



Vendor Selection Criteria – Pharmacy

Effective October 1, 2023

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) supports healthy eating, breastfeeding, access to healthy foods, and physical activity. WIC provides authorization to vendors to provide participants access to WIC approved formula and nutritionals.

Vendors must meet all the following criteria for consideration. Applying doesn't guarantee WIC authorization to the pharmacy.

If authorized, each vendor must continue to meet all the following criteria, and any changes to the criteria, in order to remain authorized. The WIC Nutrition Program reviews each vendor's compliance with the Vendor Selection Criteria periodically through the contract period. Failure to meet any of the vendor selection criteria at any time is cause for contract termination or disqualification.

Vendors must:

1. Purchase WIC approved infant formula and nutritionals directly from an infant formula manufacturer or supplier named on the "WIC Approved Infant Formula Suppliers" list.
1. Maintain in pharmacy at all times the minimum required inventory of WIC approved infant formula. Other WIC approved formulas are listed below Expired and spoiled formula and nutritionals do not count toward meeting minimum inventory.

Approved Formulas/ Nutritionals	Approved Size(s)	Minimum Required Inventory
Similac Advance	12.4 oz powder, 13 oz liquid concentrate, 1 qt Ready to Feed	9 cans Similac Advance 12.4 oz powder
Similac Sensitive	12.5 oz powder, 1 qt Ready to Feed	3 cans Similac Sensitive 12.5 oz powder
Similac Total Comfort	12.6 oz powder	No Minimum Inventory Amount
Similac Soy Isomil	12.4 oz powder, 13 oz liquid concentrate, 1 qt Ready to Feed	
Therapeutic Formulas/Nutritionals		
Similac NeoSure	13.1 oz powder, 1 qt Ready to Feed	
Similac Alimentum	12.1 oz powder, 1 qt Ready to Feed	

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Enfamil Nutramigen	12.6 oz powder, 13 oz liquid concentrate, 1 qt Ready to Feed	
Parent’s Choice Hypoallergenic	12.6 oz powder	
Comforts Hypoallergenic	12.6 oz powder	
Pediasure	Ready to Feed 6-pack 8 oz, with or without fiber. Any flavor	
Enfamil A.R.	12.9 oz powder	

2. Maintain an active electronic mailing address for department communications.
3. Be primarily engaged in the retail sale of pharmaceutical products and general merchandise as a Washington State licensed pharmacy.
4. Maintain prices for WIC approved formula and nutritionals that are at or below the limits established by the WIC Nutrition Program’s current price management system.
5. Receive or expect to receive less than 50% in annual revenue from WIC formula and nutritionals transactions.
6. Be open for business at least eight hours per day, six days per week.
7. Submit to the department, upon request, annual sales information including gross sales and tax-exempt pharmacy sales.
8. Have electronic cash registers capable of producing receipts that include the store name, product name, and description, quantity sold, price of each item, total actual purchase price, and the date of sale.
9. Be current with local, State and Federal taxes.
10. Post prices for all formula and nutritionals on each item, or on the shelf next to the item.
11. Maintain a business model that promotes business integrity. In its determination of business integrity, the department’s consideration includes, but is not limited to, the following:
 - a) Providing complete and truthful information in the application, correspondence, and other documents as requested by the department.
 - b) Cooperating with department requests to complete WIC authorization or compliance activities, including granting access to WIC Cards.
 - c) Providing business and financial documentation to the department upon request.

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- d) Ensuring all current owners, officers, managers, or representatives have had no criminal convictions or civil judgments entered against them in the last six years for fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, receiving stolen property, making false claims, or obstruction of justice.
- e) Having no uncorrected violation(s) from a previous contracting period, current disqualification, or outstanding claims owed to the department.
- f) If SNAP authorized, not being currently disqualified from the SNAP, or having a civil money penalty levied instead of SNAP disqualification.
- g) Disclosure of any third party, agent or broker involved in any part of the application process.
- h) Where a store has an outstanding WIC or SNAP sanction or claim, not attempting to avoid sanction or claim by reapplying after:
 - *Conveying any legal interest in a store to a relative or other person with whom the owner or owners have a financial relationship.*
 - *Accepting any legal interest in a store from a relative by blood or marriage or other person with whom the owner or owners have a financial relationship.*
 - *Reorganizing the business to another form, such as, but not limited to, corporation, general partnership, limited partnership, sole proprietorship, or limited liability company.*
 - *Failing to cooperate with WIC authorization of compliance activities.*
- i) The department may verify the identity of an applicant at any time.
- j) When evaluating business integrity, the department may take into account whether a pharmacy subject to a sanction or claim has been sold for less than fair market value.
- k) Not own or be a substantial interest holder, have previously owned or been a substantial interest holder, or have a legal interest in a business that has a WIC sanction currently in effect. This includes any business for which a vendor may be applying.
- l) Use a recordkeeping system that complies with the Washington state department of revenue requirements in WAC [458-20-254](#), maintains inventory records for Federal tax reporting, preserves original documents and records organized in a logical way that conforms to acceptable accounting methods and procedures.
- m) Comply with all federal and state nondiscrimination laws, regulations, and policies. This includes, but is not limited to, 7 C.F.R. Parts 15, 15a, and 15b and RCW [49.60.030](#).
- n) Comply with the Americans with Disabilities Act (ADA) of 1990, Public Law 101-336.
- o) Comply with all other federal, state, county, and city required licenses, permits and certifications.

Exemptions:

- a) Oregon and Idaho vendors located on the Washington border and that serve Washington residents are exempt from Washington state business license, permit, and certification requirements. They shall meet all applicable business license, permit and certification requirements for their respective state.

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12. Comply with all federal and state nondiscrimination laws, regulations, and policies. This includes, but is not limited to, 7CFR Parts 15, 15a, and 15b and RCW 49.60.030.
13. Comply with the Americans with Disabilities Act (ADA) of 1990, Public Law 101-336.
14. Comply with all other federal, state, county, and city required licenses, permits and certifications.

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