## Iowa WIC Program 1-800-532-1579



Your child has you. And you have WIC

Bureau of Nutrition and Health Promotion

## Friday Facts

Week ending Issue: March 4, 2011 - Issue #91

#### **Policy**

# From the IDPH General Conditions, Section 5, Procurement Standards and Subcontracting

#### 5. Procurement Standards and Subcontracting

- a. Procurement. The CONTRACTOR shall use procurement procedures that comply with all applicable federal, state, and local laws and regulations.
- b. Subcontracting. None of the work or services relating to this contract shall be subcontracted to another organization or individual without specific prior written approval by the DEPARTMENT except for subcontracts under \$2000. To obtain approval, the CONTRACTOR shall submit to the DEPARTMENT the proposed contract or written agreement between the parties. The proposed contract or agreement shall contain:
- (1) A list of the work and services to be performed by the subcontractor.
- (2) The contract policies and requirements.
- (3) Provision for the DEPARTMENT, the CONTRACTOR, and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents, papers, and records of the subcontractor pertinent to the subcontract.
- (4) The amount of the subcontract.
- (5) A line item budget of specific costs to be reimbursed under the subcontract or agreement or other cost basis for determining the amount of the subcontract as appropriate.
- (6) A statement that all provisions of this contract are included in the subcontract including audit requirements.
- (7) Period of performance.
- (8) Any additional subcontract conditions.
- c. Any subcontract or other written agreement shall not affect the CONTRACTOR'S overall responsibility and accountability to the DEPARTMENT for the overall direction of the project.
- d. If during the course of the subcontract period the CONTRACTOR or subcontractor wishes to change or revise the subcontract, prior written approval from the DEPARTMENT is required.
- e. The CONTRACTOR shall maintain a contract administration system which ensures that subcontractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- f. The CONTRACTOR shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of any subcontract. No employee, officer or agent of

the CONTRACTOR or subcontractor shall participate in the selection or in the award or administration of a subcontract if a conflict of interest, real or apparent, exists.

## **Information**

#### **How to Update Adobe Reader for SharePoint**

To sign contracts, contract amendments or reports in SharePoint you may need to update your Adobe Reader.

- 1. Go to the official Adobe Reader website.
- 2. Click "Download." A confirmation box may/will appear. Select "Save File" or "Save As" to download the update setup.
- 3. Double click the setup you downloaded to open this update. A box will appear. Choose "Run" in that box. The setup will then be processed. When this process occurs, the box will change and new options will appear at the bottom of the window.
- 4. Select "Next." Then, choose "Install" and click "Next." The updated files for Adobe Reader will be installed onto your computer. When this finishes, the box will change one final time.
- 5. Click "Finish" to close the window and complete the update process.

#### Reports

## **Pending System Termination and Terminated by System Reports**

Did you know the Pending System Termination Report and Terminated by System Report are both available in IWIN? The **Pending System Termination Report** lists participants that are coming up on termination at the end of the report month. The Pending Report can be used to provide adequate notification about upcoming terminations for categorical ineligibility.

The **Terminated by System Report** lists participants who were terminated by the data system during the previous month because they reached the end of their certification period. The Terminated by System Report can be used to determine who needs to be provided a termination notice because they failed to reapply or because they failed to provide proof of income within 30 days. For more information regarding this report, please see policy 330.45.

## EBT Update

EBT will allow us to gather much more information regarding what and how many WIC food benefits participants are redeeming. We will have the ability to see what food items are being redeemed more often than others. We will also be able to see exactly what brands are being purchased. For example, we will be able to keep track of what brands of cereal are being bought, etc. This information will be very valuable and will help tailor specific nutrition education messages to participants.

## Dates to Remember

### **2011**

#### <u>NETC</u>

- April 18 & 19
- July 25 & 26
- October 24 & 25

#### **Advisory Committee Meetings**

- March 4
- July 15
- October 7

#### Core Workshops

- March 28 & 29 Maternal Nutrition and Breastfeeding Workshop
- April 29 Communication & Rapport Building Workshop
- June 23 & 24 Infant and Child Nutrition Workshop

## Available Formula

Product	Quantity	<b>Expiration Date</b>	Agency	Contact
Pregestimil Lipil	8 cans Powder	4/2011	Broadlawns	Nikki Davenport at 515-282-6710
Enfaport Lipil	23 – 8 oz cans (ready-to-feed)	9/1/2011	Johnson County WIC	Chuck Dufano @ 319-356-6042
Similac Special Care Premmature 24kcal	5 cases 48 pk 2 oz bottles	11/2011	Broadlawns	Nikki Davenport at 515-282-6710
Neosure 12.8 ounces	7 cans – 12.8 ounces	1 can expires 1/1/12; 3 cans expire 4/1/12; 3 cans expire 5/1/12	MICA	Meghan Hansen at 515-232-9020