

CONTRACT MANAGEMENT BINDER UPDATE LOG

UPDATE DATE	CHAPTER	SECTION	BRIEF DESCRIPTION OF CHANGE
09/01/11	3	III	Definition of Supplies
09/28/11	14	II	Made correction "Tracking and Review" section
09/28/11	6	I, Att. 6-1 & 6-2	Prospective Payment Procedure Change
09/28/11	6	II, Att. 6-1 & 6-3	Advance Payment Procedure Update
09/28/11	10	IV	Added to section "Information Removal"
09/28/11	8	III	Added new statement to be included in WIC local agency's subcontract
12/30/11	9	I	Mileage reimbursement rate update
02/06/12	7	IV	Updated steps for vehicle Purchase Process
02/06/12	10	V	Made correction to vehicle legal owner information for vehicle registration
03/19/12	12	II	Updated language describing when to invoice
05/01/12	10	IV	Added to section "Information Removal Reporting Requirements"
05/01/12	10	VIII, Att. 10-1	Added new section for "Attachments" and "Certification for Computing Media Sanitation" form
06/21/12	2	I	Revised language for subsection E. Vendor Support Coordination
08/10/12	2	I	Updated minimum expenditure amount for FFY 2012 annual Breastfeeding Promotion and Support Expenditure
08/10/12	5	Att. 5-1	Updated description of program expenditure allowability pertaining to Salaries and Wages.
09/07/12	2	I	Revised language for subsection I. Indirect Costs to provide additional instruction for notification of changes to indirect costs percentage.
09/07/12	2	II	Added the "Certificate of Liability Insurance (CLI)" to the listing of "Periodic Documents To Be Submitted"

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09/07/12	12	II	Update to item #4 describing "Information on Invoice"
09/20/12	2	III	Added new section titled, "WIC Site Change Requirements"
09/20/12	2	Att. 2-1	Update to Attachment 2-1, "Request for WIC Site Approval," with more specific requirements and form instructions
09/20/12	2	Att. 2-2	Added new Attachment 2-2, "Determining the Acceptability of a Lease Agreement"
09/27/12	12	II	Added new Guidelines requirement pertaining to use of a designee for Agency Director's signature on an invoice
11/28/12	2	III	Added new section titled, "Site and Venue Approval Requirements"
01/04/13	9	I	Mileage reimbursement rate update
08/05/13	9	I	Per Diem and Lodging reimbursement rate update
09/23/13	9	I	Per Diem reimbursement rate updated. Added website link to the mileage reimbursement rate information.
10/16/13	2	I	Updated Provision E. regarding Vendor Technical Assistance and Support.
10/16/13	Glossary		Updated definition for Local Vendor Liaison.
02/03/14	13	Introduction, I, IV, V, and VII	Updated due dates for Report of Actual Expenditures and Unliquidated Obligations.
02/28/14	2	I, Provision D	Updated minimum expenditure amount for FFY 2014 annual Breastfeeding Promotion and Support Expenditure.
02/28/14	12	IV, V, VI, and Attachments 12-5 and 12-6	Added Section IV. Operating Expense Tracking; Section V. Operating Expense Tracking Completion Instructions; Attachment 12-5; and Attachment 12-6. Updated Section VI. Line Item Shift reflect the current Maximum Shift Amount.

