

**STATE OF SOUTH DAKOTA**  
Department of Health  
Office of Child and Family Services  
600 East Capitol Avenue  
Pierre, South Dakota 57501

**Office of Child and Family Services and WIC Program Assistance**  
**PROPOSALS ARE DUE NO LATER THAN April 19, 2024**

RFP #: 24-0904004-010

State POC: Rhonda  
Buntrock

EMAIL:  
SDWIC@state.sd.us

**READ CAREFULLY**

FIRM NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TYPE OR PRINT NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ZIP (9 DIGIT): \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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**PRIMARY CONTACT INFORMATION**

CONTACT NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## 1.0 GENERAL INFORMATION

### 1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Health is seeking an entity to provide personnel to support the Special Supplemental Nutrition Program for Women Infants and Children (WIC) within the Office of Child and Family Services. The entity will be responsible to carry out the federal and state requirements providing indirect and direct services to or for WIC participants.

The number, type and location of the positions will be determined by DOH based on need within the WIC program. The entity will be the employer and will work cooperatively with the WIC program to hire, manage and provide oversight to personnel.

Several positions have been identified as a need including receptionists, senior secretaries, vendor liaisons, and WIC public health assistants.

### 1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Office of Child and Family Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Health WIC Program. The reference number for the transaction is RFP #24-0904004-010. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

### 1.3 LETTER OF INTENT

All interested offerors must electronically submit a **Letter of Intent** to respond to this RFP.

The letter of intent should be submitted to Rhonda Buntrock via email at [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us) no later than March 15, 2024. Please place the following in the subject line of the email: **"Letter of Intent for RFP 24-0904004-010"**.

### 1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	March 4, 2024
Letter of Intent to Respond Due	March 15, 2024
Offeror Questions Due	March 29, 2024
Responses to Offeror Questions	April 12, 2024
Proposal Submission	April 19, 2024 11:59pm CT
Oral Presentations/discussions (if required)	April 22, 2024
Proposal Revisions (if required)	May 5, 2024
Anticipated Award Decision/Contract Negotiation	May 17, 2024

### 1.5 SUBMITTING YOUR PROPOSAL

One original hard copy must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. An electronic copy should also be submitted via email to [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us) by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

**1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

**1.7 NON-DISCRIMINATION STATEMENT**

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

**1.8 CERTIFICATION RELATING TO PROHIBITED ENTITY**

For contractors, vendors, suppliers, or subcontractors who enter into a contract with the State of South Dakota by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by SDCL 5-18A. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

**1.9 RESTRICTION OF BOYCOTT OF ISRAEL**

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a

person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

#### **1.10 CERTIFICATION OF NO STATE LEGISLATOR INTEREST**

Offeror (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to any Agreement entered into as a result of this RFP. By signing an Agreement pursuant to this RFP, Offeror hereby certifies that the Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

#### **1.11 MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

#### **1.12 OFFEROR INQUIRIES**

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us) with the subject line "RFP #24-0904004-010".

The WIC Program will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

#### **1.13 PROPRIETARY INFORMATION**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

#### **1.14 LENGTH OF CONTRACT**

This will be a 1 year contract, with the option to renew for 4 additional years..

#### **1.15 GOVERNING LAW**

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

#### **1.16 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)**

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

## 2.0 **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1 The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP and by this reference incorporated herein.
- 2.2 The Contractor's services under this Agreement shall commence on \_\_\_\_\_ and end on \_\_\_\_\_, unless sooner terminated pursuant to the terms hereof.
- 2.3 The Contractor will not use State equipment, supplies or facilities. The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number or Social Security Number upon execution of this Agreement.
- 2.4 The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$ \_\_\_\_\_. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.
- 2.5 The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
- 2.6 The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:
  - A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.
  - B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The Contractor agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.
  - C. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.
  - D. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. In the event a substantial change in insurance, issuance of a

new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.

Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.

- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.13** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances,

guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.16** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.17** Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to [REDACTED] on behalf of the State, and by [REDACTED], on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.18** In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.19** All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.



### **3.0 SCOPE OF WORK**

**3.1** The entity will hire, manage, and provide oversight to personnel for positions identified by the WIC program as indicated in Exhibit A.

**3.2** The positions will require the following throughout their employment:

- 3.2.1 Personnel will complete a competency-based training from the WIC program to perform all required duties.
  - 3.2.1.1 The SDDOH will provide the needed training for required level of expertise to perform duties described and will have initial and annual proficiency testing for paraprofessional duties.
- 3.2.2 Regular travel to local agency and satellite sites including overnight stays may be required for service delivery, trainings, or meetings. Lifting required to do anthropometric measurements of infants and children. As we move forward with our restructure to assure participant access to services evenings and Saturday may be times in which we provide service delivery options.
- 3.2.3 Effectively communicate to support the development of collaborative working relationships with applicants, participants, families, co-workers, and community partners.
- 3.2.4 Work directly with participants providing empathy, initiative, and professionalism. Will work both autonomously and cooperatively with his/her team to help achieve strategic goals.

**3.3** Entity will submit monthly invoices and documentation to support expenditures. This will include timesheets.

**3.4** Entity will provide monthly reports to the WIC Program to include summary of service provided, total quarterly costs by position; numbers of participants served, if applicable and outreach activities completed by each position.

### **4 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

- 4.1 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3 The offeror may be required to submit a copy of their most recent audited financial statements upon the State's request.
- 4.4 Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years.

- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
- b. Dates of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

## 5 PROPOSAL RESPONSE FORMAT

- 5.1 The entire proposal shall be submitted via email to [SDWIC@state.sd.us](mailto:SDWIC@state.sd.us)
  - 5.1.1 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 All proposals must be organized and tabbed with labels for the following headings:
  - 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
  - 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
  - 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
    - 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
    - 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.
    - 5.2.3.3 A clear description of any options or alternatives proposed.
  - 5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

See Attachment A for more information related to the cost proposal.

## 6 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
- 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
- 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
- 6.1.4 Availability to the project locale;
- 6.1.5 Familiarity with the project locale;
- 6.1.6 Proposed project management techniques; and
- 6.1.7 Ability and proven history in handling special project constraints.

6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.

6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.

- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
- 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

## **7 COST PROPOSAL**

Please see Attachment A – Budget Spreadsheet.

## Exhibit A

**Receptionist** – Set the tone for excellent customer service within the office environment. Provides clerical/secretarial support which includes tasks such as composing and finalizing correspondence, establishing, and maintaining filing systems, creating and maintaining databases, gathering and providing information, and recording fiscal activities to support office operations. Provide support for answering telephones, greet and direct visitor to provide requested information or services, review forms, documents or materials for errors and completeness. File and retrieve a variety of materials to maintain records. Gather information, maintain manuals, publications, record and organize information. Open and route mail and complete mailings. Compose and finalize letters, narratives memos, and forms. Respond to requests or questions regarding routine program operations to disseminate information and provide assistance to clients and the public. Make travel arrangements or schedule appointments to ensure necessary arrangements.

Knowledge/Skills/Ability: English including grammar, spelling, and punctuation; modern office equipment, practices, and procedures; basic bookkeeping; Microsoft suite software applications; department rules, procedures, and functions. Ability to: type accurately, in positions requiring keyboarding; gather, compare, and summarize data from a variety of sources; operate a variety of office equipment; communicate information clearly and concisely; review and comprehend materials; establish and maintain effective working relationships with other employees and the general public; proof and edit solutions to arithmetic problems involving addition, subtraction, multiplication, division, and percentages; transcribe material from machine dictation; formulate logical and reasonable conclusions from available information; literacy and language skills appropriate to address the needs of diverse populations.

Qualification: High School Diploma

Pay Range: \$15.61 - \$18.37

Potential number of positions: 7

**Senior Secretary** - Work as a Team in collaboration with other staff within the clinic to assure exceptional service provision. Help identify resource needs and prepare/submit purchasing requests that may include, but is not limited to, eWIC Cards, breast pumps and formula. Maintain inventory including computers and other equipment, eWIC cards, breast pumps and formula. Print and distribute Notice of Ineligibility (mail, text, email, in-person). Participate in conferences, WIC meetings, and in-services. Participate in outreach activities and participant special events within communities. Assist with the development and completes action steps for Local Agency WIC Strategic Community Outreach & Outcomes Plan (SCOOP) to achieve goals and joint strategies. Contact pregnant women referred by Medicaid who have not contacted the clinic to explain program and encourage participation. Act as the internal referral specialist (checking for applicants and referring to appropriate services). Assist in the delivery of participant surveys and review of pregnancy risk assessment survey data review. Travel will be required for this position to cover a region to perform duties described. Performs other duties as assigned and required.

Knowledge/Skills/Ability: WIC Program requirements (desirable), business English including grammar, spelling, and punctuation; modern office equipment, practices, and procedures; basic bookkeeping; Microsoft suite software applications; department rules, procedures, and functions. Ability to: type accurately, in positions requiring keyboarding; gather, compare, and summarize data from a variety of sources; operate a variety of office equipment; communicate information clearly and concisely; review and comprehend materials; establish and maintain effective working relationships with other employees and the general public; proof and edit solutions to arithmetic problems involving addition, subtraction, multiplication, division, and percentages; transcribe material from machine dictation; formulate logical and reasonable conclusions from available information; Literacy and language skills appropriate to address the needs of diverse populations.

Qualification: High School Diploma; possession of valid driver's license and vehicle for coverage of region.

Pay Range: \$19.16 - \$22.54

Potential number of positions: 3

**Vendor Liaison** - Study, understand, and educate WIC participants on approved foods and using the Approved Food Guide and WIC participant mobile app. Serve as a local contact for stores. Provide general, local oversight of and point-of-contact for WIC authorized stores in the service area. Work with WIC participants and stores to address shopping difficulties and educate both parties to ensure more successful outcomes. Contact store or go in person to check compliance with WIC requirements. Perform monitoring visits and education buys as requested by the central office. Assist the central office vendor team with semiannual price lists submitted by vendors. Document and report serious store issues to the central office. Participate in meetings as requested to streamline communication with the local agency, central office vendor team, and authorized WIC vendors. Assist the central office vendor team with required trainings and provide regional onsite training sessions as needed.

Knowledge/Skills/Ability: Knowledge of retail services, Literacy and language skills appropriate to address the needs of diverse populations.

Qualifications: High School Diploma, retail experience is desirable; possession of valid driver's license and reliable car.

Pay Range: \$19.16 - \$22.54

Potential number of positions: 5

**WIC Public Health Assistant (WPHA)** - Implement program policies and protocols and set the tone for excellent customer service to participants in the WIC offices. WPHA's will complete certifications for low-risk participants, determining income, identity and residency eligibility, completing nutrition assessments, providing basic nutrition education and completing food package assignments and referring participants to other social services and community resources, documenting accordingly, participating in breastfeeding promotion and support, issuing food benefits and serving as the liaison to WIC food vendors. In consultation and collaboration with health professionals, duties may include interviewing of participants for basic medical/social/nutritional history, obtaining anthropometric and biochemical measurements, and assessing immunization status of participants.

Knowledge/Skills/Abilities: nutrition and health practices; social and economic conditions as they apply to nutrition; nutrition education methods. Ability to: evaluate programs and ensure compliance; establish and maintain effective working relationships with others; plan and present training sessions; interpret policies and procedures. Literacy and language skills appropriate to address the needs of diverse populations.

Knowledge/Skills/Ability: English including grammar, spelling, and punctuation; modern office equipment, practices, and procedures; basic bookkeeping; Microsoft suite software applications; department rules, procedures, and functions. Ability to: type accurately, in positions requiring keyboarding; gather, compare, and summarize data from a variety of sources; operate a variety of office equipment; communicate information clearly and concisely; review and comprehend materials; establish and maintain effective working relationships with other employees and the general public; proof and edit solutions to arithmetic problems involving addition, subtraction, multiplication, division, and percentages; transcribe material from machine dictation; formulate logical and reasonable conclusions from available information; literacy and language skills appropriate to address the needs of diverse populations.

Qualifications: Possession of valid driver's license, high school diploma, post- secondary education in a health-related field is desirable

Pay Range: \$19.16 - \$22.54

Potential number of positions: 7

