**REQUEST FOR PROPOSAL FOR NUTRITION CONSULTANT**

With Bayonne Economic Opportunity Foundation

**INTRODUCTION** Bayonne Economic Opportunity Foundation (BEOF), non-profit 501(c)(3) organization located in Bayonne, NJ, is the designated community action agency for the City. BEOF is soliciting proposals for a Nutrition Consultant for BEOF’s Nutrition Program,

**REQUIREMENTS** The Nutrition Consultant will be responsible for providing the following services upon request of the Health/Nutrition Manager or Head Start Director:

1. Review nutritional assessment data for children and make recommendations for nutritional

status, as needed.

1. Provide intervention and counseling for identified nutritional needs of children.
2. Develop and monitor the provisions of special diets for children with documented food allergies.
3. Conduct two nutrition trainings a year for parents and staff determining their training needs.
4. Observe performance of food service personnel and provides for training program that will improve or develop competencies to ensure proficiency.
5. Help teaching staff plan and provide nutrition-related learning experiences in the classroom.
6. Plan and review the menus including supplements to assure a high-quality feeding program which meet USDA requirements.
7. Conduct no less than three monitoring reviews a year to observe USDA regulations.
8. Assist with food purchasing and ordering.
9. Assist in interpreting and meeting health, sanitation, and safety standards related to nutrition.
10. Participate in the self-assessment process.
11. Participate in Health Advisory Committee meetings.
12. This agreement may be terminated by either party at will after it has been in effect for thirty days.
13. The Nutrition Consultant shall submit an invoice stating the date, type of service and number of hours. Payments for services will be made on a semi-monthly basis.

**The Nutrition Consultant works with Head Start children, families and staff and must provide the following information to be kept on file at the Head Start Office**: An up to date resume, a copy of all applicable professional licensure and insurance, a copy of a valid drivers’ license, a current physical exam and tuberculosis skin test (TB) They must also undergo criminal background checks including fingerprinting, child abuse and sex offenders.

The Nutrition Consultant must possess good communication skills (verbal and written). They must have the ability to establish working relationships with children, families, staff members and adults from a wide variety of educational and socio-economic backgrounds. They must also have knowledge of a wide variety of community resources and ability to establish working relationships with staff members of nutrition related agencies and institutions.

**SCOPE OF WORK** The following information should be used to determine the scope of this project and provide pricing for this engagement.

The Nutrition Consultant must:

1. Identify and assess the nutritional needs for each child, which would include reviewing health records, nutritional history, growth assessments (plotting heights/weights), calculating body mass index (BMI) for age, lab values (hematocrit/hemoglobin, lead) and any other pertinent information.
2. Ensure that nutritional intervention has been provided for children and families with nutritional concerns by a system of documenting and tracking.
3. Develop five (5) week cycle menus and review menus to ensure that both USDA Child and Adult Care Food Program and Head Start Performance Standards are being met by the meals and snacks served. The RD must be licensed and agree to sign-off on and date the menus.
4. Modify menus as needed as to ensure that the individual nutritional needs of each child, including those with special dietary needs and disabilities are met by meals and snacks.
5. Provide input to program’s nutrition needs assessment.
6. Work with other members of the Management Team and the Health Services Advisory Committee to give input in the nutrition area of the Health Services Written Work Plan, as well as in the development of nutrition-related policies and procedures.
7. Serve as collaborative liaison for the program with other community food and nutrition agencies such as WIC, USDA Child Adult Care Food Program, and Cooperative Extension Services, etc.
8. Review on-site kitchen and classroom monitoring reports to ensure that food is prepared in a safe and sanitary manner and that Head Start and USDA requirements are being met.
9. Ensure nutrition-related training is provided for staff.
10. Ensure nutrition education is provided for children and families.
11. Work with the Early Childhood Development Team to ensure that relevant nutrition activities are a part of the classroom curriculum.
12. Counsel families individually or in groups regarding the specific nutritional needs of their children.
13. Provide input, as needed, regarding the ordering of classroom materials and supplies relating to nutrition.
14. Complete In-Kind documentation for any in-kind match for donated services to the Head Start program. Allowable in-kind match could include but not be limited to any professional services, clinical support, mileage, training, materials and supplies.

**PROPOSAL SUBMISSION** Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to BEOF in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

BEOF reserves the right to:

* Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency’s best interest;
* Accept other than the lowest priced offer.

The proposal shall:

* Include the completed Nutrition Consultant Bid Submittal Services worksheet (Attachment “A”). Costs must be identified as per hour for each of the services listed. Head Start is required to match a portion of the Federal funding it receives. Please indicate in the In-Kind Match column any donation you would be willing to make to the program.

Examples of in-kind match donations are: staff training, driving time, advisory committee time, donated program materials, etc.

* Provide at least two current client references for which you have performed similar work. References should include contact name, email address and telephone number.
* The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.
* Two copies of the proposal shall be submitted in a **sealed package/envelope marked: “SEALED NUTRITION CONSULTANT RFP.”**

**PLEASE DELIVER TO:** Mr. Anthony Segarra, CFO

Bayonne Economic Opportunity Foundation

555 Kennedy Boulevard OR PO Box 1032

Bayonne, NJ 07002

Phone: (201) 437-7222

Fax: (201) 437-2810

 **DEADLINE FOR SUBMISSION: All proposals are due by 3PM on Monday, November 14, 2022. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated. BEOF will communicate with the contact person if clarifications are needed.**