resources Project Manager
 Due Date: April 7, 2026

Solicitation Number: RFx #3150006714, RFA #20260313.1

Question #	RFP Section #	RFP Page #	Question	DOM Response
1	Application Information; Responsiveness and Responsibility of the Applicant	p. 5	How many candidates/resumes may a vendor submit under this RFA? The solicitation requires submission of two PDF files (signed application and resume), but it does not clearly state whether DOM will accept only one candidate per vendor or multiple candidate submissions.	<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	Definition of a Contract Worker	p. 4	Can a staffing/vendor company submit an application on behalf of a qualified candidate, or must the application be submitted directly by the individual?	Please refer to Question 1.
3	Definition of a Contract Worker	p. 5	If a vendor submits a candidate, will the contract be executed with the vendor or directly with the individual contract worker?	Please refer to Question 1.
4	Definition of a Contract Worker	p. 4	The RFA states the contract worker will receive a W-2 and be treated as an employee under IRS rules. Can the contract worker be employed by a staffing firm and assigned to DOM, or must the worker be directly contracted by DOM?	Please refer to Question 1.
5	Work Location; Contract Term and Compensation	p. 2 & 4	Should this role be treated as onsite, remote, or hybrid, and is it considered full-time or part-time? The RFA states the worker must be onsite in Jackson, Mississippi 95% of the time and sets a cap of 2,080 hours per contract year, but it does not expressly label the role as full-time or part-time.	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. The position is considered full-time.
6	Work Location; Contract Term and Compensation	p. 4	The RFA states the contractor must be onsite 95% of the time in Jackson, MS. Is there any flexibility for occasional remote work, or must the worker be fully onsite?	Please refer to Question 5.
7	Contract Term and Compensation; MS Application - Work History	p. 2; MS App p. 2	What are the expected working hours for this assignment? The solicitation provides an annual hour cap, and the State of Mississippi application asks for hours worked per week, but the RFA does not define the standard daily or weekly work schedule for this role.	The expected work schedule is a standard full-time schedule, generally consisting of 40 hours per week during normal State business hours. Specific daily working hours may be determined in coordination with the supervisor.

8	Work Location; MS Application - Personal Information	p. 4; MS App p. 1	Are only Mississippi-based candidates eligible, or may candidates from other states be considered if they can work onsite in Jackson as required? The documents identify the work location and collect state/address information, but they do not clearly state that Mississippi residency is mandatory.	Candidates from other states may be considered for this position, provided they can meet the onsite work requirements as specified in the RFA.
9	Contract Term and Compensation; Application Information	p. 2 & 5	Is any separate price proposal, bill rate, or budget response required from the vendor, or is the compensation already fixed under the RFA? The solicitation already states the hourly rate and annual compensation limits, and the submission instructions only call for the application and resume.	No separate price proposal, bill rate, or budget submission is required. Compensation for this position is established in the RFA.
10	Contract Term and Compensation	p. 2	What is the total not-to-exceed budget for the full initial contract term? The RFA states the annual compensation structure, including hourly rate, travel cap, and total annual compensation, but it does not state one combined NTE amount for the full three-year term.	The RFA provides the not to exceed annual compensation structure. A single combined not-to-exceed (NTE) amount for the full three-year contract term is not specified. Subsequent contract years will be subject to the terms and conditions governing price adjustments, as described in the RFA under <i>Contract Term and Compensation</i> .
11	Application Information; Responsiveness and Responsibility of the Applicant	p. 5	Can the application package be submitted by email only, without any hard-copy follow-up? The RFA allows submissions to be sent to procurement@medicaid.ms.gov or hand-delivered and says no faxed submissions will be accepted, but it does not expressly state whether an emailed submission alone is sufficient.	Yes. Submission of the application package via email to procurement@medicaid.ms.gov is sufficient. No hard-copy follow-up is required. Faxed submissions will not be accepted.
12	RFA - Introduction	p. 2	Is this Human Resources Project Manager role currently being performed by an existing contract worker or by Mississippi Division of Medicaid staff?	This role is currently being performed by an existing contract worker.
13	Introduction; Application Information	p. 2 & 5	If there is an incumbent contract worker, is that individual eligible to reapply under this RFA?	Yes, however the scope of services has been expanded. The incumbent contract worker is eligible to reapply under this RFA, and must submit a complete application and resume in accordance with the RFA requirements.
14	Scope of Services	p. 2 & 3	If a current resource is supporting this function, should vendors expect any transition or knowledge-transfer period at the start of the engagement?	A transition or knowledge-transfer period may be provided by the supervisor to ensure continuity of services and a smooth onboarding.
15	Application Information	p. 5	Will DOM conduct interviews for this position, or will selection be based solely on the application and resume submission?	DOM may request interviews for this position. Selection would be based on the application and resume, with interviews used as needed to support the evaluation process.
16	Application Information	p. 5	If interviews will be conducted, will they be onsite or virtual?	If interviews are requested, local candidates may be interviewed on site and candidates not local may be interviewed virtually via Microsoft TEAMS.

17	Application Information	p. 5	How many rounds of interviews should vendors expect?	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.
18	Application Information	p. 5	Who are the anticipated interview participants (for example, hiring manager, HR leadership, project stakeholders, or procurement staff)?	If interviews are conducted, the anticipated interview participants will include HR leadership.
19	Application Information; Contract Term and Compensation	p. 2 & 5	What is the expected timeline for shortlist review, interviews, final selection, and candidate start?	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.
20	Contract Term and Compensation	p. 2	What is the expected start date for the selected contract worker?	The expected start date for the selected contract worker is July 1, 2026, as stated in the RFA under the <i>Contract Term and Compensation</i> section.
21	Contract Term and Compensation	p. 2	Should the selected candidate be available to begin exactly on July 1, 2026, or is there a separate onboarding/reporting date anticipated?	The selected candidate should be prepared to begin work on the official contract start date of July 1, 2026. Any onboarding or initial reporting activities will be coordinated with the supervisor and do not change the official start date.
22	Responsiveness and Responsibility of the Applicant	p. 5	If the proposed candidate becomes unavailable after submission but before interview or award, will DOM allow the vendor to submit a replacement candidate prior to award?	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.
23	Responsiveness and Responsibility of the Applicant	p. 5	If replacement is allowed, must the replacement be submitted before the proposal due date, or will DOM allow substitution during evaluation?	Please refer to Question 22.
24	Contract Term and Compensation	p. 2	If the awarded contract worker separates during the contract term, what turnaround time will DOM require for replacement?	If the awarded contract worker separates during the contract term, DOM will assess the need for a replacement at that time and determine an appropriate turnaround based on program requirements.
25	MS Application - Job Information; MS Application - Supplemental Questions / Job Information	MS App pp. 1 & 5	What should be entered in the State of Mississippi Application form field labeled Position # / Job Number for this RFA?	Enter the RFX number 3150006714 and RFA #20260313.1
26	Cover / Title; MS Application - Job Information	p. 1-2; MS App p. 1	Should the Position Title entry on the State of Mississippi Application be exactly Human Resources Project Manager?	Yes.
27	MS Application - Important!; MS Application - Supplemental Questions; RFA - Application Information	MS App pp. 1 & 5; RFA p. 5	Must any additional job-posting-specific form or printout be attached in addition to the standard state application and resume?	No.
28	MS Application - Important!; MS Application - Supplemental Questions	MS App pp. 1 & 5	Does this posting require a Supplemental Questions page to be attached with the application?	No, a separate Supplemental Questions page does not apply to this RFA.
29	MS Application - Important!; MS Application - Supplemental Questions	MS App pp. 1 & 5	If yes, where can the applicable Supplemental Questions page for this specific RFA be obtained?	Supplemental Questions page does not apply to this RFA.

30	MS Application - Important!; MS Application - Supplemental Questions	MS App pp. 1 & 5	Will an application be considered non-responsive if the Supplemental Questions page is omitted?	Supplemental Questions page does not apply to this RFA.
31	Minimum Qualifications (Required) / Education	p. 3	For the education requirement, if a candidate does not hold the listed bachelor's degree but has more than 10 years of highly relevant experience, will DOM evaluate that substitution automatically during review, or is prior approval required?	DOM will review candidates who do not hold the listed bachelor's degree but have more than 10 years of highly relevant experience, as long as it is clearly defined in the resume that they meet the required qualifications. No prior approval is required for this evaluation.
32	Minimum Qualifications (Required) / Experience	p. 3	For the required experience of 10 or more years working in state government (on behalf of State), does experience supporting a state agency through a staffing vendor or consulting firm qualify?	Yes.
33	Minimum Qualifications (Required) / Experience	p. 3	For the required 10 years of state government experience, does experience as a contractor working for a state agency qualify, or must the experience be as a direct state employee?	Yes, experience as a contractor working for a state agency will qualify for 10 years of state government experience.
34	Minimum Qualifications (Required) / Experience	p. 3	For the required 3 or more years successfully managing Human Resources Information System implementations or other relevant special projects, what types of projects does DOM consider equivalent to HRIS implementation experience?	DOM expects the applicant to provide and explain their relevant experience. Projects considered equivalent to Human Resource's implementation may include other complex Human Resources, payroll, or personnel system implementations, or special projects that demonstrate comparable scope, responsibility, and project management skills. Evaluation will be based on the applicant's description of their experience.
35	Preferred Qualifications/Experience/Skills	p. 3	The RFA states that Project Management Certification is preferred and that a certificate copy is required with the resume. Is this document required only if the candidate is claiming that certification?	Yes. A copy of the Project Management Certification is only required if the candidate is claiming that certification. If the candidate does not hold the certification, no document should be submitted.
36	Preferred Qualifications/Experience/Skills; MS Application - Certificates & Licenses	p. 3; MS App p. 2	If the candidate holds an expired or inactive project management certification, should a copy still be included for consideration?	No. If the Project Management Certification is expired or inactive, the candidate is no longer considered certified, and a copy of the certificate should not be submitted.
37	Preferred Qualifications/Experience/Skills; MS Application - Additional Information	p. 3; MS App p. 4	If the candidate has equivalent project management training but not a formal certification, will DOM consider that in lieu of the preferred certification?	Evaluation will be based on the applicant's required qualifications and description of their experience in their application/resume.
38	Contract Term and Compensation	p. 2	The RFA allows travel reimbursement up to \$2,000 per contract year. What is the expected nature of that travel?	Travel reimbursement is allowed if the Deputy Director deems it necessary for the contractor to travel to complete tasks.

39	Contract Term and Compensation; Work Location	p. 2 & 4	Will travel be limited to local/state travel within Mississippi, or should vendors anticipate any out-of-area travel?	No out-of-state travel is anticipated.
40	RFA - Contract Term and Compensation	p. 2	Will prior approval be required for reimbursable travel expenses?	Yes. Prior approval from the supervisor will be required for reimbursable travel expenses to ensure they align with the contract and budget provisions.
41	Contract Term and Compensation; Work Location	p. 2 & 4	What is the expected working schedule for this role, such as standard agency business hours, core hours, or any flexibility in start/end times?	Please refer back to Question 7
42	Scope of Services; RFA - Contract Term and Compensation	p. 2-3	Will any overtime, after-hours support, or weekend work be expected for system implementations, vendor coordination, or process conversions?	It is possible that occasional overtime, after-hours support, or weekend work may be needed for system implementations, vendor coordination, or process conversions; however, such work is not routinely expected.
43	Contract Term and Compensation	p. 2	If additional hours are needed beyond standard working hours, are those hours billable within the annual hour cap?	Yes. While the contract worker may provide occasional after-hours support, all hours worked are included within the not-to-exceed 2,080 hours per contract year stated in the RFA.
44	MS Application - Applicant Declarations	MS App p. 4	Are any background checks, fingerprinting, drug screening, or security clearances required before the selected contract worker may begin work?	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.
45	MS Application - Applicant Declarations	MS App p. 4	Will DOM require employment eligibility or identity documentation before start beyond what is referenced in the State of Mississippi Application form?	Yes. In addition to the information provided on the State of Mississippi Application form, the selected contract worker must provide documentation for employment eligibility and identity verification. This is required to comply with the State's E-Verify process for all newly hired personnel performing work for the State of Mississippi.
46	MS Application - Applicant Declarations	MS App p. 4	Who is responsible for the cost of any required pre-employment screening or compliance checks?	DOM is responsible for the cost of any required pre-employment screening or compliance checks.
47	Introduction; Scope of Services	p. 2-3	To whom will the selected Human Resources Project Manager report on a day-to-day basis?	Selected Human Resources Project Manager will report to the Human Resources Director.
48	Introduction; Scope of Services	p. 2-3	Will the contract worker be managed directly by DOM Human Resources leadership, project leadership, or another business unit?	Selected Human Resources Project Manager will be managed by the Human Resources Director.
49	Contract Term and Compensation	p. 2	Are there any formal performance review checkpoints, deliverable reviews, or milestone-based evaluations during the contract term?	Yes. The contract worker will be subject to performance reviews during the contract term. Specific checkpoints, deliverable reviews, or milestone-based evaluations will be coordinated with the supervisor as needed.
50	Scope of Services	p. 2-3	Among the listed responsibilities, which duties are the highest priority at contract start: HRIS implementation support, recruiting process reporting, LMS/course content oversight, HR website redesign, vendor contract management, or paper-to-digital process conversion?	DOM has not established a prioritized list of duties at this time. The contract worker's responsibilities will be determined and coordinated with the supervisor based on current needs.
51	Scope of Services	p. 2-3	Is DOM expecting one resource to perform all listed functions directly, or will the contract worker primarily coordinate with internal teams and external vendors?	The contract worker is expected to perform the listed functions directly while also coordinating with internal teams and external vendors as needed to accomplish project objectives.

52	Scope of Services; Preferred Qualifications/Experience/Skills	p. 2-3	Are there specific tools, systems, or platforms already in place for these responsibilities beyond those named in the RFA, such as Workday, MAGIC, DocuSign, SmartSheets, or internal HR systems?	No.
53	Preferred Qualifications/Experience/Skills	p. 3	For the requirement of experience managing HRIS implementations, will experience with systems such as Workday, SAP, PeopleSoft, or similar HR systems satisfy this requirement?	Yes.
54	Other	p. 4	The RFA states that the Questions and Answers document will be treated as an amendment and must be acknowledged at the time of application submission. What is the required method of acknowledgment?	The required method of acknowledgment will be provided in the amendment itself. Applicants should follow the instructions included in the Questions and Answers amendment when submitting their application.
55	Other; Application Information	p. 4-5	Should acknowledgment be included in the email body, on a separate signed page, within the application package, or in another prescribed format?	Please refer to Question 54
56	Application Information; Preferred Qualifications/Experience/Skills; MS Application - Agency Wide Questions	p. 3 & 5; MS App pp. 1 & 4	Beyond the two required PDF files, a signed application and a complete resume, are any additional supporting documents expected at submission if applicable, such as a project management certificate copy, a DD214 for veteran status, or job-specific supplemental pages?	Applicants are required to submit the signed application PDF and complete resume as a PDF file. If applicable, a copy of the Project Management Certification should be included within the PDF of the resume. A third PDF file is now required for the Questions and Answers amendment acknowledgment, forthcoming. No other supporting documents are required.
57	Application Information	p. 5	If supporting documentation is required, should it be embedded within the application PDF, included within the resume PDF, or submitted as separate attachments?	Please refer to Question 56 As stated above, no other supporting documents are required.

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	