



MISSISSIPPI DIVISION OF  
**MEDICAID**

## **REQUEST FOR APPLICATIONS**

**Business Analyst Consultant**  
**RFx #3150006699**  
**RFA #20260313.2**

Mississippi Division of Medicaid  
Office of Procurement  
550 High St., Suite 1000  
Jackson, Mississippi 39201

**Issue Date:** March 13, 2026

**Procurement Officer:**

Jeanette Crawford  
601-359-2664

[Jeanette.Crawford@medicaid.ms.gov](mailto:Jeanette.Crawford@medicaid.ms.gov)

**Closing Date & Time:** April 7, 2026, at 2:00 p.m. CST

**Request for Applications (RFA)**  
**Business Analyst Consultant**  
**RFx #3150006699**  
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**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 Business Analyst Consultant for the Office of iTech.

DOM is seeking a person with strong business analysis skills, project management, and training experience.

**Contract Term and Compensation**

The initial contract term shall be three (3) years, commencing July 1, 2026, through June 30, 2029.

In accordance with the Mississippi Public Procurement Review Board, Office of Personal Service Contract Review (PPRB OPSCR) Rules and Regulations, Section 7.1.4 (No Maximum Period of Performance for Contract Workers), the contract may be renewed for successive one-year periods, subject to applicable approvals, unless either party provides written notice of termination at least thirty (30) days prior to the expiration of the then-current term.

At any point following the first twelve months of the contract, DOM may adjust the price of the contract based on the performance of the Contract Worker and the availability of funds. There shall be a minimum of twelve months between any upward price adjustments, and whether and when to make such an adjustment is at the sole discretion of DOM. Adjustments may be made in amounts less than, but not to exceed the lesser of a five percent increase in the hourly rate or an increase to the hourly rate in a percentage that corresponds with the rise in the Consumer Price Index for all Urban Consumers (CPI-U) for the previous twelve-month period. The CPI-U is published by the United States Bureau of Labor Statistics. Requests for a price adjustment must be initiated by the contract worker's supervisor and shall be accompanied by a performance evaluation demonstrating outstanding work performance and a justification memorandum outlining the rationale for the proposed increase. The price adjustment must be approved, in writing, by the Executive Director.

The contractor shall be compensated at a rate of \$55.00 per hour, not to exceed 1,840 hours per contract year, for a maximum annual compensation of \$101,200.

In addition to hourly compensation, DOM shall reimburse travel expenses not to exceed \$3,500.00 per contract year and shall pay the employer's share of FICA at a rate of 7.65%. Accordingly, the total annual compensation, inclusive of hourly compensation, allowable travel reimbursement, and employer FICA, shall not exceed \$112,441.80. Compensation for subsequent contract years shall be subject to the terms and conditions governing price adjustments as set forth above.

**Scope of Services**

- Engage with Medicaid providers, beneficiaries, and customers to deliver training and education as needed or upon request

- Utilize a diverse range of training methods—including computer-based learning, instructor-led sessions, web-based training, and one-on-one coaching—to support skill development and knowledge transfer
- Partner with vendors to support organizational needs and ensure effective coordination across initiatives
- Develop comprehensive organizational training strategies as well as individualized training and development plans
- Support and execute agency-wide change management initiatives to ensure smooth transitions and adoption
- Manage and oversee projects across the agency, ensuring goals, timelines, and deliverables are met
- Proactively manage stakeholder expectations through clear communication and consistent follow-through
- Administer and support various applications used by DOM to enhance operational efficiency

The successful applicant should have:

- Excellent oral and written communications skills
- Strong self-motivation / self-management and time management skills
- Critical thinking/problem solving skills
- Ability and experience developing and delivering presentations for diverse audiences
- Ability and experience working successfully to manage diverse groups of people from all backgrounds, education levels and positions
- Excellent troubleshooting and support skills
- Ability and experience leading and participating with a team to achieve specific goals
- Experience and ability to successfully multi-task across multiple projects concurrently to keep them all moving forward at a steady pace
- Experience with Software testing/quality assurance processes and methodologies
- Experience/familiarity with project management principles
- Establishing strong relationships and working with CMS partners to achieve approval of funding requests
- Strong understanding of training and education principles for large organizations
- Successfully managing vendors/vendor contracts to achieve DOM's goals and objectives

## **Minimum Qualifications (Required)**

### **Education**

- Master's degree from an accredited four-year college or university and six (6) years of experience related to the described duties of this RFA; or
- Bachelor's degree from an accredited four-year college or university and eight (8) years of experience related to the described duties of this RFA.

### **Experience**

- Three (3) years of experience in line or functional supervision.

**Preferred Qualifications/Experience/Skills** (the following are desired and may be given additional

consideration, but not required)

- Ability to successfully work with other state agencies to achieve consensus where there may be cross-purposed goals to establish a successful governance structure
- Project Management Certification
- Strong understanding of the healthcare marketplace

### **Work Location**

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.

This person must be willing to be onsite at Medicaid’s facilities in Jackson, Mississippi 95% of the time.

### **Other**

Questions shall be submitted no later than **Friday, March 27, 2026, by 2:00 p.m. CST**, using the Questions and Answers template.

**Question and Answer (Q&A) Template:** <https://medicaid.ms.gov/resources/procurement/>

**Email Completed Q&A Template to:** [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov)

**Email Subject Line:** Business Analyst Consultant – RFA - Questions

DOM anticipates written answers will be available no later than **Tuesday, March 31, 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 as part of the application submission.

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 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 *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 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.
- Incomplete applications will not be evaluated and will not be returned for revisions.
- No faxed or mailed submissions will be accepted.
- Applicants are strongly encouraged to submit applications early to allow for unforeseen circumstances.

**Application Information**

DOM will accept applications, including resumes, until **2:00 p.m. CST, Tuesday, April 7, 2026**, for the purpose of hiring a contract worker for the above-mentioned position.

Applications can be found, along with this request, online at:  
<https://medicaid.ms.gov/resources/procurement/>.

To apply, please submit two separate PDF files: (1) the signed application as one PDF file and (2) the complete resume as a separate PDF file. Submissions should be sent to: [procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov) or hand-deliver to:

Jeanette Crawford  
Office of Procurement  
Mississippi Division of Medicaid  
Re: RFA - Business Analyst Consultant  
550 High Street, Suite 1000, 6th Floor  
Jackson, MS 39201

For more information, please contact Jeanette Crawford by email at [jeanette.crawford@medicaid.ms.gov](mailto:jeanette.crawford@medicaid.ms.gov) or by phone at 601-359-2664.

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