

Tips for Writing Your EBT IAPD

.....the author perspective

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Ramona Kramer

Naomi Snodgrass

- Where to Start
- Writing the IAPD
- Lessons Learned

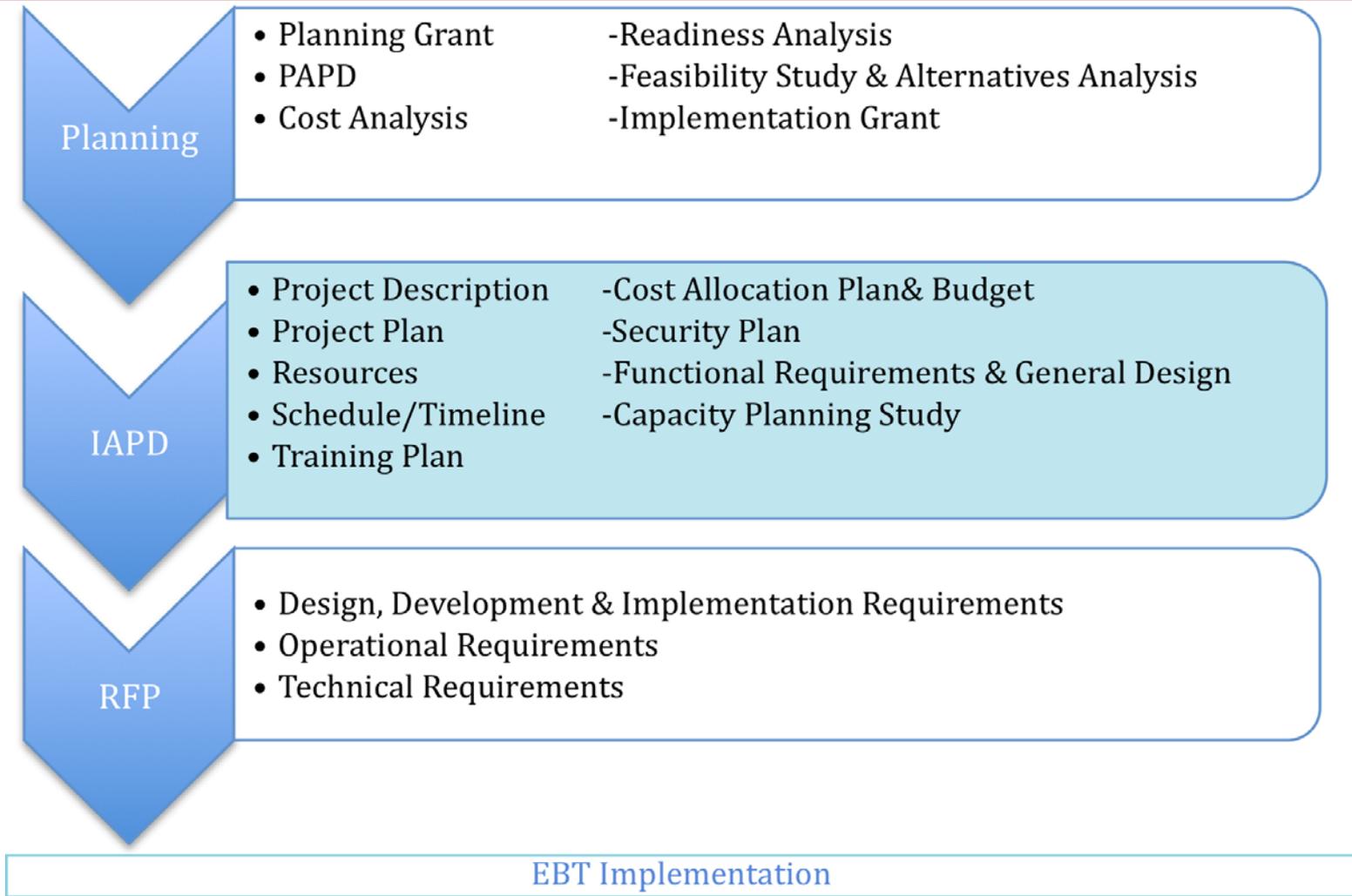
Overview

Where to Start

Every thing must have a beginning ... and that beginning must be linked to something that went before.

--- Mary Shelley, Frankenstein

The IAPD-RFP “Flow”



Lay out the EBT Project.....

- The State's vision for EBT (e.g., is collaboration with other programs going to be important, what guiding principles are driving the project sponsors)
- Ability to innovate
- True partnerships between States and Vendors (retailers and farmers)

Where to Start

- Planning Process
 - Planning Grant
 - The PAPD
 - Cost Analysis
 - Functional Requirements

Where to Start

- Feasibility Study
- Alternatives Analysis
- Readiness Analysis
- Implementation Grant
- Statewide Coordination

Writing the IAPD

“An IAPD addresses systems analysis, design, development, integration, testing, and deployment; completes the planning phase; requests funding for enhancements to ongoing operations; and obtains approval to conduct implementation activities.”

- from FNS Handbook 901

What's in an IAPD?

- Project Description
- Project Plan (Phases, Deliverables & Milestones)
- Project Resources
- Schedule/Timeline
- Cost Allocation Plan
- Retailer and Clinic Management Plans
- Budget

What's in an IAPD? (continued)

- Additional information needed includes:
 - Description of pilot process
 - Overall implementation/transition plan
 - Security Plan
 - Testing Plan
 - Training Plan

IAPD Tools

- WIC EBT Cost Analysis Model
- Checklists
- FNS Handbook 901

Lessons Learned

- Initial meeting with FNS to set expectations
- FNS is at the table as part of the team
- Informal reviews with FNS representative
 - In-person is best
- Remember the RFP development is coming
 - The IAPD plays a key role in the project lay-out that is conveyed in the RFP
 - RFP content needs to be consistent

Communication & Collaboration

- Stakeholders
- Sponsors/Oversight Organizations
- Have a finance/budget person
- Collaborate/coordinate with other programs within the State to create the long-term vision
- Reach out to other States who have already done IAPDs



Questions

Ramona Kramer: rkramer@pubknow.com

Naomi Snodgrass: nsnodgrass@pubknow.com