

## **Request for Applications (RFA) 20210811 ITAC**

### **Information Technology Audit Consultant**

The Mississippi Department of Human Services (MDHS) is seeking a contractor for the Division of Management Information Systems to provide Information Technology Audit and Compliance guidelines and documentation for Federal and State entities that maintain Information Technology Audit Oversight of the MDHS Agency. The term of the contract shall be about (2) two years (October 1, 2021 – September 30, 2023) with no renewal options. The rate of pay shall be \$30 per hour (not including travel), up to 40 hours per week, and in no event shall the contract exceed 40 hours per week. The contract shall not exceed a total of 2,080 hours during the period of performance. The maximum compensation payable by contract shall be \$31,200.00 per year, not to exceed \$62,400.00 for the term of the contract. No travel will be paid by MDHS. MDHS will pay the 7.65% FICA employer's share. The contract worker will report directly to the MDHS Director of MIS Audit and Compliance. Contractor shall participate in weekly meetings with the Director of MIS Audit and Compliance and the contractor is expected to average one to two working days per week during the term of the contract.

### **Scope of Services**

- Monitor and provide Information Technology audit guidelines and requirements set by the following Federal and State Agencies for the MDHS:
  - Internal Revenue Service (IRS)
  - Social Security Administration (SSA)
  - Office of Child Support Enforcement (OCSE)
  - Office of the State Auditor for Mississippi (OSA)
  - Mississippi Department of Information Technology Services (ITS)
  - MDHS Internal Audit Division – Office of Inspector General
  - Other Federal and State Agencies that may have Information Technology audit oversight of MDHS
- Provide updates on the status of current Audit Projects to the Director of Management Information Systems (MIS) Audit and Compliance and his team;
- Work with and advise the MDHS Director of MIS Audit and Compliance and his team with information requirements directly related to the Information Technology audit process and subsequent findings and/or issues;
- Provide Information Technology audit expertise and direction in response to potential audit findings;
- Handle requests related to current Information Technology audits by coordinating with appropriate MDHS personnel;
- Provide Information Technology audit guidelines and requirements to MDHS in identifying policies and procedures to correct significant deficiencies; and
- Perform other duties and responsibilities which require the expertise of the Contractor as agreed upon by Contractor and MDHS.

## **Minimum Qualifications**

- A bachelor's degree issued by an accredited college or university and five (5) years' experience in supervising or directing an Information Technology audit area within a State or federal agency.
- Minimum of five years' high-level experience as it relates to Information Technology audits including experience working within a State governmental agency.
- Successful applicant must comply with *Miss. Code Ann., Title 25, Chapter 4, Article 3, Conflict of Interest; Improper Use of Office.*

## **Preferred Qualifications/Experience (the following are desired and may be given additional consideration but are not required)**

- Experience implementing Information Technology audit requirements set forth for State Agencies by the Departments listed below:
  - Internal Revenue Service
  - Social Security Administration
  - Office of Child Support Enforcement
  - Mississippi Office of the State Auditor
  - Mississippi Department of Information Technology Services

## **Other**

MDHS will provide space, as needed, at its central office at 200 South Lamar Street, Jackson, MS 39201. The contractor will be expected to spend part of the time at the MDHS central office. While the contractor is not required to spend any specific amount of time in this State-provided space, because of the need to both observe aspects of MDHS and the audit process, as well as to work with MDHS staff and possibly other MDHS personnel, it is expected that working from State-provided space will enhance the contractor's ability to successfully perform contract requirements.

## **Application Information**

MDHS will accept applications until 2:00 p.m., Thursday, August 26, 2021 for the purpose of hiring a contract worker. Applications can be found online with this request. Applications can be submitted to MDHS via electronic mail to [ProcurementServices@mdhs.ms.gov](mailto:ProcurementServices@mdhs.ms.gov) or by hand delivery to 200 South Lamar Street, Jackson, MS 39201. For more information please contact Jennifer Austin by email at [ProcurementServices@mdhs.ms.gov](mailto:ProcurementServices@mdhs.ms.gov) or phone 601-359-4500.

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

## **PERS**

If the applicant is a PERS retiree, the agency must be in compliance with the obligations outlined for the employer in Miss. Code Ann. § 25-11-127 (1972, as amended)

PERS Form 4B must be completed by the employee to be in compliance. Follow PERS instructions. The form may be accessed through the link provided. <https://www.pers.ms.gov/Content/Forms/Form4B.pdf>