

**NEIGHBORS IN NEED OF SERVICES,
INC.
HEAD START PROGRAM**



**Bid Packet for
Nutrition Consultant
FY 2025/2026
25-RFP-005**

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

Bid Number# 25-RFP-005

Bid Title: Nutrition Consultant

Date Due: September 26, 2025

Due No Later Than: 1:00 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 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 1:00 p.m. on September 26, 2025. The bid opening will be held at 2:00 p.m. at the NINOS, Inc. Administration Office, located at 22887 State Highway 345, Rio Hondo, TX 78583.

INQUIRIES

For further information, please contact Oscar Salinas, Director of Finance, at (956) 399-9944 ext. 115 or email oscar.salinas@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 responsive offers that is 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. website at www.ninosinc.org.

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

RETURN BID TO:

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

Mailed using USPS.
Attn: Oscar Salinas
22887 State Highway 345
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.