



## Registered Dietician Bid Specifications

June 30, 2025

ACCORD is seeking proposals for Registered Dietician services for the next five years, through February 28, 2030.

Please submit a copy of your resume, proof of licensure and degree, and a copy of your liability insurance, along with a proposal describing your hourly rate/fee.

Submit information to:

Lynn Langworthy, Head Start Director, by email at [llangworthy@accordcorp.org](mailto:llangworthy@accordcorp.org) no later than July 18, 2025 at 4:00pm EST.

All bidders will be notified either way by August 1, 2025 at 4:00pm EST.

Please submit any questions to Lynn Langworthy at [llangworthy@accordcorp.org](mailto:llangworthy@accordcorp.org).

Additional information describing role, responsibilities, and requirements:

Required Credentials: Must provide proof that you are a Registered Dietician or Nutritionist and a copy of your educational degree in the related field.

Responsibilities of the Registered Dietician:

Assist the program in designing and implementing nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.

- Approve menus and ensure that:

Each child in a program that operates for six hours or more per day receives meals and snacks that provide one half to two thirds of the child's daily nutritional needs, depending upon the length of the program day;

Meals and snacks served to 3 to 5-year-olds conform to USDA requirements in 7 CFR parts 210, 220, and 226, and are high in nutrients and low in fat, sugar, and salt;

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Infants and toddlers are fed according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7 CFR parts 210, 220, and 226, and ensure infants and young toddlers are fed on demand to the extent possible;

- Nutrition Counselling:

Provide nutritional counselling and promote good nutritional habits among children and families.

Provide nutritional counselling on an individual basis if requested by reviewing children's Health and Nutritional Needs Assessment and working in partnership with families and staff to develop individualized plans that meet the needs of children and their families.

Provide nutritional counselling for small groups at parent meetings, staff trainings, etc. on a variety of requested topics.

Provide education, training and support for parents of enrolled children on the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs.

Support and assist Center management staff by answering questions and providing guidance pertaining to feeding problems, special nutritional needs, or nutritional concerns with Head Start families on an as needed basis.

- Provide staff training on request/recommendation of the Health Services Advisory Committee and/or the Head Start management team.
- Advisory Committee Participation –actively participate in the Health Services Advisory Committee when possible to assist with the development and implementation of nutrition services and provide guidance and direction to the committee in nutrition as it impacts overall health and wellbeing.
- Promote breastfeeding, including providing recommendations on how to properly store and handle breast milk and help the program to make accommodations, as necessary, for mothers who wish to breastfeed during program hours, and if necessary, provide referrals to lactation consultants or counsellors.