



REQUEST FOR PROPOSALS

Head Start/Early Head Start Program

Nutrition Consultation

Submit Proposals by 4:00PM, June 20, 2025 to:

Llirraf'O, Inc. dba O'Farrill Learning Center

Contact Name: Sonia O'Farrill

Address: 6741 SW 24th Street, Suite 31, Miami, FL 33155

Fax: (305) 262-2339

Email: sonia@oflcfamily.org

Announcement Date will be Monday, June 23, 2025

Instructions

Please read the RFP and submit a proposal that addresses each area outlined below in the Response Requirements to the contact named above.

Background

O'Farrill Learning Center was conceived by Mateo and Francisca O'Farrill, who came to the United States escaping communism from Havana, Cuba in the 1960's. Francisca became one of the original Cuban teachers chosen to work for Head Start in the first center created for Hispanic children. For the next 23 years, she continued working as lead teacher and center director for several centers; while Mateo took the role of Curriculum Specialist for the Head Start Program in Miami. After retirement, they decided to start their own childcare and within the first two years of service, received the "Gold Seal Accreditation" from the National Association for the Education of Young Children. Apart from their service in education, they were also very active in the arts, performing with the Miami Beach Philharmonic and sharing the stage with musical giants, like Armando Manzanero and Rene Touzet. In 1995, Francisca sang "Cecilia Vlades" at the National Convention of Head Start in Washington, D.C. for Bill Clinton and several U.S. Senators. As of July 2008, Southwest 67th Avenue, from sixteenth to twenty-fourth street was named after Francisca, for her continued service to education and the arts.

The agency's services include pre-kindergarten literacy program to ensure school readiness for children entering Kindergarten, providing year-round out-of-school literacy, fitness, social skills and enrichment curricula and reinforcement to achieve scores of excellence on the Florida Assessment of Student Thinking (FAST) Progress Monitoring (PM 1-3) for school age children, and assisting low-income families achieve stability and self-sufficiency through the Head Start/Early Head Start Programs. All participants served are low-income (below the Federal Poverty Guideline), and consequently, all services are provided free of charge.

Scope of Services

In accordance with the new Head Start/Early Head Start Performance Standards (HSPS) 1302.42; 1302.44; 1302.46; and 1302.47, the Consultant agrees to:

1. Provide nutrition services at each assigned Head Start-Early Head Start centers on a schedule of sufficient and consistent frequency to ensure timely services is available to staff and families in an effective manner. The frequency is established approximately based on needs identified during the prior program year.
2. Complete nutrition assessments on all newly enrolled children Early Head Start (0-3 as applicable) and Head Start (3-5) children using information provided by the family on the diet history form, health records (height, weight, labs), discussions with physician, dentist or other health specialist and community nutrition issues identified through the community assessment of by the Health Services Advisory Committee. The assessments must be consistent with the Florida Early Periodic Screening, Diagnostic and Treatment Schedule specifically for Early Head Start children 0-3 years of age.

3. Document detailed nutrition assessments on all newly enrolled children (0-5 as applicable) in health folders and Child Plus by December 31st of the program year.
4. Provide follow-up on all nutrition related referrals within 10 days of receipt.
5. Provide follow-up services of individualized nutrition counseling or nutrition education to parents of children identified with nutrition related health problems and monitor nutritional status of the child until termination from the program.
6. Provide follow-up on returning children and document detailed outcomes in a SOAP format as much as possible for children who have been identified with a nutrition related health condition for each school year.
7. Make menu modifications for children who require special diets and train caregivers and kitchen staff as needed and appropriate. Have ongoing direct communication with food service catering company through the nutrition manager as necessary, before child's entry into the program.
8. Utilize community resources such as Cooperative Extension and WIC in carrying out the nutrition services for the program.
9. Provide opportunities for parents to discuss nutrition issues related to their child and provide appropriate follow-up nutrition services that will promote their child's healthy development. Each of the communications between parent/caregiver/medical provider and consultant regarding child's nutritional outcome must be documented in detail in ChildPlus.
10. Work in partnership with health coordinator, nutrition managers, food service staff and teachers to facilitate efficient response to children identified with nutrition related health problems and train staff as needed in case of food related allergies. This effort must be documented in detail in ChildPlus.
11. Coordinate with agency nutrition manager's hands-on engaging nutrition activities in each classroom for children during March, celebrating National Nutrition Month. These events must be documented with recording via pictures, videos and detailed description of the activities.
12. Provide innovative, engaging current and timely nutrition topics as education to parents during March, for National Nutrition Month at the monthly Parent Policy Committee Meeting. These events must be documented with recording via pictures, videos and detailed description of the activities.
13. Attend annual menu planning meeting with Agency staff and parents and assist in developing new four or five week cycle menu for the next school year that meets HSPS and USDA Child Care Food Program requirements.
14. If the agency is not using the Grantee menu, then complete nutrient analysis on the four or five week cycle menu to meet 2/3rds of the daily recommended nutrient intake for children 0-3 years of age if applicable and 3-5 years of age.
15. Communicate with Nutrition Manager regarding nutrition related issues; provide copies of special diets and or other relevant correspondence.
16. Submit invoice with supporting monthly report (Attachment B) of nutrition services provided by the fifth (5th) of the following month. This must be reviewed and signed off by the Nutrition Manager before submitting to the Grantee Nutrition Coordinator for approval.
17. Attend all required trainings and meetings.
18. Assist health staff with guidance and support relating to nutrition policies and procedures with regards to health/medical issues.
19. Participate in multi-disciplinary team meetings as needed to better any child's health and or nutrition status.
20. Provide copies and maintain current registration with the Academy of Nutrition and Dietetics and current licensure with the State of Florida.
21. Nutrition consultants are to work collaboratively with agency leadership to ensure that tele health services are made available to staff and families in the event of natural disaster like hurricanes, or epidemic, pandemics, health emergencies and unforeseen events.
22. Ensure that such services comply with Florida Statute 456.47 concerning the use of an electronic platform (not telephone, email or fax).
23. Consultants may be required to work remotely until permission has been granted by the recruiting agency for on-site visitation during an epidemic, pandemic or natural disaster.
24. In an on-site visitation, consultants must follow all health and safety protocols as mandated by CDC, local health department and the recruiting agency during such periods.
25. Consultants will abide by the agency's Policies and Procedures during such periods.

Schedule

Services will be provided on site at selected O’Farrill Learning Center Head Start centers on a frequency of 205 hours per year. Schedule will be determined by the O’Farrill Learning Center and the Nutrition Consultant. A regular schedule of onsite nutrition consultation involves the nutrition professional, program staff and parents and utilizes a multi-disciplinary team planning approach to address strengths and identified areas of concern.

Minimum Requirements:

Licensure: If the Provider is required by the State of Florida or Miami Dade County to be licensed or certified to provide the services or operate the facilities outlined in the Scope of Services, the provider shall furnish a copy of all required current licenses or certificates. If the Provider fails to furnish the Agency with the Licenses or certificates under this section within sixty (60) days, the agency shall not disburse any funds until it is provided with such licenses or certificates. Failure to provide the licenses or certifications as specified will result in termination of this Contract.

Background Screening: In accordance with Chapter 435.04, Florida Statutes, only employees and subcontracted personnel with a satisfactory background check through an appropriate screening agency (i.e., the Florida Department of Juvenile Justice, Florida Department of Law Enforcement or Federal Bureau of Investigation) may work in direct contact with children. If the Provider fails to furnish the Agency with proof of the satisfactory background screening as required under this section within five (5) days, the Agency shall not disburse any funds until it is provided with documented proof that the required background screening was initiated and satisfactory.

Insurance: The Provider shall furnish to the Agency, upon request, written verification of liability protection in accordance with section 768.28, Florida Statutes. Nothing herein shall be construed to extend any party’s liability beyond that provided in section 768.28., Florida Statutes. The Provider shall furnish to the Certificate (s) of Insurance indicating that insurance coverage has been obtained which meets the requirements as outlined above:

1. Worker’s compensation insurance for all employees of the Provider as required by Florida Statute 440 if there is four (4) or more employees (full time and part time). The total number of employees includes self.
2. Professional Liability Insurance in the name of the Provider in an amount not less than \$300,000.

Response Requirements (to be included in Proposal) DEADLINE 06-20-2025

(Contact Name)

(Address, City, State, Zip)

(Phone Number)

(E-mail)

References

Please include letters and contact information from two references who can comment on your ability to provide similar services as described in this RFP.

Cost Estimate

Please submit a quote with the in-kind portion reflected. The hourly rate for such services must be clearly defined in the quote.

Resume/Qualifications

Please include resume and copies of licenses, and credentials.