

Request for Proposal

Introduction

NeighborImpact is issuing a request for proposals to contract with a Nutritionist/Registered Dietician Consultant for the 2023-2026 school year. All proposals will be confidential within the agency. **Proposals are due by July 31st, 2023, at 5:00pm. Email proposals to marissab@neighborimpact.org.**

Agency Overview

NeighborImpact is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, and provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes, and Jefferson counties. The agency's mission is "Supporting People, Strengthening Communities."

The agency's primary program areas:

1. Head Start and Early Head Start Programs
2. Low Income Energy Assistance Program
3. Home Weatherization and Rehab
4. Child Care Resources
5. HomeSource - asset building and financial literacy programs
6. Housing Assistance and Shelter
7. Emergency Food – regional food bank functions
8. Lending services – home purchase, septic upgrade, and micro-enterprise

More information on the agency can be found online at: www.neighborimpact.org

Background

NeighborImpact's Early Head Start & Head Start Program is dedicated to helping ensure that pregnant woman and children ages 0 and 5 from low-income families are ready for school. Head Start builds success for children through focused, family-centered services that enhance social competence, school readiness and overall health and well-being. Children receive a free high quality preschool education, which includes individualized curriculum, nutritious meals, health, and developmental screenings. NI Head Start classes are available throughout Crook and Deschutes counties. We serve 515 children and families in Head Start and 152 children and families Early Head Start. Early Head Start is a year- round home visiting model.

Scope of Project

Providing nutritionist/registered dietician consultation services to families upon request. Providing nutrition education for children, staff, and parents/guardians (including the prevention of childhood obesity and other chronic diseases, food learning experiences, and knowledge of choking hazards). Reviewing menus and meal plans include dietary modifications.

Statement of Work

- Consult with the Associate Food Services Manager and Health Services Manager on the development of 8-week cycle menus that follow USDA CACFP regulations.
- Consult with Associate Food Services Manager on appropriate dietary modifications that comply with CACFP regulations.
- Provide individual dietary consultations to families upon request and document communications and follow ups in ChildPlus system.
- Provide training for staff and nutrition education for children and their parent/guardians.
- Ensure use of age-appropriate eating utensils and suitable furniture (tables & chairs) for children to sit comfortably while eating.
- Participate in annual Health Services Advisory Committee meetings.
- Keep track of hours worked and to submit invoice to NeighborImpact by the 15th day of each month.
- Report suspected or known child abuse and neglect, complying with applicable federal, state, local, and laws.

Timeline

July 31 st , 2023	RFP Responses Due by 5:00 PM
August 7 th , 2023	Selection of Nutritionist/Registered Dietician
August 11 th , 2023	Oregon Registry On-line and Central Background Registry submitted for consultant and all subcontractors
August 14 th , 2023	Staff Orientation Week



August 25th, 2023	Nutritionist/Registered Dietician available for staff training
September 5th, 2023	First day of preschool
May 29th, 2024	Last day of preschool 4-hour classes
June 27th, 2024	Last day of preschool 7-hour classes

Consultant Qualifications:

- Must provide own car for transportation and be able to drive unlimited miles in Oregon.
- Must have current registration with the Commission on Dietetic Registration of the American Dietetic Association or;
- Eligibility for registration with a Bachelor's and Master's degree in nutrition (including or supplemented by course(s) in child growth and development) or;
- A Master's degree from an approved program in public health nutrition or;
- Current state licensure or certification as a nutritionist or dietitian.
- At least one year of related experience as a nutritionist or dietitian in a health program including services to infants and children is preferred.
- Must be able to provide approximately 80 hours/year of consulting services to the Head Start & Early Head Start program, depending on program needs.
- Must be able to communicate clearly and work through conflict management appropriately with staff and parents.
- Must be enrolled in the Central Background Registry with the Oregon Child Care Division.

Consultant must meet licensing and/or education requirements and have and maintain a valid Oregon driver's license. Contractor must meet the independent contractor requirements of Oregon State law.

Legal Requirements: Consultant will agree to comply with all federal, state, and local laws, ordinances, and regulations applicable to this contract.

Submission Requirements

Interested applicants must submit the following:

1. Letter of Interest

2. Resume
3. Provide a detailed fee proposal. The proposed fees shall include all costs for providing the services under this contract.
4. Three client references, including contact information.

Submit proposals and required documents by email to Marissa Becker, NeighborImpact, no later than 5:00 PM (Pacific Time) on July 31st, 2023.

Evaluation Criteria

Responsive proposers who meet the minimum RFP qualifications will be evaluated based on the RFP criteria. Final ranking and selection will be based upon the criteria and points listed below:

- Demonstrated experience (35 points)
- Credentials (30 points)
- Letter of Interest (15 points)
- References (15 points)
- Minority or women-owned business (1 points)

NeighborImpact may choose to interview proposers if additional information is necessary. If NeighborImpact deems that interviews are necessary, they will take place during the week of August 7th – August 11th, 2023.

General Terms & Conditions

Authorship

Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

Cancellation of Award

NeighborImpact reserves the right to immediately cancel award if the contractual agreement has not been entered into by both parties or if new state or federal regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, NeighborImpact reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

Confidentiality

Proposer shall comply with all applicable agency policies as well as state and federal laws governing the confidentiality of information.



Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of NeighborImpact or the appropriate Advisory Board may have in the proposing agency or proposed project.

Consortium of Agencies

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

Cost of Proposal & Award

The contract award will not be final until NeighborImpact and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. NeighborImpact is not responsible for any costs incurred prior to the effective date of the contract. NeighborImpact reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

Diversity in Employment & Subcontracting Requirements - It is the policy of NeighborImpact to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. NeighborImpact is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation.

Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

Limitation

This RFP does not commit NeighborImpact to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**Late Proposals**

A proposal received after the due date and time indicated above will not be accepted. No exceptions will be made.

Rejection of Proposals

NeighborImpact reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of NeighborImpact to do so.

Subcontracting

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of NeighborImpact. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

Review Process

All proposals will be evaluated based on the qualifications, submission requirements, and general scope of work described above. Proposals will be reviewed for the reasonableness of projected costs in the allocated time.

Eligible Contractors

Contractors must be properly insured to perform work under this contract. See the attached Independent Contractor Agreement for insurance requirements. Contractors who are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities shall be ineligible for work under this contract.

General Terms and Conditions

See attached NeighborImpact independent contractor agreement.

Questions

Please submit questions to by email to marissab@neighborimpact.org