



KEY PERSONNEL			
Key Person	Qualifications	Start Date	Special Requirements
Account/Project Manager	<p>Required: 4 years of account management or major supervisory role for government or private sector healthcare payer or provider; bachelor's degree or equivalent relevant experience</p> <p>Desired: previous management experience with Medicaid and MMIS implementations and operations; knowledge of HIPAA rules, CMS guidelines and current MITA standards</p>	<p>Contract signing date</p> <p>or</p> <p>Contract start date whichever is later</p>	<p>Must be 100 percent dedicated to the Iowa Medicaid project.</p> <p>This position must be an independent position and hold no other position within the scope of MED-12-029.</p>
Cultural Change Manager	<p>Required: 2 years Cultural/Organizational experience; 3 years of experience in a leadership role; Medicaid, Health and Human service organizational experience; Experience with large scale IT implementations; Possess excellent communication and writing skills</p> <p>Desired: Change Management certification a plus; 3 years project management experience; 5 years in the Information Technology field; 5 years of experience on change management; Change management professional designation</p>	<p>Contract signing date</p> <p>or</p> <p>Contract start date whichever is later</p>	<p>Must be 100 percent dedicated to the Iowa Medicaid project.</p> <p>This position must be an independent position and hold no other position within the scope of MED-12-029.</p>



	<p>Certification Manager</p>	<p>Required: 5 years State Government experience; possess at least one successful MMIS certification; experience with MMIS and current CMS certification standards; knowledge of current Medicaid Information Technology Architecture (MITA); experience with large scale IT implementations; Possess excellent communication and writing skills</p> <p>Desired: 3 years project management experience; 5 years in the healthcare information technology field</p>	<p>Contract signing date</p> <p>or</p> <p>Contract start date whichever is later</p>	<p>Must be 100 percent dedicated to the Iowa Medicaid project.</p> <p>This position must be an independent position and hold no other position within the scope of MED-12-029.</p>
	<p>Communications and Knowledge Transfer Manager</p>	<p>Required: 4 years of communications experience in a healthcare environment; 4 years of experience in a leadership training role; experience working with system implementations; experience developing and implementing a comprehensive staff and/or client training program, and coordinating workshops, conferences, seminars or similar events; possess excellent communication and writing skills</p> <p>Desired: 4 years management experience; 4 years in the healthcare information technology field</p>	<p>Contract signing date</p> <p>or</p> <p>Contract start date whichever is later</p>	<p>Must be 100 percent dedicated to the Iowa Medicaid project.</p> <p>This position must be an independent position and hold no other position within the scope of MED-12-029.</p>



	<p>Implementation/ Transition Manager</p>	<p>Required: 4 years of management experience working with Medicaid policies, procedures and system implementations; technically proficient with MMIS and POS systems; 4 years of experience as a project management which include: planning, organization and risk mitigation; knowledge of current Medicaid Information Technology Architecture (MITA); experience with large scale IT implementations; possess at least one successful MMIS implementation; possess excellent communication and writing skills</p> <p>Desired: 5 years project management experience; 5 years in Medicaid information technology experience</p>	<p>Contract signing date</p> <p>or</p> <p>Contract start date whichever is later</p>	<p>Must be 100 percent dedicated to the Iowa Medicaid project.</p> <p>This position must be an independent position and hold no other position within the scope of MED-12-029.</p>
<p>Section 3.2.5.2.3 Project Management and Key Project Personnel</p>	<p>• The resumes shall include: name, education, and years of experience and employment history, particularly as it relates to the scope of services specified herein.</p> <p>Key Personnel Resumes</p> <p>Resumes must include the following information:</p> <ol style="list-style-type: none"> a. Employment history for all relevant and related experience b. Names of employers for the past five years, including specific dates c. All educational institutions attended and degrees obtained d. All professional certifications and affiliations <p>Key Personnel References</p> <p>References for key personnel must meet the following requirements:</p> <ol style="list-style-type: none"> a. Must include a minimum of three professional references outside the employee's organization who can provide information about the key person's work on that assignment. b. Must include the reference's full name, mailing address, telephone number and e-mail address. c. For any client contact listed as a reference, must also include the agency's or company's full name and street address with the current telephone number and e-mail address of the client's responsible project administrator or service official who is directly familiar with the key person's performance. d. Must reflect the key person's professional experience within the past five years. 			



The Agency reserves the right to check additional personnel references at its option.

Changes to Contractor's Key Personnel

- a. The contractor may not replace or alter the number and distribution of key personnel as bid in its proposal without the prior written approval of the Agency's project director which shall not be unreasonably withheld.
 - 1. Replacement for key personnel will have comparable training, experience and ability to the person originally proposed for the position.
 - 2. Replacement personnel (whom the project director or contract administration have previously approved) must be in place performing their new functions before the departure of the key personnel they are replacing and for whom the project director or contract administration has provided written approval of their transfer or reassignment.
 - 3. The project director or contract administration may waive this requirement upon presentation of good cause by the contractor.

- b. The contractor will provide the project director or contract administration with 15 days notice prior to any proposed transfer or replacement of any contractor's key personnel.
 - 1. At the time of providing such notice, the contractor will also provide the project director or contract administration with the resumes and references of the proposed replacement key personnel.
 - 2. The project director or contract administration will accept or reject the proposed replacement key personnel within 10 days of receipt of notice.
 - 3. Upon request, the project director or contract administration will have an opportunity to meet the proposed replacement key personnel in Des Moines, Iowa, within the ten-day period.
 - 4. The project director or contract administration may waive the 15-day notice requirement when replacement is due to termination, death or resignation of a key employee.