



The Private Industry Council of Westmoreland/Fayette, Inc. will accept bids for the attached contracted Registered Dietitian Services. All bids must comply with the following guidelines:

**Dr. Gary Yarbrough**  
*Chairman of the Board*

**Shujuane L. Martin, MBA**  
*CEO/President*

**Offices:**

**Corporate/Greensburg**  
219 Donohoe Road  
Greensburg, PA 15601  
Phone: (724) 836-2600  
Fax: (724) 836-4588

**New Kensington**  
1150 Fifth Avenue, Suite 200  
New Kensington, PA 15068  
Phone: (724) 334-8600  
Fax: (724) 334-8710

**Uniontown**  
112 Commonwealth Drive  
Lemont Furnace, PA 15456  
Phone: (724) 430-4818  
Phone: (724) 437-2590  
Phone: (724) 434-5627  
Fax: (724) 430-4827  
TTY: (724) 434-5761

**Monessen**  
412 Reed Avenue  
Monessen, PA 15062  
Phone: (724) 684-4370

**Monaca**  
205 Beaver Valley Mall  
Monaca, PA 15061  
Phone: (724) 728-2110  
Fax: (724) 728-2404

**A. General Quote Conditions**

1. All bids must be submitted in a sealed envelope marked **"REGISTERED DIETICIAN CONSULTANT"** in the lower left-hand corner, to the address:

Private Industry Council of Westmoreland/Fayette, Inc.  
219 Donohoe Road  
Greensburg, PA 15601  
Atten: Rachel M. Stickle, Chief Financial Officer

or by email to [dcorradini@privateindustrycouncil.com](mailto:dcorradini@privateindustrycouncil.com) or by fax at (724) 836-4588.

2. Bids must be received by 12:00pm on Friday, December 19, 2025.
3. All quotes are to be good for 120 days from the date of the bid opening.
4. Any questions regarding the bid should be directed to Ms. Inika Jones at (724) 728-2110, Ext. 1229.
5. If your bid deviates from any of the specifications, please identify in your bid.
6. The Private Industry Council reserves the right to reject any or all bids.
7. The Private Industry Council reserves the right to award to the lowest, responsible bidder.

d.b.a.  
Education and Technology  
Institute

Operator of  
PA CareerLink

Grantee for  
Head Start/Early Head Start  
of Fayette County

d.b.a.  
PIC Kidz Zone

Grantee for  
Head Start/Early Head Start  
of Beaver County

Private Industry Council is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

## Registered Dietician Consultant

The Private Industry Council of Westmoreland/Fayette, Inc. is accepting bids for a Registered Dietician (RD) Consultant for the Head Start/Early Head Start (HS/EHS) of Beaver County programs. The HS/EHS programs provide services to 313 children birth to school-age in the Beaver County area. The RD Consultant will be contracted for the purpose of assisting with special diets, approving monthly menus, monitoring for CACFP and training of employees on CACFP.

**Contract Term/Hours:** The contract shall be in effect from January 1, 2026 – May 31, 2026, unless terminated prior to the expiration date in a manner agreeable by both parties. The number of hours is determined by the needs of the program and are generally 8 – 12 hours per month not to exceed a total of 60 hours per the contract.

**Qualifications:** The person performing the services shall be a licensed registered dietician with a preferred history of working for or consulting with HS/EHS programs and/or other organizations serving infants, toddlers, preschoolers and their families and history of working with clients with diverse cultural perspectives.

**Special Requirements:**

- Current Act 33 and Act 34, FBI/DPW and NSOR clearance documentation
- Valid driver's license
- Valid vehicle insurance

**Certifications and Licenses:** Consultant will obtain and maintain all necessary certifications and licenses which will be the sole responsibility of the consultant. Copies of all certifications and licenses will be provided to the agency.

**Insurance:** The Consultant or the consultant's employer will maintain sufficient insurance coverage related to the performance of the services for the HS/EHS programs and shall provide proof of such insurance.

**Services to be provided: This list is intended to be representative and may not include all services.**

- Support nutrition services, including policies and procedures on assessing child's nutritional status
- Provide input and assist in the implementation of the nutrition section of the Head Start Performance Standards
- Provide telephone, electronic mail, and/or onsite consultation with Child Health & Safety team staff regarding nutrition and food services
- Maintain knowledge of CACFP regulations
- Write and review menus for USDA/CACFP compliance and age-appropriateness for population served
- Review special diets and menus keeping with physician's orders
- Write and sign Special Diet Statements when children require modifications to the CACFP meal pattern, along with other licensed healthcare providers like physicians, physician assistants, and nurse practitioners
- Provide training to parents and staff in nutrition, health, and food service topics requested by management
- Participate as a member of the HS/EHS Health Services Advisory Committee
- Attend staff meetings and meetings with families as requested
- Review, provide input and sign off on Individual Care Plans for enrolled children with acute nutritional conditions
- Provide direct consultation services to families with an enrolled child, or family members with nutritional concerns and provide written feedback
- Provide input on procedures and policies in the nutrition service area
- Provide input and assist in the development of menus for EHS socializations including infant menus, reviewing infant diet updates as required
- Submit required documentation such as referral follow up, record on contacts/consults with staff and parents, and invoices in time frame identified by the program

**Standard of Performance:**

Consultant warrants and represents that he/she has the capability, means, products, expertise, and experience to provide the services in a safe manner and agrees to perform the services in a manner consistent with the highest standards of the profession.

**Confidentiality:**

Consultant understands that Head Start, including any contractors retained by Head Start, is required to adhere to strict standards of confidentiality. In accordance with this requirement, Consultant will maintain confidentiality regarding all information disclosed to or learned by Consultant in performing the services regarding Head Start personnel, parents, or children, and that no such information will be disclosed to anyone outside Head Start without Head Start's prior written authorization.

**Independent Contractor:**

Consultant agrees that, in providing the services, he/she is acting as an independent contractor of Head Start and has no authority whatsoever to bind Head Start. As an independent contractor, Consultant agrees to provide all equipment and products reasonably necessary to provide the services.

**Indemnification:**

Consultant shall indemnify, defend and hold harmless Head Start, its parent, subsidiaries, affiliates and their employees, agents, officers, directors, shareholders, and contractors (collectively, the "Indemnified Parties") from and against any and all claims, demands, actions, suits, liabilities, damages, losses and expenses, including, without limitation, reasonable attorney's fees and expenses (collectively "Claims") which directly or indirectly arise out of or relate to any act or omission of Consultant or their employees, agents or contractors.