

## Request for Qualifications

**Release Date:** Open until filled

**Number:** 21-01-01

**Service Needed:** Part-time, Intermittent Nutrition Consulting Services for Neighborhood House Child Development (Prenatal to Five) Programs

### About Neighborhood House:

Neighborhood House (NH) serves Seattle and King County's immigrants, refugees, and low-income residents. Our mission is to partner with diverse individuals and families to build community and support their goals for health, education, and self-sufficiency. We envision healthy, diverse and welcoming communities where all people thrive.

### Scope of Work:

- Provide program consultation on infants and children with special dietary needs.
- Conduct classroom mealtime observations four times a year at multiple sites and give feedback regarding classroom compliance with CACFP regulations, Family Style Meals, and best practice for preschool and toddler age classrooms.
- Participate in Individual Health Plan meetings with parents, teachers, and other staff for children with severe food allergies or other significant nutrition-related needs.
- Provide referrals to staff and families on community resources for nutrition services.
- Develop, review, and approve menus for toddler and preschool classrooms as well as group socialization events for infants, toddlers, and their families.
- Provide training for staff and parents several times during each program year on relevant topics such as anemia and iron rich foods, growth issues, modeling healthy attitudes and behaviors related to food in the classroom and at home, feeding picky eaters, food safety practices, family style meals defined by CACFP, and more. One training will be required at the start of each program year in August or September to meet funder requirements around ongoing staff training related to nutrition and CACFP meal service. Parent trainings may occur at various points during the year.
- Participate in Health Services Advisory Committee as needed for nutrition-related topics 2-3 times per year.
- Nutrition consultant will work an estimated 120 annual hours with weekly and monthly hours varying.

### Time Period

- The contract start date will be negotiated when the position filled with an approximate start date of May 3, 2020 or after.

### Evaluation Criteria/Qualifications

- Must be a 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 services
- 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, interactive, meaningful trainings (both in person and virtual)
- 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
- Experience with immigrant and refugee communities preferred
- Experience in providing services within a Early Childhood Education Program preferred
- Cost of services

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

- Rates: Hourly rate
- Description of Experience
- Current Resume
- Provide Proof of qualification as a Registered Dietician
- Washington State Patrol Criminal Background Check
- Provide Proof of Current Professional Liability Insurance
- Provide copy of business license
- Others materials: Bidders discretion

### **Submission Instructions**

- Interested vendors should submit the requested materials via email to Anhthu Nguyen at [anhthug@nhwa.org](mailto:anhthug@nhwa.org)