

## Request for Qualifications

**Release Date:** October 4, 2018

**Number:** 18-10-06

**Service Needed:** Professional Consultant: Nutrition Consulting Services

### About Neighborhood House

Neighborhood House (NH) serves Seattle King County's immigrants, refugees and low-income residents. Our mission is to help diverse communities of people with limited resources attain their goals for self-sufficiency, financial independence, health and community building.

### Scope of Work

The Nutrition Consultant provides nutrition consultation, training and technical support to the staff and families of NH's Child Development programs. NH's Child Development programs serve 826 children ages birth to 5 and their families. The Nutrition Consultant would work directly with the following program options: 260 children in home visiting programs and 372 children in center-based toddler and preschool programs in Seattle and South King County.

Specifically, the Nutrition Consultant will:

- Provide program consultation on infants and children with special dietary needs.
- Conduct classroom mealtime observations and give feedback regarding classroom compliance with CACFP regulations for Family Style Meals as well as best practice for preschool programs.
- Participate in Individual Health Plan meetings with parents, teachers, and other staff for children with severe food allergies or other significant nutrition-related issues.
- Provide referrals to staff and families on community resources for nutrition services (e.g. free healthy cooking classes for parents.)
- Conduct menu development and review and give feedback on program menus.
- Provide training for staff and parents at least two times during each program year on relevant topics such as anemia and iron rich foods, growth issues such as underweight, overweight, and obesity, modeling healthy attitudes and behaviors related to food, tips for feeding picky eaters, food safety practices at home, family style meals, CACFP, and more.
- Participate in Health Services Advisory Committee as needed for nutrition-related topics.
- NH's Child Development programs will utilize approximately 150 hours per year of the nutrition consultant's time.

### Time Period

Procurement Expiration Date: begin January 1, 2019 through to December 31, 2019.

**Note:** NH anticipates using the services of the vendor(s) selected through this bid during the time frame shown above. NH reserves the right to re-bid services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFQ.

### Evaluation Criteria/Qualifications

- Registered Dietician certified in Washington state with current liability insurance and experience providing professional services to infants, young children, and pregnant women
- Experience within the scope of work identified above.
- Knowledge of community resources for free and low cost nutrition services and programs.

- Strong understanding of CACFP requirements for meal reimbursement including Family Style Meals and meal patterns for young children.
- Understanding of adult learning styles and ability to provide engaging, meaningful trainings.
- Experience in providing training and technical assistance to staff and parents on healthy eating and activity habits for young children and their families.
- Experience training people with diverse literacy and language skills.
- Ability to provide culturally appropriate and competent services to families and staff from diverse ethnic, cultural and linguistic backgrounds
- Specific experience with human services and/or NH services.

### **Desired Qualifications**

- Experience with immigrant and refugee communities.
- Experience in providing services within a Early Childhood Education Program preferred.
- Bilingual capacity in English and Spanish, E. African and/or SE Asian languages.

### **Evaluation Criteria**

Submissions will be evaluated and the professional consultant selected based on the following criteria:

- Qualifications that meet or exceed the above minimum and desired qualifications.
- Experience and expertise in providing the above requested nutrition services as exemplified by past projects and work experience.
- Cost of services.

### **Questions**

- Please contact Carly Derrick at [carlyd@nhwa.org](mailto:carlyd@nhwa.org)

### **What to Include In Submissions**

- Current Resume with appropriate qualifications and experience
- Range of services
- Rates: Price per hour, plus any other expenses
- Proof of qualifications as a Registered Dietician
- Proof of Current Professional Liability Insurance
- Client list

The document, including cover page, should not exceed 5 pages. Letter of support, client list and proof of certification and insurance may be attached as additional pages.

### **Submission Close Date**

- October 26, 2018

### **Submission Instructions**

- Email submissions to Anhthu Nguyen, Accounting Lead, at [anhthun@nhwa.org](mailto:anhthun@nhwa.org) .