

# THE FUTURE OF VENDOR MANAGEMENT



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9/6/2013 • 1

# New Hampshire WIC and the iPad

## iPad Uses

- ✓ **Monitoring Visits**
- ✓ **Inventory Audits**
- ✓ **Local Agency Management Evaluations for Clinic Observations** (work in progress)



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9/6/2013 • 2

In New Hampshire we applied for and received an infrastructure grant from FNS to purchase iPads to use as a tool for completing:

iPads are only used by key State staff:

WIC Director

WIC Nutrition Manager

WIC Vendor Manager

WIC BF Coordinator

WIC Program Specialist

# Vendor Monitoring Form

## New Hampshire WIC Program VENDOR MONITORING REPORT

Store Name:		Vendor Number:	
Address:	City:	State:	Zip:
Person Interviewed:		Title:	

DETAIL SPECIFIC PROBLEM(S) ADDRESSED:

DETAIL TOPICS DISCUSSED:

VOUCHER ASSESSMENT: Must review a minimum of five vouchers randomly (if available).

VOUCHER NUMBER	PURCHASE DATE	PROBLEM(S)
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STORE INVENTORY: (See Page 2 also)

ADEQUATE VARIETY	YES	NO
ADEQUATE STOCK*	YES	NO
PRICE SURVEY DONE	YES	NO

\* If a General Agreement Vendor is being visited and does not adequately stock infant formula, can the vendor order and receive infant formula in a reasonable amount of time to meet customer demand? What is the time frame?

GENERAL COMMENTS/FINDINGS:

CORRECTION/FOLLOW-UP REQUIRED: YES NO If yes, explain:

## MANDATORY MINIMUM INVENTORY

All foods must be WIC - approved. Please refer to the current WIC APPROVED FOODS list for specific brands and sizes.

### JUICE

Yes  No  At least 6 WIC approved 64 ounce bottles of adult juice, in at least 2 varieties.  
 Yes  No  At least 6 any combination of WIC approved 11.5-12 ounce frozen OR 11.5 ounce liquid concentrate adult juice, in at least 2 varieties.

### CEREAL

Yes  No  At least 3 varieties of WIC approved cold adult cereal with a minimum of 3 boxes per variety. (1 variety must be a WIC approved whole grain cereal) with a minimum weight of 12 ounces per package.

### MILK

Yes  No  At least 6-gallon containers of WIC approved low-fat (1%) or skim (fat free) fluid milk.  
 Yes  No  At least 2-gallon containers of WIC approved whole milk.  
 Yes  No  At least 3-half gallon containers of WIC approved low-fat (1%) or skim (fat free) fluid milk.  
 Yes  No  At least 3-quart containers of WIC approved low-fat (1%) or skim (fat free) fluid milk.  
 Yes  No  At least 3-quart container of WIC approved whole fluid milk.

### CHEESE

Yes  No  At least 10 packages of 16 ounce WIC approved cheese, in at least 2 varieties.

### EGGS

Yes  No  At least 4-dozen WIC approved eggs.

### BEANS

Yes  No  At least 8 cans of 14-16 ounce WIC approved beans. (NO BAKED BEANS)

### PEANUT BUTTER

Yes  No  At least 3 jars of 16-18 ounce WIC approved peanut butter.

# Working with your IT Department

There were many meetings and discussions on:

- **Security**
- **Wi-Fi Availability (solution: have a hotspot through your Agency)**
- **Maintenance/Support**
- **Which tablet to purchase-Our IT Department would only allow iPads**



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9/6/2013 ● 4

One of the challenges we had after receiving this grant was with our IT Department. They had recently started to support iPads but were not well versed in them. Our IT Department still has had no formal training and still struggles when we need support for the Ipad.

# Internal Program Process

- ❖ **Internal meetings in WIC Program**
- ❖ **Reached out to other WIC Programs using iPads**
- ❖ **Had to seek approval from internal management**
- ❖ **Had to write a business justification for use**
- ❖ **Had to develop and sign an equipment/conduct form**
- ❖ **Began an internal users group for learning how to use the iPad**

# Charting A New Course

- **Researching Apps**

Free vs \$\$ Apps

- **Purchasing Apps**

Approval process: Complete a request to purchase app form that had to be approved by a Supervisor

- **Using Apps**

Adobe  
Quick Office  
Email  
Calendar



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9/6/2013 • 6

Once the approval was given to purchase the iPads research had to be done to figure out what apps we needed to complete the tasks we wanted to use them for.

We found we needed to purchase iTunes cards to get software for the iPad. Each iTunes card is specific to the an iPad. We recommend purchasing the iTunes cards in \$50 amounts.

We found the first software we needed was Adobe. We use this software to develop or save our monitoring and inventory audit forms. “Caution” we recently discovered Adobe has a 500 copy limit for fillable forms. You will need to track this.

We had to be creative, not given permission to use file sharing apps like: Evernote, Drop-Box.

# Other iPad Uses

- **Email**
- **Calendar**
- **Contacts**
- **Currently email to share files from desktop to iPad**



# Resource and Time Savings

- Saving our monitoring and inventory audits electronically
- Obtain signatures on site
- Take pictures
- Emailed immediately.



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9/6/2013 ● 8