



## **Request for Qualifications**

### ***Information Systems - Lead Network Specialist***

**Contact: Kris Jones  
MS Department of Mental Health  
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Date: June 3, 2016**

## **Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...today.

This contract worker position, Information Systems Network Specialist, is housed within DMH's Division of Information Systems reporting directly to DMH's Chief Information Officer.

## **Deadlines/Timelines**

Contract Worker RFQ Issue Date	Friday, June 3, 2016
Resume Submission Deadline	Friday, June 17, 2016 5:00 p.m. CST
Interview Dates	Thursday, June 23, 2016 Friday, June 24, 2016
Selection Completed	Friday, July 1, 2016

## **Submissions/How to Apply**

To apply for this position, please submit your resume and an unofficial transcript for verification of education to Ms. Denise Jones via email at Denise.Jones@dmh.ms.gov by 5:00 P.M. CST on Friday, June 17, 2016. Sealed transcripts will be required if an offer is to be made. Resumes and transcripts received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

## **Characteristics of Work**

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as "Agency," in which the applicant agrees to perform the duties of the Information Systems Lead Network Specialist.

## **Scope of Work**

- Administer DMH's Microsoft Windows Server 2008/2012
- Maintain and audit DMH's Active Directory
- Maintain the virtualized farm with VMware ESX/ESXi/vSphere, VMware vCenter management suite

- Manage user profiles
- Manage group policies
- Help support network protocols to include Transmission Control Protocol/Internet Protocol (TCP/IP), Dynamic Host Configuration Protocols (DHCP), Domain Name System (DNS), File Transfer Protocol/Secure Copy Protocol (FTP/SCP), and Hypertext Transfer Protocol (HTTP)
- PowerShell and Structured Query Language (SQL) scripting
- System performance management tuning
- Disaster Recovery/Backup planning to include storage management
- HelpDesk system support and upgrades

### **Minimum Qualifications**

A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, communications, or a related field;

AND

Experience:

Six (6) years of directly related experience.

### **Compensation and Hours Worked**

The agency agrees that total contract compensation will be at a rate of up to \$60.00 per hour with an average of 20 hours worked per week. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

### **Selection Process**

The hiring representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

#### *Evaluation Criteria*

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

### **Contract Dates**

The anticipated start date for this contract worker position is July 15, 2016. The end date is June 30, 2017.