



Lyonel B. Tracy
Commissioner of Education
Tel. 603-271-3144

Mary S. Heath
Deputy Commissioner
Tel. 603-271-7301

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Request for Proposal
NH Department of Education
Division of Program Support
Bureau of Nutrition Programs and Services

DUE: May 30, 2009

The NH Department of Education announces the availability of USDA federal funds to contract with an individual or entity for the conducting of USDA Child Nutrition School Meals Nutrient Analysis and USDA Summer Program Compliance reviews. The Department is requesting proposals for the execution, planning and training of School Meals Initiative requirements and Summer Meals Program compliance reviews.

Scope of the Work

The successful bidder will create the procedures for specifically conducting a School Meal Initiative(SMI) Nutrient Analysis, will conduct at least 6 SMIs during the 2009 summer months and conduct at least 6 USDA Summer Reviews.

Funding for this project is 100% federal funds. The bid will be determined and the contract signed no later than June 30, 2009. Work to commence no later than July 1, 2009 or upon Governor and Council approval, whichever is last.

The chosen vendor will work in conjunction with an established New Hampshire team of professional staff led by the Bureau of Nutrition Programs and Services.

The successful bidder will:

- Work in conjunction with the NHDOE Bureau of Nutrition Programs and Services which has oversight responsibility of the Child Nutrition Programs for NH.
- Create specific procedures and timelines to ensure federal compliance to the USDA SMI regulations regarding implementation and execution of the SMI process.
- Complete no less than 6 SMI reviews.
- Complete no less than 6 Summer Program reviews.
- Provide completed and closed SMI and Summer Program reviews, completed no later than September 30, 2009.
- Maintain internal controls for document continuity.

The final version of all products must be delivered no later than September 30, 2009.

Description of the SMI

The Healthy Meals for Healthy Americans Act of 1994 amended the National School Lunch Act to require that meals served under the National School Lunch Program meet the Dietary Guidelines for Americans. In 1995 the Food and Nutrition Service of the USDA issued implementing regulations for the various nutrition related statutory requirements. The SMI regulations define how the Dietary Guidelines for

Americans and other nutrition standards apply to school meals. This Initiative includes actions to support State agencies and school food authorities in improving school meals and encouraging children to improve their overall diets.

The five menu planning approaches are:

- Traditional Food Based Menu Planning
- Enhanced Food Based Menu Planning
- Nutrient Standard Menu Planning
- Assisted Nutrient Standard Menu Planning
- Other as approved by the State Agency

Nutrition Standards and Goals:

A collective term for the minimum nutrition goals that school meals for students two years of age or older must meet when averaged over a school week. They are based on the Recommended Dietary Allowances for specific nutrients and children's calorie requirements as well as the applicable recommendations from the 1995 Dietary Guidelines for Americans.

By no means do the above standards include all elements that must be included in the reviews of the school meals/menus. For a more comprehensive look at the federal requirements go to;
www.fns.usda.gov/cnd/guidance

Summer Meals Program Requirements

The chosen individual or entity shall conduct, according to federal regulations, a minimum of 6 summer program reviews. The successful bidder will utilize all NHDOE forms, procedures and policies to execute the compliance reviews. For a more comprehensive look at the federal requirements, go to;
www.fns.usda.gov/cnd/summer

The proposal should be concise (no more than 10 pages.) The budget pages should be presented as a separate document. All proposals will be evaluated based on a scoring point system.

Scoring Categories and Point Assignment

15--Overall feasibility within timeframe

15--Content completeness

25--Vendor's knowledge/experience with USDA Child Nutrition Programs

30--Vendor's experience with creating educationally appropriate training materials

15--Budget itemized and within reasonable expectations

Project Timelines

Submitted bids: **Date stamped into the Department on or before May 30, 2009**

Vendor selection: **June 16, 2006**

Contract negotiation and obligation: Completed by June 30,2009

Commencement of project: **Immediately upon Governor and Council approval**

Completion/Evaluation of Project: **September 30, 2009**

Submission of Proposal

Proposals may be sent by postal service or by email.

Mail:

Elaine Vandyke, Administrator
Bureau of Nutrition Programs and Services
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Email:

evandyke@ed.state.nh.us

For documentation purposes, questions regarding the project must come in via e-mail.