

NUTRITION CONSULTANT
REQUEST FOR PROPOSALS

Deadline: 3:30 p.m., Friday, April 25th, 2025

Agency: Union County Community Action, Inc. (UCCA)

Contact: Austin Parker, Contract Administrator

Telephone: 704-283-7583 x. 0227

Fax: 704-283-1964

Email Address: austin.parker@uccainc.org

Website: <http://www.uccainc.org>

Location(s): Union, Anson, & Richmond counties

Scope: This Request for Proposals (RFP) shall cover the procurement of Nutrition consulting services for the Head Start/ Early Head Start/ NC Pre-K programs operated by Union County Community Action, Inc. (UCCA). The awarded contractor(s) will be expected to provide consultation, training, and assessment of nutrition for children, parents, and staff of UCCA's early childhood education programs.

UCCA and the awarded contractor(s) reserve the right to negotiate up to two (2) additional one (1) year renewals, with a maximum contract length of three (3) years.

READ THIS REQUEST CAREFULLY

This bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder.

I. GENERAL INFORMATION

a. Agency Overview:

Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state and private grants to provide services to low-income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15-member, volunteer Board of Directors. The administrative office is located at 1335 West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates grant funded programs through the US Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services Office of Economic Opportunity. These programs include: Head Start, Early Head Start, North Carolina Pre-Kindergarten, and the Community Services Block Grant.

b. Purpose:

UCCA is seeking a **licensed Nutritionist(s) or Registered Dietician(s)** to provide consulting services for UCCA's Head Start, Early Head Start, and NC Pre-K programs as outlined in the Head Start Performance Standards. Section III of this RFP contains additional details on the services expected of the awarded contractor.

c. Bid Submission:

Qualified Nutritionists or Dieticians are invited to submit proposals until **3:30 p.m., Friday, April 25th, 2025. Late proposals will not be considered.**

d. Inquiries:

All inquiries regarding this request for proposal shall be submitted via email to Austin Parker, Contract Administrator, at austin.parker@uccainc.org. All inquiries regarding this RFP must be submitted in writing by 12p.m. Tuesday, April 22nd, 2025.

e. Contract Period:

The initial contract period shall be **July 1st, 2025 to June 30th, 2026**. UCCA has the option to renew the contract on an annual basis for up to two (2) additional years.

I. SCOPE OF SERVICES

a. Description:

Services expected of the successful Bidder include consulting with Head Start/Early Head Start staff and parents, reviewing nutrition files of children, providing assessments of children's growth records, and reviewing menus for compliance with Head Start Program Performance Standards and Child and Adult Care Food Program requirements. Specifically, bidders must be qualified and capable of fulfilling the following desired services as needed:

- 1.** Assist UCCA's Health and Nutrition Specialist with designing and implementing "nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with

disabilities” in accordance with Head Start Program Performance Standards 1302.44.

2. Identify nutritional needs and concerns of children in UCCA’s Head Start/ Early Head Start programs and communicate those findings with UCCA’s Health and Nutrition Specialist.
3. Review menus for all counties for compliance with Head Start Performance Standards and Child and Adult Care Food Program requirements.
4. Sit on the Agency’s Health Advisory Committee, as requested by UCCA Health and Nutrition Specialist.
5. Travel to UCCA sites in Anson, Richmond, and Union counties, as determined reasonable and necessary by UCCA’s Health and Nutrition Specialist.
6. Maintain full confidentiality of information contained in child files, assessments, or any other information gathered during work performed under this contract.

Additional details regarding provision of the services listed above will be reviewed with the successful Bidder before entering into the final contract.

b. Schedule/ Hours:

The awarded Contractor will provide approximately 115 to 130 total hours of consulting services throughout the 12-month contract term.

II. QUALIFICATIONS

a. Licensing:

All individuals providing Nutrition Services must be a Licensed Nutritionist or Registered Dietitian in the State of North Carolina and must submit a copy of licensure and any applicable certifications along with proposal.

b. Insurance:

The Contractor shall maintain up-to-date insurance coverage that includes coverage for all work related to this RFP and the subsequent contract, including commercial liability and worker’s compensation insurance as applicable. Bidders must submit proof of insurance along with their proposal.

c. Background Check:

The Contractor and all individuals performing work related to this RFP and the subsequent contract, will be required to consent to and pass a criminal background check. Contractors must also adhere to **Section 1302.90 of the Head Start Program Performance Standards**.

d. Experience:

The awarded Contractor must have at least three (3) years of experience providing nutrition services to young children and their families.

e. Personnel:

All individuals who may potentially provide Nutrition Consulting Services in response to this RFP must be listed in the original RFP proposal. Copies of each individual's licensure must be provided along with the proposal. All individuals providing services in response to this RFP will be required to consent to a criminal background check.

III. PROPOSAL INSTRUCTIONS & EVALUATION

a. Submission:

Completed proposals may be submitted by mail, hand-delivered, or emailed. Proposals must be received by UCCA **by 3:30 p.m., Friday, April 25th, 2025**. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; **late proposals will not be considered.**

Bidders must submit proposals to Elizabeth Leonard, Director of Finance:

US Postal Service

Attn: Elizabeth Leonard
Nutrition Consulting RFP
Union County Community Action, Inc.
PO Box 1029
Monroe, NC 28111

Hand/Ground Delivered

Attn: Elizabeth Leonard
Nutrition Consulting RFP
Union County Community Action, Inc.
1335 West Roosevelt Blvd.
Monroe, NC 28110

b. Evaluation Criteria:

The Bid award will be made in the best interest of UCCA, as determined by UCCA. To be considered, each proposal must contain the items and information listed below.

1. Resume

All individuals providing Nutrition Consulting must provide a detailed resume which demonstrates familiarity with, and/or a background in, the field of child nutrition. Organizations submitting bids in response to this RFP must provide a description of the organization represented including, but not limited to: year established, number of Licensed Nutritionist/Registered Dietitians on staff, background in early childhood development, and owners/officers.

2. Copy of Licensure and/or Certification

Proposals must contain copies of licensure and/or certification for *all* individuals who will provide Nutrition Consulting services.

3. Pricing Proposal

Pricing must be quoted at an hourly rate that is inclusive of **all** services listed in the Scope of Work section of this RFP. Proposals shall not include travel costs. The awarded Contractor will not receive an hourly rate for travel; instead, they

will receive travel reimbursement at the federal mileage reimbursement rate for travel *between* UCCA's six (6) Head Start/Early Head Start centers.

4. Signed Vendor Agreement Forms

The Contractor must review all terms and conditions set forth in this RFP, and must certify the ability to meet those terms and conditions for the Bid to be considered. Proposals must include completed copies of the attached Vendor Profile & Certification form and the Certification Statement form.

5. Evidence of Insurance

The Contractor shall maintain up-to-date insurance coverage that includes coverage for all work related to this RFP and the subsequent contract, including commercial liability and worker's compensation insurance as applicable. Bidders must submit proof of insurance along with their proposal.

6. References

Bidders must provide a *minimum* of three professional references, two of which must be former customers/clients. References *will* be checked during proposal review. Each reference must include: contact name, title, phone number, and email address.

7. Training Material Sample(s)

Bidders should provide samples of materials used during staff and/or parent training sessions, along with any other sample material deemed pertinent.

c. Debarment/Suspension from Federal, State, or Local Funds:

All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

d. In-Kind:

UCCA is required to provide a 20% in-kind match for the federally funded Head Start and Early Head Start programs. Bidders must detail any in-kind services and/or discounts applicable to UCCA in the submitted proposal as well as an approximated value of those services. ***NOTE: It is not a requirement that Bidders provide in-kind to be considered for award.**

e. Negotiation:

UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

f. Acceptance or Rejection:

UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

g. Review Process:

UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted

to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

h. Notification of Award:

It is expected a decision selecting the successful Bidder will be made within thirty (30) days after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected.

IV. CONDITIONS TO BIDDING & GENERAL PROVISIONS

a. Advertising:

In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

b. Amendments:

All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at www.uccainc.org. It is the responsibility of all Bidders to check the website for any amendments, even if the proposal was sent to you via email or postal mail.

c. Availability of Funds:

All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

d. Confidentiality:

In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

e. Contractual Obligation(s):

This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA, and accepted by the awarded Contractor(s). At the discretion of UCCA, the awarded Contractor(s) may be required to enter into an additional contractual agreement for the services proposed in this RFP.

f. Cost of Preparing Bids:

All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

g. Funding Regulations:

Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.

h. General Indemnity:

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

i. Independent Contracting:

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

j. North Carolina Charitable Solicitation:

Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State.

k. Payment Terms:

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

Union County Community Action, Inc.
Attn: Elizabeth Leonard
PO Box 1029
Monroe, NC 28111

l. Pricing:

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. The Agency is required to match funds granted to provide services to the community. These matching funds come from volunteers and Contractors willing to offer price reductions for their services.

m. Post-Award Debarment:

The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

n. Termination:

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

o. Sub-Contracting: Bidders must disclose if they intend to sub-contract in order to fulfill the services requested herein.

VENDOR PROFILE & CERTIFICATION

Item: Nutrition Consultant RFP

Agency: Union County Community Action, Inc.

Closing: 3:30 p.m., Friday, April 25th, 2025

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person or Entity Represented:

Telephone:

Fax:

Email:

Mailing Address:

Physical Address:

City, State, Zip:

Social Security/Federal Employer Identification Number:

DUNS Number:

Authorized Signature:

Date:

Typed or Printed Name:

Title:

CERTIFICATION STATEMENT

By submitting this bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid, and noted below.
- The contractor understands Davis-Bacon requirements and will pay laborers assigned to this job no less than the minimum prevailing wage and fringe benefits required by the Department of Labor (reference Attachment A for more information).
- Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented:

By: _____
Signature

Typed or printed name

Title

Date