

Vendor Selection Criteria

Selection requirements must be met *completely* before the store is authorized to be an ITCA WIC Program vendor and must be maintained throughout the contract period. The selection requirements for the ITCA WIC Program are the following:

- ❑ The vendor must be a full-line grocery store and stock the following, at a minimum:
 - Cereal- 5 or more varieties with 5 or more units of each variety
 - Bread- 4 or more varieties of bread or tortillas with 5 or more units of each variety
 - Dairy-5 or more varieties with 5 or more units of each variety; must be fresh it can be a combination of milk, cheese and yogurt.
 - Fresh Fruit- 7 or more varieties with 7 units of each variety
 - Fresh Vegetables- 7 or more varieties with 7 units of each variety
 - Meat- 4 or more varieties with 5 units of each variety, it can be pre-packaged, frozen, refrigerated, fresh or canned (no more than 2 varieties of canned meat will count towards the minimum of 4 varieties).

Note: Participant access stores and stores located on reservation lands of federally recognized Tribes are exempt from this requirement.

- *Variety- an assortment of types of different food items for each category of cereal, bread/tortillas, fresh dairy products, fresh fruit, fresh vegetables, and meat/poultry/fish. For example, fresh dairy products may consist of milk, cheese, yogurt, sour cream, cottage cheese, etc.*
- *Unit- a single item in a broader category of food items. For example, one (1) apple, one (1) container of milk, etc.*

- ❑ The vendor must be a viable business that has been open for at least one year prior to the submission of the vendor application.

Note: Participant access stores and stores located on reservation lands of federally recognized Tribes are exempt from this requirement.
- ❑ The vendor must have in stock, at the time of the application and throughout the contract period, the required minimum stock and variety of WIC-authorized foods. The vendor must have a current license, retail establishment health operating permit or I.H.S report.
- ❑ The vendor must only purchase formula from the list of infant formula wholesalers, distributors and retailers and infant formula manufacturers provided by the ITCA.
- ❑ The vendor must be open for eight hours a day, five days a week.

- ❑ The vendor must have and use a bank account for depositing WIC checks and accepting ACH payments.
- ❑ The vendor is competitively priced with other similar stores in the surrounding area.
- ❑ The vendor is located within neighborhoods where WIC clients live.
- ❑ The vendor must be authorized with the Supplemental Nutrition Assistance Program (SNAP)
- ❑ The vendor must average 10 checks in WIC transactions per month on an annual basis.
- ❑ The vendor must have no conflict of interest with the ITCA WIC Program or its local agencies.
- ❑ The vendor shall be in compliance with all state, federal, municipal and local sanitation standards.
- ❑ The vendor and its current owner(s), officer(s), and/or manager(s) must have no convictions or civil judgments entered against them for any activity indicating a lack of business integrity.
- ❑ The vendor must have never been disqualification from SNAP or been assessed a SNAP Civil Money Penalty. ITCA may consider the vendor if denial would result in inadequate client access.
- ❑ The vendor must not be a for-profit vendor that derives, or is expected to derive, more than 50% of its annual food sales revenue from the sale of supplemental foods obtained from WIC transactions (includes all three WIC programs operating within the State of Arizona, but does not include fruit and vegetable check transactions). The vendor is required to maintain documentation of its food sales throughout the contract period. **Note: Stores needed for participant access may be exempt from this requirement.**
- ❑ For-profit vendors that derive or are expected to derive more than 50% of their annual food sales revenue from the sale of supplemental foods obtained from WIC transactions (includes all three WIC programs operating within the State of Arizona, but does not include fruit and vegetable check transactions) are not allowed to provide incentive items or other free merchandise without receiving written approval from ITCA. Vendors are not allowed to offer incentive items to WIC clients that are not offered to non-WIC customers. Goods or services

obtained at no cost to the A-50 vendor or of nominal value (*i.e.*, having a per item cost of less than \$2) are allowable incentive items, but must be approved by ITCA in advance. Note: For-profit goods or services offered by the A-50 vendor to WIC clients at fair market value based on comparable for-profit goods or services of other businesses are not incentive items subject to approval or prohibition, except that such goods or services must not constitute a conflict of interest or result in a liability for the WIC Program.

- The vendor must offer WIC customers the same courtesies that are offered to other, non-WIC customers. Vendors may not exclude WIC customers from in-store promotions, this includes: disallowing the use of coupons or other vendor discounts in WIC transactions that are allowed in non-WIC transactions. The vendor may not treat WIC customers differently by offering them incentive items, vendor discounts, coupons or other promotions that are not offered to non-WIC customers.