

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

October 2, 2013  
DATE DRAFTED

**AWARDING CONTRACT FOR DIETITIAN SERVICES FOR  
ROCK COUNTY COUNCIL ON AGING**

1 **WHEREAS**, Rock County Council on Aging receives federal Title III-C-I and Title III-C-II funds  
2 authorized through the federal Older Americans Act to provide congregate and home delivered meals to  
3 older adults ; and,  
4

5 **WHEREAS**, a registered dietitian is required to approve all menus served through the Elderly Nutrition  
6 Program and provide a written nutritional analysis of each meal that is made available to participants; and,  
7

8 **WHEREAS**, Rock County Purchasing Division did solicit Proposals from qualified vendors for dietitian  
9 services; and,  
10

11 **WHEREAS**, the Council on Aging Director and Purchasing staff did review the proposals received for  
12 compliance with the specifications. .  
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
15 this 24 day of October, 2013, that a contract be awarded to Nutrition and Health  
16 Associates Inc. of Janesville, Wisconsin not to exceed \$14,691 for dietitian services in 2014.  
17

18 **BE IT FURTHER RESOLVED** that the Council on Aging Director be authorized to enter into a  
19 contract for 2015 not to exceed \$15,120 and for 2016 not to exceed \$15,570, as proposed.

Respectfully submitted,

**Education, Veterans & Aging Services Committee**

Terry Thomas  
Terry Thomas, Chair

Wayne Gustina  
Wayne Gustina, Vice Chair

Steve Howland  
Steve Howland

Edwin Nash  
Edwin Nash

Absent  
Rick Richard

13-10B-434

AWARDING CONTRACT FOR DIETITIAN SERVICES FOR ROCK COUNTY  
COUNCIL ON AGING

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FISCAL NOTE:

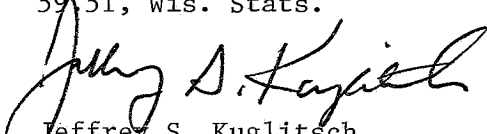
The Council on Aging nutrition programs are funded by Federal Aid. No County funds are used for these programs.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

AWARDING CONTRACT FOR  
DIETITIAN SERVICES  
FOR  
ROCK COUNTY COUNCIL ON AGING

EXECUTIVE SUMMARY

Rock County Council on Aging receives federal Title III-C-1 and Title III-C-2 funds authorized through the Older Americans Act to provide congregate and home-delivered meals to older persons. The Elderly Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities.

As part of this program, a dietitian or nutritionist must approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants. The dietitian/nutritionist also conducts regular semi-monthly on-site visits to the congregate sites. The purpose of these visits is to provide nutrition and health information, provide individual nutrition consultation to participants and interact with participants regarding meal issues.

The dietitian/nutritionist also accompanies the Nutrition Program Supervisor on in-home visits to participants receiving home delivered meals to develop a nutrition care plan for at-risk participants.

The dietitian/nutritionist will also assist the Nutrition Program Supervisor in the development and provision of training in proper sanitation; the development of sanitation policies and procedures; and the development and implementation of a nutrition education plan.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



PROJECT NUMBER: #2014-01  
PROJECT NAME: DIETITIAN/NUTRITIONIST SERVICES  
PROPOSAL DUE DATE: AUGUST 19, 2013 - 12:00 NOON  
DEPARTMENT: COUNCIL ON AGING-NUTRITION

TOTAL COST BASED ON 360 HOURS OF SERVICE PER YEAR (30 HOURS PER MONTH)	NUTRITION & HEALTH ASSOCIATES JANESVILLE WI	ANNASHAE CLEVELAND OH
RATER 1	87	25
RATER 2	88	28
TOTAL SCORE	175	53
TOTAL COSTS – 2014	14,688.00	14,400.00
TOTAL COSTS – 2015	15,120.00	14,400.00
TOTAL COSTS – 2016	15,570.00	14,400.00
<b>TOTAL 3 YEAR CONTRACT</b>	<b>\$ 45,378.00</b>	<b>\$ 43,200.00</b>

Request for Proposal was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: JODI MILLIS  
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: NUTRITION & HEALTH ASSOCIATES

*Jodi Millis*  
Signature 10/3/13  
Date

GOVERNING COMMITTEE RECOMMENDATION: \_\_\_\_\_

*Terry Thomas*  
Chair 4-0  
Vote 10-15-13  
Date