

The Wellness Coalition

Working together to improve health and access for all.

Request for Proposals **Healthy Nutrition Standards / Food Service Guidelines Consultant**

Background

The Wellness Coalition is seeking professional Nutritionist/Dietitian consultant services, due to the need for assistance in the implementation of healthy nutrition standards/food service guidelines in Lowndes, Macon, and Montgomery counties relative to the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement.

Scope of Professional Services Being Requested

The consultant will provide support and assistance to the REACH program in establishing healthy nutrition standards in churches implementing the Body and Soul program/health ministry services.. Services being sought include, but are not limited to:

1. Assist with the Healthy Nutrition Standards/Food Service Guidelines interventions for partners in the REACH target counties as outlined in the REACH Community Work Plan.
2. Provide assistance in the development of the REACH Healthy Nutrition Standards/Food Service Guidelines plan for the target counties' guidance as outlined in the REACH Community Work Plan.
3. Assist with recruitment of Healthy Nutrition Standards/Food Service Guidelines strategy participants and partners within REACH identified 42 census tracts and met other specific needs.
4. Serve as a member of and provide leadership for the REACH Healthy Nutrition Standards/Food Service Guidelines Team
5. Attend monthly program update meetings, community outreach events, conference calls, and support/focus groups as required.
6. Advise Executive Director and other management staff regarding appropriate strategies and research related to Healthy Nutrition Standards/Food Service Guidelines.
7. Coordinate with program evaluators to develop instruments for focus group meetings and surveys to assess barriers to Healthy Nutrition Standards/Food Service Guidelines among the priority population.
8. Provide support in developing, testing, and implementing training materials to empower communities to support parents, families, and support systems.
9. Assist with developing record participant data as required to meet program standards.
10. Provide other services as requested or authorized by The Wellness Coalition Executive Director or designee.
11. Register Your Entity or Get a Unique Entity ID on SAMS.gov. This Unique Entity ID is used to start doing business with the federal government.

Required Timeline of Health Ministry Consultant Services:

October 1, 2022 to September 30, 2023.

Required Content of Proposals: Interested respondents are invited to submit proposals that contain the following information. Respondents should number and letter responses exactly as the questions are presented.

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| I. | Introduction (transmittal letter) |
| II. | Background and Experience/Capacity |
| III. | Specialized Knowledge |
| IV. | Work Plan |
| V. | Personnel Assignments, Salaries, and Professional Qualifications |
| VI. | Proposed fee for services to be rendered between 10/1/2022 and 9/30/2023 |

I. Introduction (transmittal letter)

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, phone number, and email address of contact person authorized to contractually obligate the Respondent. This person should also sign the letter.

II. Background and Experience / Capacity

1. Describe any prior engagements in which Respondent’s firm assisted in delivering programs evaluation services as part of grant projects. Respondents should include references with current contact information from previous clients.
2. Describe the firm’s current capacity to accomplish the work in the required timeframe.

III. Specialized Knowledge

1. Describe the knowledge and experience of the firm with items listed in the Scope of Professional Services Being Requested.

IV. Work Plan, Personnel Assignments, Salaries, and Professional Qualifications

1. Describe briefly the approach to the services to be provided.
2. Identify staff members who would be assigned to provide the services described in the Scope of Services, the functions to be performed by each of the staff members, and salaries of each staff member.
3. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, and email address.

V. Proposed Fee for Services to be rendered – Please provide a proposed budget for providing the requested services. Provide an hourly rate and number of hours proposed inclusive of all costs (fringe, etc.) for each employee that you propose to utilize on this project. Please include any other costs for supplies or other necessary expenses and provide a total proposed fee.

Selection Criteria:

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| Background and Experience | 20 Points |
| Specialized Knowledge | 20 Points |
| Work Plan, Personnel Assignments, Salaries & Professional Qualifications | 40 Points |
| Proposed Fee for services | 20 Points |

If needed, oral interviews may be held and used to determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified via United Postal Service.

Any questions regarding this RFP process should be addressed to Delia Hasberry, REACH Program Coordinator, at 334-293-6502 or dhasberry@thewellnesscoalition.org.

Three (3) copies of your response to this RFP should be **hand-delivered or mailed** to the Programs Assistant, at the Wellness Coalition, 2nd Floor of the Montgomery County Health Department at 3060 Mobile Highway, Montgomery, AL 36108, or **e-mailed to admin@thewellnesscoalition.org**. We can be reached at 334-293-6502.

Responses to this RFP must be received **no later than 2:00 P.M. on Friday, October 15, 2022.**