



MISSISSIPPI DIVISION OF  
**MEDICAID**

**OFFICE OF PROCUREMENT**

**Request for Applications (RFA)  
Certified Public Accountant (CPA)**

**RFA # 20260403**

**RFX # 3150006783**

**Introduction**

The Mississippi Division of Medicaid (DOM) through the Office of Procurement, is soliciting a Request for Applications (RFA) from qualified individuals to serve as a Certified Public Accountant (CPA) contract worker within the Office of Managed Care Financial Oversight.

DOM administers complex federal and state funding streams and is responsible for significant financial oversight activities related to managed care operations, state directed payments, quality incentive programs, federal reporting, and regulatory compliance. The Office of Managed Care Financial Oversight requires highly specialized accounting expertise to ensure fiscal integrity, regulatory compliance, financial transparency, and analytical oversight of managed care organizations (MCOs) and related financial programs.

DOM seeks one (1) highly skilled and experienced CPA with extensive governmental and/or healthcare accounting experience. The successful applicant must hold an active CPA license in good standing and maintain all required continuing professional education. The individual must demonstrate advanced analytical capabilities, sound professional judgment, exceptional attention to detail, and the ability to communicate complex financial matters clearly and effectively to internal and external stakeholders.

The selected contract worker will function in a high-level advisory and analytical capacity and will be expected to work independently, manage multiple concurrent priorities, and provide technical guidance and training to Office of Managed Care Financial Oversight staff as needed.

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**Contract Term and Compensation**

The initial contract term will be five (5) years, commencing on July 1, 2026, and concluding on June 30, 2031.

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 24 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 24 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 rate of pay shall be \$52.50 per hour (plus fringe rate), not to exceed 1,850 hours annually.

- Salary: \$97,125.00
- Fringe rate for employer's annual share (7.65%): \$7,430.06
- Annual Maximum Compensation: \$104,555.06

Travel expenses will not be reimbursed.

Payment shall be made based on actual hours worked and properly documented in accordance with DOM requirements.

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### **Scope of Services**

The CPA contract worker will provide advanced accounting, analytical, and reconciliation services to support the financial integrity of DOM's managed care and related programs. The CPA contract worker will perform the following duties, including but not limited to:

#### **Managed Care Oversight & Financial Review**

- Review and analysis of required financial report filings submitted by Managed Care Organizations (MCOs)
- Prepare detailed written summaries of findings, risk assessments, compliance concerns, and recommendations for supervisory review
- Assist with reconciling and validating Medical Loss Ratio (MLR) calculations quarterly, ensuring compliance with contractual and regulatory requirements
- Identify discrepancies, anomalies, trends, and material variances requiring further investigation
- Assist with the development and refinement of financial oversight procedures and internal controls

### Audit Coordination & Regulatory Compliance

- Assist in the oversight of third-party MLR audits
- Review audit workpapers, findings, and draft reports and coordinate communications among DOM, fiscal agents, actuaries, third-party CPA firms, and other external parties
- Support corrective action monitoring and financial recoveries where applicable
- Ensure documentation supports federal and state compliance requirements

### State Directed Payments & QIPP

- Assist in preparing and reviewing state-directed payments to the MCOs
- Prepare and reconcile accounts receivable related to state-directed payments on a monthly basis
- Review and analyze Quality Incentive Payment Program (QIPP) reports
- Assist in preparation of annual QIPP presentations and supporting financial schedules
- Respond to provider inquiries related to QIPP and state-directed payments
- Prepare supplemental financial analyses as needed to support program integrity

### Financial Reporting & Analysis

- Prepare annual reports detailing managed care expenditures
- Prepare and review reconciliations related to financial transactions and payment streams
- Analyze monthly agency expenditures and provide variance explanations for material changes
- Prepare financial schedules, summaries, and technical memoranda
- Draft formal correspondence related to financial determinations

### Data Analytics & System Support

- Utilize advanced Microsoft Excel functional and financial modeling techniques to evaluate financial trends
- Extract, analyze, and validate large financial datasets
- Assist in improving financial reporting tools and automation where feasible

### Advisory & Training Support

- Assist in development of internal policies and documentation
- Participate in special projects and financial initiatives as needed

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## Minimum Qualifications

*(REQUIRED)*

### Education

- Bachelor's degree from an accredited four-year college or university in accounting or a

related field; and

- Active Certified Public Accountant (CPA) license in good standing

#### Required Experience

- Ten (10) or more years of professional accounting experience
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#### **Preferred Qualifications**

*[DESIRED AND MAY BE GIVEN ADDITIONAL CONSIDERATION, BUT NOT REQUIRED]*

**NOTE:** Please include preferred qualifications in the application/resume to be considered.

- Demonstrated knowledge of Mississippi Administrative Code Title 23 Part 305 and Mississippi Code § 43-13-121
  - Demonstrated experience working with the Mississippi Division of Medicaid's or a comparable state Medicaid agency, particularly in the areas of managed care oversight, MLR reconciliation, QIPP, state directed payments, and CMS financial submissions
  - Direct experience performing the duties outlined in this Scope of Services for DOM or a comparable state Medicaid agency
  - Experience coordinating with MCOs, actuaries, fiscal agents, and third-party audit firms
  - Knowledge of Medicare and Medicaid financial structures and regulatory requirements
  - Advanced proficiency in Microsoft Excel, including Pivot Tables, VLOOKUP/XLOOKUP, SUMIFS, financial modeling, and large dataset analysis
  - Experience in governmental accounting and reporting
  - Experience with general ledger management and month-end close processes
  - Demonstrated ability to independently manage complex projects with minimal supervision
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#### **Work Location**

The contract worker will be expected to perform services primarily at the DOM Central Office located in the Walter Sillers Building, 550 High Street, Suite 1000, Jackson, MS 39201, as directed by the Managed Care Financial Oversight Supervisor.

Regular in-person attendance is required to ensure coordination with agency leadership, managed care oversight staff, actuaries, fiscal agents, external auditors, and other stakeholders. Limited remote work may be permitted based on DOM's operational needs and supervisory approval; however, the position is operationally integrated within the Office of Managed Care Financial Oversight and requires consistent on-site collaboration.

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## **Other**

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.

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## **Restrictions on Communication with the Division of Medicaid**

From the issue date of this RFA until a contract worker 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.

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## **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.

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## **Responsiveness and Responsibility of the Applicant**

- Ensure that the signed, completed application, including a resume and three (3) references is submitted to and received by 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 associated with delivery of the application 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, “Late Applications,” 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.

Applications will be evaluated based on the following criteria:

- Relevant professional experience
- Demonstrated knowledge of Medicaid financial programs
- Technical accounting expertise
- Communication and analytical capabilities
- Relevant governmental and healthcare accounting experience

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### **Application Instructions**

DOM will accept State of Mississippi applications for the above-referenced position, including resumes and three (3) references, until **Friday, April 17, 2026, at 2:00 p.m. CST**. Application and references must be submitted on the required form.

Application and reference form can be found, along with this RFA request, online at:

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

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

[procurement@medicaid.ms.gov](mailto:procurement@medicaid.ms.gov)

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For questions regarding this procurement, please contact the RFA Issuing Officer, Sharon Clark, at: [Sharon.clark@medicaid.ms.gov](mailto:Sharon.clark@medicaid.ms.gov).

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