

MISSISSIPPI DIVISION OF  
**MEDICAID**

## MEMORANDUM

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**From:** The Mississippi Division of Medicaid  
Office of Procurement

**Date:** June 15, 2021

**Re:** Request for Applications (RFA) Medicaid Management Information Systems  
Replacement Project (MRP) Training Managing Consultant  
Notice of Contract Award

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The Mississippi Division of Medicaid (DOM) issued a Request for Applications (RFA) on April 2, 2021, seeking a qualified contract worker for the position of Medicaid Management Information Systems Replacement Project (MRP) Training Managing Consultant. The term of the contract shall be one (1) year (July 1, 2021 – June 30, 2022) with four (4) optional one-year renewals. The position will pay \$55 per hour (plus travel) not to exceed 1,840 hours annually for a total of \$101,200 for the term of the contract. DOM will pay travel up to \$2,000 and fringe rate of 7.65% in an amount not to exceed \$7,741.80, for a total contract value of \$110,941.80. The contract worker will provide the following services for DOM:

- Identifying and assessing future and current training needs,
- Creating an overall or individualized training and development plan,
- Deploying a wide variety of training methods including computer-based training, instructor-led training, web-based training, one-on-one coaching, and ongoing performance skill development/improvement,
- Collaborate with vendors and third-party training providers to arrange employee registration for participation in training programs,
- Facilitate learning for all participants including supervisors, managers, and staff participants,
- Continually research new methods and techniques for workplace,
- Coordinate training facility scheduling and logistics,
- Work to develop effective curriculum and courses for all business areas in our organization,
- Review and approve curriculum planning and development documentation,
- Schedule, facilitate, and lead a training collaborative workgroup,
- Escalate issues and concerns from the training collaborative workgroup to project stakeholders, and
- Work collaboratively with Security Role development.

After publicly advertising the position, DOM received one application for this position and awarded the contract to Nick Maisel. Mr. Maisel is the incumbent contract worker for this position and possesses the qualifications and abilities to perform the duties of this position. He

has more than thirty (30) years of experience in education and training of diverse audiences. His diverse background and expertise in training makes him an asset to the agency.

DOM submitted the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by May 5, 2021 for approval at the June 2021 board meeting. DOM received board approval on June 9, 2021. The contract is available for public inspection in the office of the Chief Procurement Officer.