

**THE UNIVERSITY OF MISSISSIPPI
REQUEST FOR PROPOSALS
RFP #607
CONSULTING SERVICES - RESEARCH / DEVELOPMENT / TRAINING
FOR CHILD NUTRITION PROGRAM**

INTRODUCTION

The mission of the Institute of Child Nutrition (ICN) is to provide information and services that promote the continuous improvement of child nutrition programs. The Institute has four divisions that work hand in hand to accomplish this mission. Additionally, ICN often contracts with consultants who have an expertise in the successful operation of federally funded child nutrition programs. Contracting with consultants enables us to reach a wider range of child nutrition professionals.

The University of Mississippi requests that individuals and/or companies interested in serving as consultants for the Institute of Child Nutrition (ICN) to deliver training and technical assistance, conduct research and develop educational resources for Child Nutrition Programs (CNP) should submit the information requested in this RFP.

Materials should be submitted in duplicate to Rachel Bost, Director, Office of Procurement Services, 164 Jeanette Phillips Drive, P.O. Box 1848, University, MS 38677. Responses should be marked RFP #607 - ICN on the outside of the envelope. Please do not submit proposals directly to ICN. The Office of Procurement Services will start accepting proposals on December 1, 2017.

Please indicate your areas of expertise on the attached response form. You must describe how your education, training and experience have prepared you for each selection.

SCOPE OF WORK

The University of Mississippi/ICN is soliciting responses from individuals to develop a cadre of consultants who will be considered for specific ICN projects between January 1, 2018 and December 31, 2020. ICN reserves the option to renew this RFP for up to 60 months. Responses will continue to be accepted throughout the entire period of the RFP. Submission of a response does not guarantee consulting work or suggested rate of pay. The selected consultant will sign a separate agreement for each project. The work may involve interstate travel and overnight lodging.

The responses to the RFP must include:

- **Resume' describing education, training, job experience, certifications, and areas of expertise (see attached Checklist)**
- **Hourly and/or daily rates of pay for services**
- **Reference list of past customers**
- **Three references (including names, titles, mailing addresses, e-mail addresses, and phone numbers)**
- **Please include a list of any Institute of Child Nutrition projects you have done in the past.**

PLEASE NOTE: All interested respondents must submit the attached Cover Sheet, Checklist, and a CV or resume to be considered. Anyone desiring more information may contact the Institute of Child Nutrition by calling 1-800-321-3054.

All active ICN consultants may be listed in ICN publications.

REQUEST FOR PROPOSALS COVER SHEET
RFP #607

Please complete the following COVER SHEET and CHECKLIST forms for your response to the RFP to be considered. Please include this page with your proposal.

Name: _____

Company Name: _____

The name of the individual or company to whom the IRS Form 1099 will be sent and checks will be made payable.

Address: _____

E-mail address: _____

Phone number: _____

Fax number: _____

PERS Certification: As an agency of the State of Mississippi, ICN is required to seek a determination from the Public Employees' Retirement System (PERS) of Mississippi before engaging the services of a PERS retiree to determining the individual's status as an employee vs. an independent contractor.

Consultant certifies that the following statement is true (please check one only):

I am not a member of the Public Employees' Retirement System (PERS) of Mississippi.

I am a member of the PERS of Mississippi but have no immediate plans to retire.

I am a member of the PERS of Mississippi and plan to retire on _____ (date).

I am a retiree under the PERS of Mississippi as of _____ (date), and as such agree to work with ICN staff to complete the paperwork required by PERS.

Are you currently employed by any other State or Governmental Agency? Yes__ No__

If yes: Agency Name: _____

Percentage of time: _____

Are you currently being paid by any other grant funds? Yes__ No__

If yes: Agency Name: _____

Percentage of time: _____

REQUEST FOR PROPOSALS CHECKLIST

RFP #607

Education:

- Culinary School
- Baccalaureate Degree
- Master's Degree
- Doctoral Degree
- Others

Describe.

Credentials:

- Certified Chef Educator
- Certified Dietary Manager (CDM)
- Certified Professional – Food Safety(CP-FS)
- Certified Facilitator
- Certified Health Education Specialist (CHES)
- Child Development Associate (CDA)
- Culinary Certification
- Registered Dietitian (RD)
- Registered Environmental Health Specialist (REHS)
- Registered Sanitarian (RS)
- ServSafe Certified
- School Nutrition Specialist (SNS)
- Other

Describe.

Topic Expertise:

- Culinary
- Food Safety
- Procurement
- Early Childhood Education
- Summer Food Service
- School Food Service
- Infant Feeding
- Health Education
- Meal Pattern (Schools)
- Meal Pattern (CACFP)
- Instructional Design Models
 - ADDIE
 - Dick and Carey
 - Merrill's Principles of Instruction (MPI)
 - Kemp Design Model
 - The Kirkpatrick Model
 - Gagne's Nine Events of Instruction
 - Blooms Taxonomy

Only check areas of experience and expertise with **proven** past performance.
You must be able to describe your previous experience if you check an area of expertise.

Training Delivery: Check only if documenting experience

- Training delivery small groups (35 or less)
- Training delivery medium groups (50 to 100)
- Training delivery large groups (100+)
- Training at national conferences or meetings
- Culinary training delivery
- Strategic Planning Facilitator
- Meeting Facilitator
- Webinar Facilitator
- Bilingual Spanish Training Delivery
- Bilingual Other Training Delivery
Language? _____

Describe experience. For example, include numbers of training and facilitation experiences, your responsibilities, size of groups and at what level (local, national).

Training Development: Check only if documenting experience in TRAINING development.

- Adult learning development
- Culinary training development
- Face-to-face training curriculum development
- Face-to-face training curriculum development in child nutrition
- Face-to-face training curriculum development related to child nutrition programs
- Learning objectives development
- On-line curriculum development
- Other

Describe

Education Resource Development: Check only if documenting experience.

- Education resource development
- Face-to-face training curriculum development in child nutrition
- Face-to-face training curriculum development related to child nutrition programs
- Fact Sheet development
- Informational poster development
- On-line curriculum development
- Parent materials
- Children materials
- Language translation – Spanish
- Language translation – Other _____
- Other

Describe

Information Technology Services: Check only if documenting experience.

- ADA Compliance
- Audio-visual services
- Audio voiceover
- Excel expert
- Graphic design / formatting
- Infographic development
- Interactive activity development
- Instructional technology design
- Online training development
- Script writing
- Storyboard development
- Video editing
- Video production
- Web developer

Describe documented experience or education related to these areas.

Editing: Check only if documenting experience.

- Content editing related to child nutrition programs education
- Content editing other subjects (describe)
- Editing for grammar
- Editing for format

Describe documented experience or education related to these areas.

Research: Check only if documenting experience.

- Assessment Development
- Data Analysis
- Research methods
- Group Facilitation

Describe documented experience or education related to these areas.

Positions Held: Describe job titles and years of experience

Child and Adult Care Food Program

- Adult Day Care Facilities
- Child Care Centers
- Family Child Care Homes
- At-Risk Afterschool Programs
- Emergency Shelters
- Sponsoring Organization
- State Agency

School Nutrition Programs

- Child Nutrition Director
- Local School District
- State Agency
- Regional Office
- Chef
- USDA
- Others

Describe documented experience including job titles and years of experience.