**NATIONS ARPA Consortium (NAC)**

**Planning Contractor/Project Manager**

**Introduction:**

The NATIONS ARPA Consortium (NAC) is seeking a WIC Planning Contractor/Project Manager (NAC PC/PM). This is a contract position being funded through the grants received from United States Department of Agriculture (USDA) under *the American Rescue Plan Act of 2021 (*[*PL 117-2*](https://www.fns.usda.gov/pl-117-2)*, ARPA*). These grant funds are referred to as the *ARPA/WIC Modernization Grant*. Hereafter, referred to as the *WIC Modernization Grant*.

Project Planning and Project Management professional services are needed to identify needs; develop a project plan that identifies viable projects; oversee timelines; monitor the *Modernization Grant* budget(s); develop a fair share invoicing strategy; assist with the coordination of project verification processes; oversee implementation; and meet the reporting requirements on NAC projects related to the grant objectives to **improve outreach, innovation, and program modernization efforts to increase participation and redemption of benefits in the WIC Program.** Please see: <https://www.fns.usda.gov/wic/modernization-grant-nofa> for further details related to the scope of the grant.

**Position Title:**

**The NATIONS ARPA Consortium Planning Contractor/Project Manager (NAC PC/PM)**

**Location:** Work remotely with periodic travel to meetings and individual NAC NATIONS WIC Tribal Agencies as determined/needed.

**Position Application Deadline:** **January 12, 2024**

**Application Process:**

If you are interested in applying for the posting, please email the following to Kimberly Rhoades @ krhoades@standingrock.org

* Current Resume
* Introductory Cover Letter
* A document outlining the planned approach in meeting the requirements as outlined in this position announcement/description.
* Salary requirements

If you have questions regarding the position, please email, the NAC point of contact, Kimberly Rhoades at the above email. The posting will be active until 4:00 PM, Central Time, January 12, 2024. If you are interested, the application packet must be received by 4:00 PM Central Time, January 12, 2024. Applicants may not have any other contact with the NAC or NATIONS during the application/hiring process. Contact with any NAC or NATIONS member during the application/hiring process and/or late applicant submissions will result in applicant disqualification.

**Grant Logistics:**

**NATIONS ARPA Consortium (NAC) combined *WIC Modernization Grant* Funding:** approximately $6,750,000

**Grant Term:** May 23, 2023– September 30, 2027

**Background Information:**

**What is WIC?**

The Special Supplemental Nutrition Program for **W**omen, **I**nfants and **C**hildren (herein referred to as the WIC Program or WIC). The WIC Program is funded through the United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS), hereafter may be referred to as USDA/FNS.

The WIC Services Programs provide nutritious supplemental foods, nutrition education, breastfeeding support and promotion, and referrals to other health and social services programs to improve the health status of eligible women, infants and children.

**NATIONS Consortium:** NATIONS is a consortium of ten (10) WIC Indian Tribal Organizations (ITOs) in the USDA/FNS Mountain Plains Region. The NATIONS ITOs share a common Management Information System (MIS) and WIC Electronic Benefits Transfer (EBT) system. The ten (10) WIC Indian Tribal Organizations (ITOs) represented in the NATIONS Consortium include the Cheyenne River Sioux, Eastern Shoshone, Northern Arapaho, Omaha Nation, Rosebud Sioux, Santee Sioux Nation, Standing Rock Sioux, Three Affiliated Tribes, Ute Mountain Ute and Winnebago Tribes. The NATIONS MIS is supported by GCOM, and Custom Data Processing (CDP) is the third-party processor for online the NATIONS WIC EBT.

Each ITO within NATIONS received grants from United States Department of Agriculture (USDA) under the *American Rescue Plan Act of 2021 (*[*PL 117-2*](https://www.fns.usda.gov/pl-117-2)*, ARPA)* to be used for outreach, innovation, and program modernization efforts to increase participation and redemption of benefits in the WIC Program.

**NATIONS ARPA Consortium (NAC) Voting Members include:**

Nine (9) of the ten (10) ITOs within NATIONS formed a consortium to plan and manage the *WIC Modernization Grant*(s). These nine (9) ITOs include:

Cheyenne River Sioux WIC (Eagle Butte, South Dakota), Eastern Shoshone WIC (Fort Washakie, WY), Northern Arapaho WIC (Arapahoe, WY), Omaha Nation WIC (Macy, NE), Santee Sioux Nation WIC (Santee, NE), Standing Rock Sioux WIC (Fort Yates, ND), Three Affiliated Tribes WIC (New Town, ND), Ute Mountain WIC (Towaoc, CO) and Winnebago WIC (Winnebago, NE). These nine ITOs will, henceforth be referred as the **NATIONS ARPA Consortium (NAC).**

Rosebud Sioux WIC though, a member of NATIONS, did not join the NAC, and therefore, is not a voting member, but will receive common shared MIS enhancements.

**NAC Project Lead Agency:**  Omaha Nation WIC

**NAC Fiscal Agency:** Standing Rock Sioux WIC. The Fiscal Lead will also serve as the contracting agency for the NAC shared projects.

**The NATIONS ARPA Planning Contractor/Project Manager (NAC PC/PM) Position Description:**

**Overview:**

The NAC is issuing this Position Announcement for obtaining professional services for a Planning Contractor and Project Manager (NAC PC/PM) to assist in planning, managing, and reporting on projects which are determined within the scope of the *WIC Modernization Grants*. The scope of potential projects includes strategies for enhancing outreach, innovation, and program modernization efforts to increase participation and redemption of benefits.

Each ITO within the NAC is responsible for controlling and disbursing the funds they received under the *WIC Modernization Grants*. To simplify the payment process for work completed under the *WIC Modernization Grant,* the NAC PC/PM will develop a project plan and a fair share funding strategy, whereas each ITO member of the NAC will be equally responsible and invoiced for shared projects. The NAC PC/PM will coordinate and allocate invoicing for shared projects. Standing Rock Sioux Tribe will serve as the fiscal agent for the payment of project invoices for shared projects, obtaining payment from the NAC members and paying invoices approved by the NAC Project Lead.

Shared projects, such as MIS Enhancements or Change Requests, that are being considered for the *Modernization Grant,* will be approved for development and implementation by a simple majority vote of the NAC (approval by five NAC tribes). Each member tribe of the NAC will have one (1) vote.

The NAC PC/PM will also assist in coordinating individual NAC ITO specific projects. Hence, the NAC ITOs utilizing funds for ITO specific projects (e.g., updating POS equipment for ITO WIC vendors, hardware updates, etc.) will be responsible for payment of these costs directly from their own *WIC Modernization Grant.*

**Tasks and Responsibilities**

* The NAC PC/PM will be responsible to the NAC Lead and NAC Fiscal Lead for coordinating and managing the grant.
* Complete a needs assessment in relation to the current NATIONS MIS (GCOM NATIONS WOW), and other relevant technologies utilized/needed for each of the nine (9) NAC member agencies. Identified needs should be within the scope outlined in the ARPA/Modernization Guidance (<https://www.fns.usda.gov/wic/modernization-grant-nofa>). The needs assessment should include the list of potential preliminary needs (below) that have been identified and also include ITO specific needs that may, or may not have been identified.
* Identify if any of potential projects identified in the *WIC Modernization Grant* are relevant or needed by the NAC and may include:
	+ Text Messaging
	+ Mobile Phone Support
	+ Online Application and Appointment Scheduling
	+ Plain Language & Limited English Proficiency (LEP) Support
	+ Data Analysis, Visualization & Ongoing Measurement
	+ Publicly Available Data Sets
	+ Improve WIC Shopping Experience
	+ Additional Technology and/or Human Centered Design Projects]
	+ Data Matching to Improve Outreach and Streamline Certification
	+ Evaluate the Participant Experience
	+ Publicly-Available Data Sets
	+ Additional Technology and/or Human Centered Design Projects
* Gather preliminary list of potential NAC ITO needs, including those previously identified (below) as well as those yet to be identified:
	+ GCOM Client Portal Solution which will feature the following functionalities:
		- Determine WIC eligibility
		- Update demographics, view benefits and request appointments (for tribes that do appointments)
		- Access certification documents
		- Access nutrition education lessons
		- Provide responses for nutrition history and health history questions
		- Provide signatures
		- Redemption dashboards
		- Satisfaction counter with the ability to provide feedback
	+ GCOM Vendor Portal
	+ Online Shopping Functionality
	+ Farmers Market Nutrition Program (FMNP) e Solution
	+ Summer EBT Program
	+ Self -Check Out Point of Sale capabilities for identified vendors
	+ GCOM Data analytics integration to track program metrics
	+ Portable pods for off-site certs (grocery store), as needed by specific ITOs
	+ Hardware updates, as needed by specific NAC ITOs
	+ and projects yet to be determined….
* Survey the technological landscape to identify potential technologies/enhancements that could contribute to enhancing the ITO WIC experience.
* Identify gaps, priorities, and present Needs Assessment document to the NAC for approval.
* Assist the NAC in determining project priorities to determine viable projects and oversee the NAC project approval voting process.
* Develop a Project Plan based on needs identified and approved by the NAC to include both shared NAC projects and individual NAC ITO projects. Update Project Plan as needed.
* Oversee and manage the *WIC Modernization Grant* Budget, timeline, and any associated deliverables.
* Act as a liaison between identified contractor(s)/entities for NAC ITO shared projects, and NAC ITO individual projects. Draft any needed contracts. Track contracts through the ITO legal approval, USDA/FNS approval, through contract execution.
* Develop a fair share invoicing strategy, create invoices, and oversee invoicing process for shared projects.
* Complete required USDA ADP documentation, as needed, for projects such as PAPDs, IAPDs, (refer to FNS 901 for ADP requirements). Prepare the required USDA FNS reporting related to the *WIC Modernization Grant* for each of the nine (9) NAC member ITO Agencies including, but not limited to Quarterly Reports, and others as identified. Complete other required documentation as needed.
* Compiles and disseminates data to the members of the NAC Consortium related to the *WIC Modernization Grant.*
* Prepare for and conducts NAC Zoom status meetings and In-Person Meeting on the *WIC Modernization Grant* including:
	+ Verbal and written communication about the meeting
	+ Scheduling the meeting
	+ Coordination of meeting facility as needed
	+ Preparing and publishing agendas
	+ Conducting the meeting
	+ Providing supplemental written meeting material
	+ Publishing minutes from the meeting
* Prepare, coordinate, trainings and disseminates training materials to NATIONS ITOs.
* Prepares and coordinates/provides training or workshops as needed related to new functionalities/implementations related to the *WIC Modernization Grant.*
* Works under limited supervision by the NAC Lead with moderate latitude for the use of initiative and independent judgment.

**Education and Experience Requirements:**

* Bachelor’s degree in Business Administration, Computer Science, Health Services, or related field or equivalent work experience
* Previous Project Management experience required, preferably on a WIC MIS
* Project Management Professional (PMP) certification from Project Management Institute preferred
* Knowledge of the NATIONS WOW MIS/GCOM WOW MIS preferred
* Minimum of 2 years WIC experience preferred
* Knowledge and experience with computer software (MS Office, Project, patient service data entry, etc.)
* Proven ability to work with a high degree of accuracy and attention to detail
* Public speaking and/or training experience
* Ability to travel as needed to meetings and NATIONS ITO locations