THE FUTURE OF VENDOR MANAGEMENT

Laurie Desmarais, Vendor Manager
State of New Hampshire WIC Program
ldesmarais@dhhs.state.nh.us
603-271-4935
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
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 iPads.
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
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.