



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

Human Resources Project Manager
RFx #3150006714
RFA #20260313.1

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

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

Request for Application (RFA)
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Introduction

The Mississippi Division of Medicaid (DOM) through the Office of Procurement and Contracts is soliciting a Request for Application (RFA) from qualified applicants for the position of Human Resources Project Manager.

DOM is seeking a highly skilled contractor for the Office of Human Resources with a strong background in project management, recruiting, benefits, and general HR functions.

Contract Term and Compensation

The initial term of the contract shall be three (3) years, commencing July 1, 2026 – 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 \$52.07 per hour, not to exceed 2,080 hours per contract year, for a maximum annual compensation of \$108,305.60.

In addition to hourly compensation, DOM shall reimburse travel expenses not to exceed \$2,000 per contract year and shall pay the employer's share of FICA at a rate of 7.65%. Accordingly, the total annual compensation payable, inclusive of hourly compensation, allowable travel reimbursement, and employer FICA, shall not exceed \$118,590.98. Compensation for subsequent contract years shall be subject to the terms and conditions governing price adjustments as set forth above.

Scope of Services

- Serve as HR Liaison with iTech to implement new software and business practices.
- Establish strong relationships and work with other business partners to ensure HR efficiency.
- Manage/facilitate large process conversions and implementations. (Conversion from paper to digital)
- Successfully manage vendors/vendor contracts to achieve DOM's goals and objectives.

- Successfully create a reporting system to track the recruiting process.
- Oversee course development and content for Workday LMS.
- Serve as Learning Administrator for the agency.
- Redesign the HR website to reflect updates and ensure accessibility and ease of use.

Minimum Qualifications (Required)

Education

- Bachelor's degree from an accredited four-year college or university in Computer Science, Business Administration, Marketing, or relevant field; or
- At DOM's discretion, highly relevant work experience of 10 or more years in a related field may be substituted for the education requirement.

Experience

- 10 or more years of experience working in state government (on behalf of State); and
- 3 or more years of experience successfully managing Human Resources Information System implementations or other relevant special projects.

Preferred Qualifications/Experience/Skills: (the following is desired and may be given additional consideration, but not required)

- Experience working in the private sector in relevant field (outside of state and federal government).
- Experience working with Mississippi's statewide Accounting System, Mississippi's Accountability system for the Governmental Information and Collaboration (MAGIC).
- Experience working with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure.
- In depth understanding of the SPB and Human Resources compliance requirements.
- Project Management Certification (certificate copy required with resume).
- Strong understanding of and experience evaluating vendor responses to RFPs with a working knowledge of vendor and state perspectives.
- Excellent oral and written communication skills.
- Critical thinking/problem solving skills.
- Strong self-motivation, self-management, and time management skills.
- Sound business analysis and project management skills.
- Ability to successfully use MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project.
- Ability to successfully use DocuSign and SmartSheets.
- Ability and experience leading and facilitating meetings with diverse audiences.
- Ability and experience working successfully to manage diverse groups of people from all backgrounds and education levels.
- Ability and experience developing and delivering presentations for diverse audiences.
- Working knowledge of Mississippi procurement rules and regulations, as well as State Personnel Board (SPB) policy.

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

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

Email Completed Q&A Template to: procurement@medicaid.ms.gov

Email Subject Line: Human Resources Project Manager – 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/>. Questions and answers documents shall be treated as an amendment and will require acknowledgment from bidders at time of submission of application.

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, 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 *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 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. **Applicant assumes all risks of delivery via email and mail.**
- At the time of receipt of the application, the date and time of receipt for both the hand delivered and 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 will not be considered for award.
- Incomplete applications will not be evaluated and will not be returned for revisions.
- No faxed submissions will be accepted.
- Applicants are strongly encouraged to submit the applications early to allow for unforeseen circumstances.

Application Information

DOM will accept applications including resumes until **2:00 p.m., 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 or hand-deliver to:

Jeanette Crawford
Office of Procurement
Mississippi Division of Medicaid
Re: RFA - HR Project Manager
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 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.