



MISSISSIPPI DIVISION OF
MEDICAID

REQUEST FOR APPLICATIONS

**Contract Certified Public
Accountant (CPA)
RFX #3150005159**

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

Issue Date: August 25, 2023

Procurement Officer:

Jeanette Crawford
601-359-2664
Jeanette.Crawford@medicaid.ms.gov

Closing Date & Time: September 13, 2023, at 2:00 p.m. CST

Request for Application (RFA)
Certified Public Accountant (CPA)

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 a Certified Public Accountant (CPA).

DOM is seeking a highly skilled contractor for the Office of Finance (Finance) with extensive experience in accounting and must have an active CPA license, which includes the required continuing professional education.

The candidate should possess extensive accounting experience along with strong data analytical and critical thinking skills that is needed in the preparation and review of reports. The candidate must be detail oriented and possess good communication skills, both written and verbal. The candidate should be able to work independently and be able to manage time efficiently. The contractor will also provide training to the Finance staff as needed.

Term:

The initial term of the contract shall be approximately one (1) year (October 1, 2023 – June 30, 2024) with DOM reserving the option to extend the agreement for a period not to exceed a renewal period of four (4) years under the same prices, terms, and conditions as in the original contract. The total contract term, including the initial term and any optional renewal periods, shall not exceed a total of five (5) years. The rate of pay shall be \$50.00 per hour not to exceed 1,700 hours annually. The maximum compensation payable for the initial term of the contract shall be \$91,502.50 which includes Salary (\$85,00.00) and Fringe rate of 7.65% for employer's annual share of FICA (\$6,502.50). The contract worker will be expected to report to DOM Central Office as required by the Managed Care Financial Oversight Supervisor.

Scope of Services:

- Review and analyze the required report filings received by the Managed Care Organizations (MCOs) and provide a summary of review notes and recommendations for the Supervisor.
- Reconcile the Medical Loss Ratio (MLR) quarterly.
- Assist with oversight of the MLR audit by third parties and assist with review and communication among the parties including the agency, third party CPA firm and the MCOs.
- Participate in meetings as needed with the agency, Fiscal agent, actuaries, third party CPA firm, and other external parties.
- Prepare and review financial transactions and letters.
- Review and analyze the Quality Incentive Payment Program (QIPP) reports and assist with the annual presentation.
- Assist in preparing and overseeing state directed payments to the MCOs.
- Answer questions to the providers related to QIPP and state directed payments, which may include additional report preparation.

- Review and assist with filings with the Centers for Medicare & Medicaid Services (CMS).
- Prepare reports annually reporting the Managed Care spend by the agency.
- Prepare or review reconciliations related to financial transactions.
- Prepare and update the accounts receivable monthly related to state directed payments.
- Prepare and analyze agency expenditures monthly providing variance explanations for material changes.
- Participate in special projects as needed.

Minimum Qualifications:

Education

- Bachelor's degree from an accredited four-year college or university in Accounting or relevant field; and
- Must possess an active Certified Public Accountant (CPA) license.

Required Experience

- 10 or more years of accounting experience.

Preferred Qualifications/Experience/Skills (the following are desired and may be given additional consideration but are NOT REQUIRED):

- Understanding of DOM's Mississippi Administrative Code Title 23 Part 305 and Mississippi Code § 43-13-121.
- Understanding of and experience in the Medicare and Medicaid programs.
- Excellent oral and written communication skills.
- Strong self-motivation, self-management, and time management skills.
- Sound business analysis and project management skills.
- Ability and experience leading and facilitating meetings with diverse audiences.
- Ability and experience developing and delivering presentations for diverse audiences.
- Ability to use Excel proficiently including knowledge and experience in commonly used advanced functions such as Pivot Tables, VLOOKUP, SUMIFS, etc.
- Ability and experience with Financial Reporting.
- Ability and experience with Reconciliations.
- Ability and experience with Auditing.
- Ability and experience with Analytical Review.
- Ability and experience with Tax Preparation.
- Ability and experience with Financial Statement Preparation.
- Ability and experience with Data Analytics.
- Ability and experience with General Ledger/Month-end Close, and
- Ability and experience with Budgeting.

Other:

Questions shall be submitted no later than 5:00 p.m. CST, September 6, 2023, using the Questions and Answers template found at <https://medicaid.ms.gov/resources/procurement/>. Questions must be submitted using the referenced template and sent via e-mail to: procurement@medicaid.ms.gov, with the subject line: Certified Public Accountant – Questions. Written answers shall be available no later than 5:00 p.m. CST, September 8, 2023, via DOM’s website at <https://medicaid.ms.gov/resources/procurement/>. Questions and answer 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.

In accordance with the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review Rules and Regulations, when performing duties for which a person is licensed or certified as an accountant, the approval of such contract is exempt from the purview of the PPRB. However, this is a contract worker contract over \$75,000.00 and may be subject to approval by PPRB and/or subject to review and approval by the Mississippi Department of Finance and Administration Office of Personal Service Contract Review (OPSCR) staff.

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 and/or their representatives 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.

Responsiveness and Responsibility of the Applicant

- Ensure that the resume, reference sheet and signed completed application are **all** received in the Office of Procurement by the deadline. 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 and Contracts.
- 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.
- We strongly recommend that you plan to submit the application early to allow for unforeseen circumstances.

Application Information:

Applicant must provide three (3) references from the experience listed in this application by submitting reference contacts on Attachment A. References shall be familiar with and be able to speak to the applicant's abilities as it relates to past or current performance. The applicant is solely responsible to ensure that reference contact information is correct. DOM staff shall be able to contact references within three (3) business days of solicitation opening or the applicant may be rejected.

Applicant must score a minimum of fourteen (14) points on each Reference Survey Score Sheet (Attachment B) to be utilized by DOM Procurement staff when interviewing applicant-provided references. A total reference score of 28 points (combined minimum scoring of fourteen (14) points for each of the individual Reference Survey Score Sheets) is required to be considered responsive and/or responsible.

Applications, resumes and references will be accepted until **2:00 p.m., Wednesday, September 13, 2023.**

The application and reference form can be found, along with this request, online at <https://medicaid.ms.gov/resources/procurement/>. Applications, resumes and references can be submitted to the issuing procurement officer Jeanette Crawford via electronic mail to procurement@medicaid.ms.gov or hand-delivered to:

Jeanette Crawford
Office of Procurement
Mississippi Division of Medicaid
Re: RFA – Certified Public Accountant
550 High Street, Suite 1000, 10th Floor
Jackson, MS 39201

For more information, please contact Jeanette Crawford by email at: procurement@medicaid.ms.gov or phone 601-359-2664.

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