



VENDOR MANAGEMENT &
OPERATIONS UNIT

**Renewal
Process**

July 23, 2015

Clarification - Contract Renewal Process

In response to an increase in Vendor calls regarding the new WIC Vendor contract renewal process, we are providing the following clarifications to address some of the recurring questions we are receiving.

- Vendors must only submit the **two signed Vendor Agreements by August 5, 2015.**
- Section M on page 6 of the Vendor Agreement is for reference in providing an electronic version of the documents we used to mail out. These documents will no longer be mailed and must be accessed via the Internet. Any required updates to certain documents are not to be submitted at this time. The Vendor Outreach team will handle this at a later date.

The **deadline** to submit the two signed WIC Vendor Agreement to the state office is **August 5, 2015.**

Please return to:
DSHS-WIC
4616 W. Howard Lane, Ste. 275
Austin, Texas 78728

If you have any questions please contact the Vendor Management & Operations Unit at (512) 341-4425, 1-800-252-9629 (Texas only), or email at WICVendorRelations@dshs.texas.gov.