

PERMIAN BASIN REGIONAL PLANNING COMMISSION

REQUEST FOR BIDS

for

DIETICIAN CONSULTANT

Area Agency on Aging of the Permian Basin  
Regional Planning Commission  
2910 LaForce Boulevard  
P. O. Box 60660  
Midland, TX 79711

August 4, 2023

The Permian Basin Regional Planning Commission (PBRPC) seeks a qualified Dietician Consultant to provide professional contract services for the development of Nutrition Education and Menus for meals purchased by the Area Agency on Aging (AAA) through contractors located in the Permian Basin.

## **I. BACKGROUND INFORMATION:**

The Permian Basin Regional Planning Commission is the designated Area Agency on Aging for State Planning Region 9, serving Andrews, Crane, Dawson, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward and Winkler Counties. The Area Agency's mission is to be the Permian Basin's visible leader and advocate in facilitating services and opportunities that enable older citizens to be able to live dignified, independent, and productive lives. It is funded by the Older Americans Act of 1965, as amended, and Texas State General Revenue.

The Area Agency on Aging purchases a variety of services for persons 60 and older and such services must meet all applicable rules and regulations related to the service being purchased for the client. It maintains Contractor Agreements with providers in the Permian Basin for Congregate and Home-Delivered Meals, some of which elect to use standardized menus procured through the AAA. The Agency seeks the services of a qualified dietician to ensure that these meals meet all federal and state regulations governing the nutritional content of these meals, and to prepare Nutrition Education materials for use by all nutrition vendors with which the AAA has an agreement.

## **II. SCOPE OF SERVICE:**

It is PBRPC's intent to enter a Personal Services contract with a Dietician Consultant for those services necessary to achieve the goals of this project. Texas Department of Licensing and Regulation licenses and regulates dietitians in Texas. A license is required to use the titles "licensed dietitian" and "provisionally licensed dietitian." A license is not required to use the titles "dietitian" or "nutritionist." The dietician must:

- Be licensed by the state of Texas in accordance with Texas Occupations Code, Chapter 701;
- Be registered the Commission on Dietetic Registration (CDR), Academy of Nutrition and Dietetics; or
- Have a baccalaureate degree with major studies in food and nutrition, dietetics, or food service management.

### **A. PROJECT:**

1. Two (2) Six-Week Menu Cycles. Offered in Summary and Monthly formats.
  - Fall/Winter - November 2023 – April 2024
  - Spring/Summer - May 2024 – October 2024
2. Nutrient Analysis. Documentation may be any one of a combination of
  - Target Nutrient Requirements computer Analysis of Nutrients; or
  - Texas Model for Menu Planning.
3. Production Guides. Includes the serving sizes of each menu component.
4. Allowable Substitutions. A Substitution Procedure applicable to the menus in lieu of allowable substitutions is permitted.
5. Standardized Recipes for Quantity Cooking. Includes the appropriate recipes for production for between 50 to 200 meals.
6. Menu Choice. Offer a choice of entrée, choice of food items within the meal or choice of two or more distinct and complete menus. All menu choices must comply with dietary nutrient requirements. If more than one menu item is offered, the food item with the lowest nutrient value is counted toward meeting the meal requirement.
7. Nutrition Education. Design material to provide participants with the understanding, skills, and motivation necessary to make informed food, activity, and behavioral choices that can improve their health and prevent chronic disease.

## **B. NUTRITION REQUIREMENTS:**

1. Meals should align with the most recent Dietary Guidelines for Americans (DGAs) and Dietary Reference Intakes (DRIs) to support more fruit, vegetable, and whole grains consumption, reduce the sodium content of the meals substantially over time, and control fat and calorie levels. The established guidelines specifically address prevalent disease conditions for the aging population. Meals served must:

- Comply with the DGA, published by the U.S. Department of Health and Human Services (DHHS) Secretary and the Secretary of Agriculture;
- Provide:
  - a minimum of 33-1/3 percent of the DRI established by the Food and Nutrition Board of the Institute of Medicine of the National Academies of Sciences, Engineering and Medicine
- Meet any special dietary needs of people participating in the program, to the maximum extent possible.

2. *Dietary Guidelines for Americans (DGA)*. DHHS and the USDA publish the DGA jointly every five years. The DGA provides authoritative advice about how good dietary habits can promote health and reduce risk for major chronic diseases. The guidelines serve as the basis for federal food and nutrition education programs and encourage people to consume more healthy foods with emphasis on certain food groups. The DGA is available at [www.dietaryguidelines.gov](http://www.dietaryguidelines.gov).

3. *Dietary Reference Intakes (DRI)*. DRI is a system of nutrition recommendations from the Institute of Medicine (IOM) of the U.S. National Academies of Sciences, Engineering, and Medicine. The DRI system broadened the existing guidelines known as Recommended Dietary Allowances. The current DRI recommendation is composed of four categories:

- Estimated Average Requirements (EAR);
- Recommended Dietary Allowances (RDA);
- Adequate Intake (AI); and
- Tolerable Upper Intake Levels (UL).

4. *Nutrient Needs of Older Adults*. In addition to the Target Nutrient Requirements, menus and meals should include rich sources of vitamins B6, B12, E, folate, magnesium and zinc. Include foods fortified with vitamin D in the meals when possible, through sources such as milk products or juice fortified with vitamin D. In addition to the meal, nutrition education should reinforce the message that diets for older adults should include nutrient dense foods.

5. *Standardized Recipes*. Meal providers must use standardized recipes in the planning and preparation of menu items. This ensures menu items include nutrients documented by the Target Nutrient Requirements Computer Analysis of Nutrients or the Texas Model for Menu Planning. Food production using standardized recipes adjusted to yield the number of servings needed gives consistency in quality and documented nutrient content of food prepared.

## **C. MENUS:**

1. Provide documentation of menu review which include:
  - approved menus and service dates for menus;
  - signature of dietitian with Texas license or CDR registration number;
  - date of menu approval by the dietitian;
  - Computer Nutrient Analysis or compliance with the Texas Model for Menu Planning, as applicable; and
  - approved allowable substitutions.
2. Provide documentation for approval of any substitutions on an approved menu to demonstrate substitution is comparable in nutrient content to the original menu. May provide a selection of dietitian-approved list of food substitutes for each food group.
3. Upon request provide menus which meet special dietary needs of participants including adjusting meals for cultural considerations, preferences and medical needs.

4. Menu cycles will not be repeated more than six times per year. Daily menus will not be repeated more than once in four weeks.

**C. MENU APPROVAL:**

Demonstrate compliance with the DGA and DRI requirements for Texas using either: Target Nutrient Requirements Computer Analysis of Nutrients; or Texas Model for Menu Planning. Each six-week Menu Summary, Monthly Menu Page, and each Nutritional Analysis must include the documentation of menu approval on *every* page to consist of:

1. the dietician's signature, date, printed name and registration or license number;
2. the Meal Provider Agency name (Permian Basin Area Agency on Aging);
3. the dates, including the year, the menu will be served.

Menu documentation may include an electronic signature.

**D. NUTRITION EDUCATION:**

Develop materials and provide training and guidance on using the materials to AAA nutrition contractors on an annual basis. Nutrition education may include monthly informational flyers or handouts to serve as reinforcement.

**E. BID SUBMISSION:**

The bid may be submitted in paper or electronic format to:

Permian Basin Area Agency on Aging  
Attn: Alma Montes, Director  
P.O. Box 60660  
Midland, TX 79711  
e-mail: amontes@aaapb.com

The deadline for receipt of all the deliverables is 5 p.m. **September 5, 2023**