

**VENDOR MANAGEMENT DIVISION  
GOALS AND OBJECTIVES  
SPFY 2020**

**GOAL 1: To ensure adequate implementation of vendor management non-covert inspections as well as program enforcement of appropriate internal controls.**

**OBJECTIVE: To continue the unannounced non-covert routine monitoring visits and cont overcharge to certified vendors and verify compliance with the Food Nutrition Service (FNS) performance standards.**

<b>SPECIFIC ACTIVITY OR TASK</b>	<b>RESPONSIBLE STAFF</b>	<b>STARTING-ENDING DATE MONTH/YEAR</b>	<b>COMMENTS</b>
Continue the implementation of the WIC authorized schedule of vendor monitoring visits in accordance with procedures of P&P 6.04 to ensure it includes a minimum of 5% of the overall certified active vendors since October 1 <sup>st</sup> 2019.	Vendor Management Division	October 2019 - September 2020	

**GOAL 2: To ensure adequate implementation of the covert investigations program in order to detect vendor fraud.**

**OBJECTIVE: To ensure integrity of program authorized vendors' operations including proper redemptions of food instruments (FIs) and cash-value vouchers (CVVs) through compliance buys activities.**

<b>SPECIFIC ACTIVIY OR TASK</b>	<b>RESPONSIBLE STAFF</b>	<b>STARTING-ENDING DATE MONTH/YEAR</b>	<b>COMMENTS</b>
Continue compliance investigations on all high-risk vendors from a 5% minimum of the PR WIC authorized vendors.	Compliance Officer Covert WIC Representative	October 2019 - September 2020	

**GOAL 3: To ensure adequate implementation of the Vendor Cost Containment based in Policy and Procedure 6.19.**

**OBJECTIVE 1: To implement the adequate methodology for controlling vendor prices so they remain competitive.**

SPECIFIC ACTIVIY OR TASK	RESPONSIBLE STAFF	STARTING-ENDING DATE MONTH/YEAR	COMMENTS
Ensure prices competitiveness based on:  a. shelf prices; and  b. the number of redeemed FIs.	Cost Containment Coordinator  Vendor Management Division  G.M. Security Technologies	October 2019 - September 2020	

**OBJECTIVE 2: To establish an adequate review of all FIs submitted by vendors for redemption and ensure that they do not exceed the maximum allowable reimbursement amount.**

SPECIFIC ACTIVIY OR TASK	RESPONSIBLE STAFF	STARTING-ENDING DATE MONTH/YEAR	COMMENTS
Ensure that all vendors comply with the Cost Neutrality and T-Test criteria.	Cost Containment Coordinator  Vendor Management Division  G.M. Security Technologies	October 2019 - September 2020	

**GOAL 4: To provide annual training by the State agency to at least one representative of each vendor in accordance with §246.12(i)(1)(2).**

**OBJECTIVE: To provide training in interactive format at the time of a vendor’s initial authorization and at least once every three years thereafter.**

SPECIFIC ACTIVITY OR TASK	RESPONSIBLE STAFF	STARTING-ENDING DATE MONTH/YEAR	COMMENTS
<p>The annual training must include instructions on the purpose of the Program; the supplemental foods authorized by the State agency; the minimum varieties and quantities of authorized supplemental foods that must be stocked by vendors; the requirements that vendors obtain infant formulas only from sources included in a list provided by the State agency; the procedures for transacting and redeeming FIs and CVVs; the sanctions system; the vendor’s complaint process; the claims procedures; the procedures regarding the use of incentive items, and any changes to program requirements since the last training including EBT. The Vendor training will be provided online.</p>	<p>Vendor Management Division  Cost Containment Coordinator  Finance Management Supervisor  G.M. Security Technologies</p>	<p>October 2019 - September 2020</p>	

**GOAL 5: To ensure an appropriate establishment of the Vendor Selection and Authorization Process.**

**OBJECTIVE: To conduct the Vendor Selection and Authorization Process every three (3) years.**

<b>SPECIFIC ACTIVITY OR TASK</b>	<b>RESPONSIBLE STAFF</b>	<b>STARTING-ENDING DATE MONTH/YEAR</b>	<b>COMMENTS</b>
<p>Begin, through the Vendor Management Division, the Vendor Selection and Authorization Process in November of 2019, in order to ensure faithful compliance with the norms and procedures of the WIC Program.</p>	<p>Vendor Management Division</p> <p>Compliance Coordinator</p> <p>Vendor Selection Committee</p> <p>Cost Containment Coordinator</p> <p>Finance Management Supervisor</p> <p>Senior Legal Advisor of PRWIC</p> <p>G.M. Security Technologies</p>	<p>November 2019 – August 2020</p>	

<b>GOAL 6: To ensure an adequate implementation of the Overcharge Process.</b>			
<b>OBJECTIVE: To verify if a vendor, intentionally or unintentionally, charges the WIC Program more than the vendor's authorized shelf price established for authorized supplemental foods.</b>			
<b>SPECIFIC ACTIVITY OR TASK</b>	<b>RESPONSIBLE STAFF</b>	<b>STARTING-ENDING DATE MONTH/YEAR</b>	<b>COMMENTS</b>
Begin, through the Vendor Management Division, the overcharge process in May of 2019, in order to ensure faithful compliance with the norms and procedures of the WIC Program.	Vendor Management Division  Finance Management Supervisor  Legal Advisor of PRWIC  G.M. Security Technologies	May 2019 – August 2020	