

**NEIGHBORS IN NEED OF SERVICES, INC. (NINOS)**  
**HEAD START / EARLY HEAD START PROGRAM**

*“Creating a brighter future for our children and la familia”*



**Bid Packet for  
Nutrition Consultant  
FY 2024/2025**

**# 24-RFP-003**

**Neighbors In Need of Services, Inc. Head Start/Early Head Start  
Invitation to Bid**

**Bid Number# 24-RFP-003**

**Bid Title: Nutrition Consultant**

**Date Due: September 13, 2024**

**Due No Later Than: 4:00 p.m.**

NINOS Inc. Head Start / Early Head Start Program is a private non-profit organization. NINOS Inc. Head Start / Early Head Start Programs provide services to low income families for children from birth to five years of age. The agency is funded to serve 1,990 children throughout the counties of Cameron and Willacy Counties.

The agency is currently seeking bids for its Nutrition Content Area for the following:  
Nutrition Services (**Attachment "A"**)

**CLOSING SUBMISSION DATE & PUBLIC OPENING**

Please submit the following information in a sealed envelope by 4:00 p.m. on September 13, 2024. Bid opening will be held on September 16, 2024 at 9:00 a.m. at NINOS, Inc. Administration office located at 22887 State Highway 345, Rio Hondo TX 78583.

**INQUIRIES**

For further information please contact Tracy Torres, Director of Finance, at (956) 399-9944 ext. 114 or email at [tracy.torres@ninosinc.org](mailto:tracy.torres@ninosinc.org)

**NON-DISCRIMINATION & EQUAL OPPORTUNITY**

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

**NON-RESPONSIVE PROPOSALS**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this proposal.
- The proposal does not follow the specified format.
- The proposal does not include documentation of accompanying credentials.

**REVIEW PROCESS**

NINOS, Inc. reserves the right to reject any or all proposals submitted and contemplates award of the contract to the responsible offer or with the most advantageous bid.

**NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START INSTRUCTIONS**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at [www.ninosinc.org](http://www.ninosinc.org).

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

**RETURN BID TO:**

Delivered to the administration office by Delivery Services.  
Attn: Tracy Torres  
22887 State Highway 345  
Rio Hondo, TX 78583

Mailed using USPS.  
Attn: Tracy Torres  
PO Box 189  
Rio Hondo, TX 78583

**You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

## Attachment "A"

### Bid Specification for Nutrition Services

Items listed below are required for consideration:

Resume

Experience/References

Registered Dietitian License (must be current)

Liability Insurance (must be current)

Current TB Test

Rates for Services: Nutritional Evaluation Special Diets Development of School Menus Nutritional Counseling Sessions Parent/Staff Training Observations Consultation Services Admission, Review & Dismissal Meeting Individual Education Plan

### Evaluation

Evaluation of each proposal will be based on the following criteria:

#### Attachment B

| Factor                            | Point |
|-----------------------------------|-------|
| Range                             |       |
| a. Copy of current State License  | 20    |
| b. Experience                     | 20    |
| c. Current Professional Liability | 15    |
| d. Rates: (5 points each)         | 0-45  |
| Maximum points to be awarded      | 100   |

## **Attachment "B"**

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of it's principal employees.