



**Academy of Nutrition and Dietetics &
National Resource Center on Nutrition and Aging
Solicitation for Proposals for a Geriatric Nutrition - Healthcare Integration Specialist**

Duration: Approximately 2 months (May 6, 2019 – July 1, 2019)

Contract Status: Part Time (10 -15 Hours Per Week)

Background

The Academy of Nutrition and Dietetics (“AND”) is the largest association of food and nutrition professionals in the United States, representing more than 104,000 registered dietitian nutritionists (RDNs), nutrition and dietetic technicians, registered (NDTRs), and advanced-degree nutritionists, who work to accelerate improvements in global health and well-being through food and nutrition.

Meals on Wheels America hosts the National Resource Center on Nutrition and Aging (“NRCNA”) as part of a cooperative agreement with the Administration for Community Living. The goal of the NRCNA is to provide the Aging Network with timely, relevant, high quality opportunities that build knowledge and skills among nutrition and aging professionals in a variety of roles at all levels of professional development. To learn more about the National Resource Center on Nutrition and Aging, please visit:

<https://nutritionandaging.org/about-us/>.

Both AND and NRCNA have partnered to support the development of a resource tool kit that can be used by nutrition professionals to strengthen their ability to offer nutrition services eligible for coverage by Medicare Advantage plans.

Issuer:

Please refer all inquiries to:

Ucheoma Akobundu, PhD, RD
Director, National Resource Center on
Nutrition and Aging
Senior Director, Nutrition Impact
Meals on Wheels America
1550 Crystal Drive, Suite 1004
Arlington, VA 22202
Telephone: 571-339-1629
E-mail: uche@mealsonwheelsamerica.org

Pertinent Dates:

- RFP disseminated: Monday March 25, 2019
- Deadline to submit questions: Friday April 5, 2019 5:00PM ET
- Submission Deadline: Monday April 15, 2019 5:00PM ET
- Start Date: On or about Monday May 6, 2019

I. PURPOSE

The purpose of this Request for Proposal (“RFP”) is to solicit information, credentials and proposals leading to the planned engagement of a *Geriatric Nutrition and Healthcare Integration Specialist* (“Contractor”) to support a partnership between AND and the NRCNA by coordinating and managing the development of resource toolkit that can be used to can be used by nutrition professionals to strengthen their ability to offer nutrition services eligible for coverage by Medicare Advantage plans. The Contractor will collaborate with the staff from AND and the NRCNA on reviewing existing resources, identifying promising practices from community-based nutrition professionals in the field and developing additional resources for inclusion in this toolkit, as discussed in more detail below.

II. SCOPE OF WORK

In this role, the Contractor will:

1. Review of Existing Materials

Review AND and NRCNA resources for their inclusion in the electronic toolkit. These will include materials from the Medical Nutrition Therapy (“MNT”) Works resource collection on the AND website (www.eatright.org) as well as publicly available reports, articles and training materials on the NRCNA (www.nutritionandaging.org). Specifically, the Contractor will need to craft a comprehensive and cohesive compendium of background information, archived training materials and tools targeted at nutrition professionals to support their ability to advocate for access and coverage for nutrition services with Medicare Advantage plans as well as sufficiently gain additional skills in this area of practice as needed to provide these services in their local communities. The Contractor can expect to leverage AND and NRCNA staff and resources to support this task.

2. Community Nutrition Professional Survey

Survey community-based senior nutrition professionals to determine resource, education and training needs related to the toolkit. The Contractor will be required collect qualitative and quantitative data collection via online surveys and key informant interviews from a sample of community-based practitioners. As part of this task, the Contractor will also collect innovative programs/promising practices in use by practitioners in the field. To support this task, the Contractor can leverage both AND and the NRCNA’s email marketing and web-based communications channels to engage nutrition professionals across the country in this information-gathering activity.

III. QUALIFICATIONS AND SKILLS

A minimum, applicants must have:

- Experience working with older adults in both clinical and community-based settings.
- Working knowledge of geriatric nutrition and a strong background in project management, adult learning and curriculum development.

Preferred candidates will be:

- A Registered Dietitian Nutritionist.

SPECIAL CONSIDERATIONS

- The Contractor will furnish all labor, tools, transportation, equipment, materials, and supplies as necessary.
- Candidates in all parts of the country will be considered for this position. AND and NRCNA will pay for travel expenses for one meeting with AND and NRCNA staff at their offices in the Washington DC Metro area.

IV. TIMELINE

Key Deadlines and Dates

Field RFP	March 25, 2019
Notice of Intent to Respond to RFP/Submission of Questions	April 5, 2019
Deadline to Submit RFP	April 15, 2019
Vet All Applicants	April 16, 2019 - April 22, 2019
Notify Selected Successful Applicant	April 23, 2019 - April 26, 2019
Contract with Successful Applicant	April 29 - May 3, 2019
Duration of Contract	May 6, 2019 - July 1, 2019

V. DIRECTIONS

Applicants may be individuals or organizations which would assign one or more individuals to perform Contractor services as in the Scope of Work. All applicants are encouraged to read all terms and conditions of this RFP carefully.

If an applicant intends to provide a proposal, please notify issuer listed on Page 1 (Uche Akobundu) no later than 5:00 PM ET Friday April 5, 2019. If applicants have any questions, please submit them with a letter of intent to respond. All questions and responses will be shared with all applicants to who respond to this RFP.

For the RFP response, all applicants are invited to provide the following:

- Full name, address, telephone number(s) and email address(es);
- Credentials (background, education, experience, etc.) of individual(s) proposing to perform Contractor services;
- Proposal and work plan detailing how the applicant will perform the proposed services provided in Scope of Work and any modifications that might be needed;
- Proposed monthly fees and billing terms (inclusive of travel requirements) for an engagement from the expected start date of May 6, 2019 until July 1, 2019;
- Any additional information relevant to the Contractor position or the services to be provided.

Applicants shall provide all information to the best of their ability. Interested parties must submit their responses by April 15, 2019 at 5:00PM ET to the issuer noted on Page 1 of the RFP (Uche Akobundu).

Decision regarding applications submitted are expected to be made by staff at AND and NRCNA no later than April 23, 2019.

VI. OTHER TERMS AND CONDITIONS

Contractor will report to Uche Akobundu.

This issuance of this RFP does not constitute a commitment to award a contract or proceed with this Project in any manner with any respondent to this RFP or with any other party. Submitting a response to this RFP is not a guarantee in any way that the respondent will be engaged to provide services, nor does it preclude any respondent from responding to future consulting opportunities. The decision as to whether to engage an individual or firm to provide Contractor services for the purposes outlined in this RFP or not, is solely that of NRCNA and is not appealable. Respondents are not entitled to a debrief on a decision by NRCNA regarding any decisions it makes with respect to this RFP or to a decision to engage with one or more respondents, if the decision is made to contract with a specific organization or organizations.

By submitting an application, respondent represents, warrants and affirms that: a) it is not a United States federal, states or local government employee; b) it would be providing services to the NRCNA as an Independent Contractor only; and, c) that any individual selected to serve as Contractor shall not be an employee of the NRCNA or Meals on Wheels America, and is not entitled to participate in any insurance or other employee benefit plans or offerings provided by the NRCNA or Meals on Wheels America.

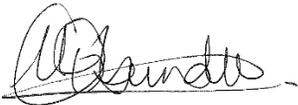
National Resource Center on Nutrition and Aging will not pay any costs incurred in preparation of a response to this RFP, nor will it in any way be responsible for any losses incurred by any respondent in conjunction with this RFP. Any information received in response to this RFP may be used by NRCNA to modify or refine the Scope of Work and the services to be provided thereunder.

Disclosure of Proposal Contents

Cost and fees information provided in proposals will be held in confidence and will not be revealed or discussed with competitors, except to the extent required by law. All other material submitted becomes the property of the NRCNA and may be returned only at the NRCNA's option. If applicants would like information they submit in response to this RFP held confidential, then respondent shall provide a Non-Disclosure Agreement to the NRCNA at least ten (10) days prior to the submission deadline outlined above.

Thank you very much for your interest.

Sincerely,



Ucheoma Akobundu, PhD, RD
National Resource Center on Nutrition & Aging

Jeanne Blankenship

Jeanne Blankenship, MS, RDN
Vice President of Policy Initiatives and Advocacy
Academy of Nutrition and Dietetics