

Hill Country Community Action Association, Inc. is seeking bids for Nutrition Services for the Head Start/Early Head Start Program. Head Start/Early Head Start provides services to eligible children 6 weeks – 5 years of age in 12 counties. Counties open to bids are Bell, Bosque, Coryell, Freestone, Hamilton, Hill, Lampasas, Llano, Limestone, Mason, Milan, and San Saba. Due to the large geographical area, we accept bids to cover the entire area or parts of the area.

Bid specifications may be obtained from the Hill Country Community Action Central Office at 325-372-5167 ext. 231 or 222 between the hours of 8:00 am and 5:00 pm, Monday – Friday or on the Agency website.

Bids are accepted via fax, or email until 4 pm on December 18, 2020. Contact information will be included in the bid specifications.

Bid Specifications for Nutrition Services

Project Description

Hill Country community Action Association, Inc. Head Start /Early Head Start currently serves 531 children ages 6 weeks to 5 years of age. We have 18 centers, divided into 36 classrooms. The centers are located in the following counties: Bell, Bosque, Coryell, Freestone, Hamilton, Hill, Lampasas, Llano, Limestone, Mason, Milam and San Saba.

Types of services to be provided

- Review and approve menus
- Revise menus to accommodate special diets
- Two on-site visits to review children's files, first one within 60 days of the program year
- Review children's files to identify nutritional needs
- Review nutrition referrals and
- Consult with parents on low anemia results, weight concerns, menu substitutions and other nutritional needs
- Gather information concerning major community nutritional issues
- Work closely with Nutrition Coordinator concerning all aspects of nutrition component

Compliance with Regulation and Confidentiality

- Comply with all Head Start Federal Regulations in the delivery of nutrition services
- Comply with USDA requirements when approving and editing menus
- Provide HCCAA with copies of professional licenses and proof of professional liability insurance
- Sign Standards of Conduct Agreement and Confidentiality Policy

Length of Contract

The contract will be for one year. It will renew every year, not to exceed three years, based on satisfactory performance.

Bid Format

Please provide a brief history of experience in the nutrition field. Describe the type of nutrition services, counties included in bid, and hourly rate. Attach the following to the bid:

- Professional licenses
- Disclosure statement regarding criminal convictions
- Liability Insurance Certificate
- Schedule of charges

Contact Information

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[Schedule of charges.pdf](#)