

REQUEST FOR PROPOSAL (RFP)

Nutritionist/Food Policy Consultant The Wellness Coalition REACH Program

Proposal Submission Deadline: October 29, 2023

Background

The Wellness Coalition seeks assistance with professional program implementation/continuation of services in Autauga, Lowndes, Macon, and Montgomery counties. The Wellness Coalition needs consultant services for assistance with Body and Soul services for the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement. The selected individual should provide evidence of having experience working with churches in implementing the *Body & Soul* and Food Pantries Program. The *Body & Soul* program has been created to support the church's role in healthy eating and in creating and implementing Food Policies that will guide the church in selecting and serving meals at church services and events. Following the Food Service Guidelines and creating Support Groups that will work to improve the lives of the church members and their close communities. The individual should have a background in the Health Field: Registered Nurse (RN), Nutritionist (LD/LN), Certified Health and Wellness Coach (CHWC), and/or Certified Health Education Specialist (CHES).

Scope of Professional Services Being Requested

Services being sought include, but are not limited to:

1. Develop training materials and curriculum for the Body and Soul program for the target counties' guidance as outlined in the REACH Community Work Plan.
2. Assist with recruiting interested churches within REACH-identified census tracts and meet other specified requirements.
3. Participate in the Interest Meeting and Training for the Body & Soul and Food Pantries Program. Provide assistance with the church selection process as requested.
4. To meet standards, assist churches with implementing the Body and Soul program, health ministries, and healthy nutritional program.
5. Assist churches with creating and/or enhancing a policy in reference to Body and Soul nutrition in alignment with healthy nutritional standards.
6. Help Food Pantries and Food Banks to select healthier foods and create a Food Policy.
7. Serve as a member of the Champions for Change (Advisory Council/Trusted Messengers) group and provide guidance for the REACH Food Service Guidelines.
8. As required, attend monthly program update meetings, community outreach events, conference calls, site visits, and support/focus groups.
9. Provide support in developing, testing, and implementing training materials to empower church communities to support healthy nutritional standards with the pastor, identified program coordinators, and congregation.

Required Timeline of Health Ministry Consultant Services:

October 1, 2023 to September 29, 2024.

Required Content of Proposals to Provide Program Evaluation Support Services:

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

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 10/1/2023 and 9/29/2024

I. Introduction (transmittal letter)

1. Name of Respondent
2. Respondent's address
3. Respondent's telephone number
4. Respondent's federal tax identification number
5. Name, title address, phone number, and email address of contact person authorized to obligate the Respondent contractually. 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 Nutrition and Food Policy consulting experience.
2. Describe the firm's current capacity to accomplish the work in the required timeframe.

III. Specialized Knowledge

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 staff member, and the salaries of each staff member.
3. Include resumes or curriculum vitae of each 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, including all costs (fringe, etc.) for each employee 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:

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 the United Postal Service.

Any questions regarding this RFP process should be addressed to Belkys Gomez, REACH Program Coordinator, at 334-293-6502 or bgomez@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, November 3, 2023.**