Request for Proposals:

**Nutrition Education**

**Goal:** Northeast Iowa Area Agency on Aging (NEI3A), an Iowa not-for-profit corporation, is accepting Requests for Proposal for its Fresh Conversation Nutrition Education program which is contracted through the Iowa Department of Public Health.

**Amount of funds available:** $25,000

Desired project location: Senior Centers or satellite centers located in the Northeast Iowa Area Agency on Agency area which includes the counties of: **Allamakee**, **Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Grundy, Hardin, Howard, Jackson, Marshall, Poweshiek, Tama**, **and Winneshiek.**

**Services to be provided**:

* Participate in monthly technical assistance and program management calls with IDPH;
* Assist with recruiting facilitators;
* Provide initial facilitator training; develop and deliver annual training with Assistant;
* Provide facilitators with additional materials needed for delivery of monthly FC meeting. This may include substitute food sampling/recipes, more detailed or applicable nutrition information, additional facilitation and promotion ideas;
* Conduct oversight and fidelity checks on one half of the sites providing Fresh Conversations to ensure consistent, optimal program delivery with accurate nutrition and health information;
* Assist NEI3A with program evaluation;
* Assist NEI3A with reports;
* Attend the annual coordinator meeting in Des Moines;
* Serve as a relief facilitator;
* Write quarterly article for NEI3A newsletter;
* Assess/Evaluate site locations; Increase number of sites as possible;
* Work closely with Assistant Coordinator of the Fresh Conversations Nutrition Education program.

**Eligible applicants:** Individuals or organizations who meet the following qualifications:

* Ensure program integrity;
* Respond to questions related to nutrition science and chronic disease;
* Provide additional resources and suggestions to facilitators, as needed, to enhance program material and provide Nutrition Education
* Communicate program goals and education strategies with key AAA staff;
* Support program promotion.
* Make all available documents related to execution of this contract available for audit.

**Project period:** October 1, 2018 – September 30, 2019

**Direct questions to:** Sally Myers, 319-874-6854 or smyers@NEI3A.org

**Submit one digital copy of your proposal to:** smyers@NEI3A.org

Proposals due: **September 6, 2018 by 12:00 noon to the NEI3A office**

**Include the following**:

-Cover Page

• Name, telephone and e-mail address of the project contact person

• Title of project

-Narrative addressing the services to be provided as outlined in this request for proposal