



Orange County Schools

200 East King street, Hillsborough, NC 27278

Phone: 919-732-8126 | Fax: 919-732-0044

Sara Pitts
School Nutrition Director

(919) 245-4002, ext. 16501
(919) 245-4147 Fax

June 27, 2025

Request for Quote – Registered Dietician Consultant

The Registered Dietitian is hereby engaged to perform consulting services for the Orange County Schools regarding the following with an estimated time of no more than 20 hours per month:

- Develop and review menus, recipes, and production records for all grade levels for nutritional compliance of federal and state meal pattern requirements;
- Maintain nutritional analysis database of product labels, nutritional labels, HACCP requirements and menus with approved software. Modify and develop recipes and menus to meet federal and state requirements.
- Complete nutritional analysis of menus per year as required by State Agency and to prepare Certification of Compliance with New Meal Pattern Requirements.
- Menus, recipes, and production records are to be completed and given to managers within a certain period of time for ordering.
- Maintain and update medically approved diets for students and provide site level staff with directions for any special preparation methods.
- Prepare nutritional analysis for monthly menus if needed.
- Attend local North Carolina Department Public of Instruction update meetings as requested by School Nutrition Director.
- Any other duties as assigned by the School Nutrition Director.

The term of this contract will begin August 1, 2025 and will expire June 30, 2026 or with written notice 30 days in advance as such services are no longer determined to be needed by Orange County Schools.

Please submit in writing, via email, your charge for this service by July 18, 2025. Document shall be emailed to Sara.Pitts@orange.12.nc.us or sent via mail to Orange County Schools, attn: Sara Pitts/School Nutrition, 200 E. King St., Hillsborough, NC 27278

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1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov

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