



Memorandum

#12-041

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: May 11, 2012

SUBJECT: Breast Pump Ordering Opportunity

The purpose of this memo is to announce that the ordering system for breast pumps is currently open until *Friday, June 1st – no exceptions*. Once the ordering period closes, access to the ordering system will be restricted to reviewing order history. Please read the instructions in this memo and the corresponding attachment prior to placing official breast pump orders on the Breastfeeding Order System (BOS), <<http://texaswic.dshs.state.tx.us:4554>>.

Due to funding constraints, the State Agency is asking Local Agencies to take extra precautionary measures and use the attached Replenishment Tool.

Instructions for using Replenishment Tool

- For each product, excluding multi-users, calculate the total quantity that your local agency issued to participants in the last 3 months (by each, not case).
- For each product, excluding multi-users, calculate the total quantity remaining in your local agency inventory (by each, not case).
- For each product, excluding multi-users, take the total quantity issued and subtract the total quantity remaining in your inventory. This is the forecasted amount to order.
 - a. If it is a negative number, do not place an order for this product.
 - b. The amount to order needs to be rounded up to the nearest whole case. As an example, if there are 6 flanges per case, the amount to order needs to be in multiples of 6.
 - c. If a quantity is entered into the BOS that is not in a correct multiple, the system will assist by suggesting a quantity that is.

- For multi-user pumps, consider the amount in your LA inventory currently available for issuance.
 - a. Order the quantity of multi-users needed to replace any that were lost/stolen, irretrievable, transferred, or destroyed in the past 3 months.
 - b. If at any point all of your multi-users were on loan, consider ordering enough to prevent this in future months.

Other factors that local agencies should consider carefully

- All orders are subject to reduction. The BOS will reflect any adjustments made for LA review. Refer to the quantities reflected in the BOS when reconciling received inventory.
- The SA now recommends that LAs consider the costs of repairing out-of-warranty multi-user pumps prior to having them destroyed. If the cost of repair is \$100 or less, repairing the pump is recommended over destroying it.
- There are discussions about tightening issuance policies, but at this time, none have been made. Unless changes are made, LAs need to remain within SA policy and avoid implementing stricter pump policies.
- The new breast pump contract has not been awarded, but should be in place by the new fiscal year. Upon award, LAs will be updated by the SA.

If you have any questions, or require additional information, please contact Lindsey Randall, Breast Pump Coordinator, Nutrition Education/Clinic Services Unit, at (512) 341-4594 or lindsey.randall@dshs.state.tx.us.

Attachment

Breast Pump Replenishment Tool for May/June 2012 Breast Pump Order

LA Number _____

Type of pump/kit	Quantity Issued <i>(in the last 3 months, by each, not case)</i>	Quantity in Inventory <i>(by each, not case)</i>	Quantity Issued - <u>Quantity in Inventory</u> Amount to Order	Amount to Order <i>(Enter this # into BOS. Round up to the nearest whole case.)</i>
Ameda Purely Yours				Ameda Purely Yours <i>(1 per case)</i>
Ameda Hygienikits				Ameda Hygienikits <i>(6 per case)</i>
Ameda One-Hand Manual				Ameda One-Hand Manual <i>(10 per case)</i>
Medela Harmony Manual				Medela Harmony Manual <i>(20 per case)</i>
Medela Spring Express Manual				Medela Spring Express Manual <i>(20 per case)</i>
Medela 30 mm Flanges				Medela 30 mm Flanges <i>(6 per case)</i>
Ameda Elite: Multi-user	<p>1. Number of pumps lost/stolen, transferred, or destroyed in the past 3 months _____ = recommended order.</p> <p>2. At any point during the past 3 months were all of your Elite breast pumps on loan? If yes, consider ordering additional pumps.</p>			Ameda Elite: Multi-user <i>(1 per case)</i>