January 18, 2017

RSD RFQ: DISTRICT-WIDE NUTRITION POS (POINT-OF-SALE) SYSTEM

Addendum #2

REQUEST FOR QUOTATION

DISTRICT-WIDE NUTRITION POS (POINT-OF-SALE) SYSTEM

REYNOLDS SCHOOL DISTRICT #7

The RFQ for the above referenced project and the work covered are modified as follows, and except as set forth herein, otherwise remain unchanged and in full effect. This addendum is part of the RFQ solicitation Documents for the above named project and modifies the original RFQ Documents posted December 30, 2016. Acknowledgement of receipt of this addendum is required as part of the Proposal.

Item #1 Questions and Answers:

1. Regarding the number of schools to be covered, the RFQ lists 17 district schools and 3 charter schools, for a total of 20 sites. We understood that there were a total of 18 district schools to be covered by a new system, 13 of which are on the Community Eligibility Program (CEP). And in addition to the 3 charter schools, there was the Arthur Academy which needed to be covered by the system. That would make a total of 22 sites. Can you please clarify the count for us?

   There are currently 17 District schools (12 Elementary and 5 Secondary) and 3 charter schools totaling 20 schools. 13 schools are CEP.

2. It is requested that a 40-minute presentation be made. Does that need to happen before January 9ᵗʰ, when RFQ responses are due, or will presentations be done after the 9ᵗʰ?

   Presentations will be scheduled after we have time to read over the responses. We anticipate the presentations to occur early February.

3. In Section B, Scope and Special Instructions, the RFQ makes a distinction between Technical Requirements which the district "must have," and other things which the district "prefers to have." Our web-based system can provide all the "must have" items, but we do not supply the "prefer to have" things at present. How should we note the things which we do not offer so that we make sure our response is acceptable?

   The items listed as preferred are not required by respondents. The District is weighing the option of using a stand-alone POS system or using a POS System integrated with other functions such as Inventory Management, Order Processing, and Menu Planning. For vendors who have preferred functions available, please itemize all costs so the District can easily compare costs between submissions including preferred items and submissions excluding them. If your firm does not have some or all of the preferred items, please indicate on your response that you do not have these items. The District encourages firms to participate even if they don't have the preferred functions available.

4.   Is the expectation to access the software through a web browser like Chrome, Internet Explorer or Edge, Firefox, Safari? Would a hybrid solution (desktop application with cloud hosted database) be considered?

> The POS system must be accessible through a web browser. We would prefer the admin console be web-based as well, but would consider a solution that has a desktop application for the admin console used only by central office staff. The database/backend must be hosted in the cloud.

5.   What Student Information System do you use?

> We use Synergy Student Information System created by Edupoint.

6.   Your RFP is titled as a Request for Quotation for a District Wide POS System and you also indicate that Inventory, Order Processing and Menu Planning is "Preferred". Are these modules also to be quoted or only POS solutions?

> Please itemize all costs, including costs for the Preferred modules, so the District can easily compare costs between submissions including preferred items and submissions excluding them. The items listed as preferred are not required by respondents. The District is weighing the option of using a stand-alone POS system or using a POS System integrated with other functions such as Inventory Management, Order Processing, and Menu Planning.

7.   Is it the districts desire to implement Inventory, Order Processing and Menu Planning modules over Spring Break as well? If these modules are in fact needed, will an alternate implementation schedule be considered?

> These "Preferred" functions would likely be implemented over summer. POS will be priority over Spring Break.

8.   With your Spring Break being March 27 thru March 31, is it your plan to go live with the POS software on Monday April 3? Will all school staff be available for training during Spring Break?

> The goal would be to train staff prior to them leaving for Spring Break and "Go Live" the first day back. We could do a transition plan, if that would make staff and awarded company more comfortable. This may allow for better support at the school level. If we do this, all schools would need to be transitioned by mid-April at the latest. The decision would be based on the ability to operate and navigate the Free and Reduced Application process via transition.

9.   What is the number of serving lines across your 20 schools?

> The grand total of POS required for the District schools is 33.
> The breakdown is as follows: (1) each at eight elementary schools, (2) each at three elementary schools, (1) at Four Corners, (1) at RLA, (3) at H.B. Lee Middle, (3) at Reynolds Middle, (4) at Walt Morey Middle, (7) at Reynolds High.
> We would also like the 3 satellite locations (Arthur, MLA Elementary, and MLA Middle) to have the same POS set ups.

10. What system is currently being used for Inventory, Order Processing and Menu Planning?

We currently use management company provided software for these functions. This software is specialized to the management's company's systems.

11. How many copies of the response is required? Type of format (i.e. hard copy, flash drive, etc.)?

For this RFQ, we are asking for electronic copies only in PDF format to be submitted either to RSD_RFP@rsd7.net or via (1) flash drive to the below address:

Reynolds School District (RSD) District Office
RFQ: District-wide Nutrition POS (Point-of-Sale) System
1204 NE 201st Ave.
Fairview, Oregon 97024

12. What is the anticipated award Date?

The award date is anticipated shortly after presentations. This would put the award date around mid-February.

13. When do you anticipate demonstrations will be held?

We anticipate these will be scheduled early February, depending on the number of responses we receive and the time it takes to review documentation.

14. What is the District's current Financial/Accounting System?

Infinite Visions by Tyler Technologies

15. In Section A, Scope of Work it states "Reynolds School District (RSD) is requesting quotes for a Nutrition POS (Point-of-Sale) System. The District prefers that the system be fully integrated with Inventory Management, Order Processing, and Menu Planning functionalities." Later in Section B, #13 Order Processing, bullet point 6 It mentions a Central Production facility and central warehouse. It seems Reynold SD operates a central production and central warehouse. Are you seeking software for these facilities?

We want to track our commodities separately. We want our staff to be able to order from our warehouse on a centralized system that shows them what is available and what is committed so they do not over order product. We want to be able to flow this information into our menu planning easily without having to duplicate the data.

16. Which Student Information System is used in Reynolds SD?

We use Synergy Student Information System created by Edupoint.

17. Section B, #9 bullet point 6, it states "Ability to integrate with Infinite Visions financial management software". Please explain what integration you are seeking for the financial software?

    We would like the ability to export an Excel document in the format needed to easily import into our financial software, Infinite Visions.

18. Is the district seeking the ability to complete production records at the school site level?

    Yes, we want to do production planners for each site and we would like to have the ability to do some customization. Production planners must meet all criteria for passing an administrative review, including but not limited to recipe number, serving portion, serving utensil used, HACCAP information, how items are qualified (i.e, meat, grain, etc) must include vegetable sub-group information, how much planned, number served, number left over, etc. We also would like to be able to have serving notes to clarify items that may need additional instruction. We would like to be able to easily post the planned menus to our District website in a format parents and students can easily read and understand.

    For Secondary programs, we would like the ability to create production records per station. We would also like each recipe to have the qualifying information (i.e, meat, grain, etc.) printed on it per ODE request.

    We would like to be able to print our carbohydrate information in a format our school nurses and parents can understand. We would like to be able to print weekly and monthly data. It would be preferred this information can be printed in a way we can easily distributed and posted on our website if District wishes.

19. Section B, #10 bullet point 2, it states "go live during Spring Break 2017." Which software products would you like to have operational by the spring break timeframe?

    POS should be the focus for Spring Break. The preferred functions, if we decide to go with them, would likely be implemented in the summer.

20. Is a Central Kitchen in use at Reynolds SD?

    Yes, a central kitchen is used for satellite locations and during summer programming

21. Are any remote serving lines from the main serving areas in use in the Child nutrition program?

    Satellite locations would be, and in the future we may have a food truck as well as other "cart" like stations.

22. Please provide information on the current POS terminals and manager computers in use including operating system, processor, amount of RAM, size of hard drive, 32 or 64 BIT per machine.

    Current POS computers are reaching their end of life. Our plan is to replace them with all-in-one style touch screen computers running Windows 10, Intel Core i5 processor, 8GB RAM, 500GB hard drive.

23. What other software would be running on the computers along with your new software solution?
MS Office 2016, Microsoft System Center Endpoint Protection, web browsers, and other web-based applications.

24. Who is your current provider for POS, student eligibility, inventory and menu planning software?
Current POS provider is MealTime. Student information system is Synergy Student Information System created by Edupoint. We currently use management company provided software for the inventory, order processing, and menu planning functions. The management company provided software is specialized to the management's company's systems.

25. P. 2 Reynolds SD POS system Proposal Terms and Conditions 1st paragraph, i.e., Certification as EEO affirmative action employer. Our firm IS an affirmative action employer, in fact a minority owned business. Looking into this requirement, we do not see such a certification process for us to which to apply ourselves. Please advise if we can demonstrate our affirmative action principles via any other statistical method such as HR and hiring practices.
By submitting your signed response to Reynolds School District, you are confirming that your firm is an EEO Affirmative Action employer. You are also acknowledging that your firm does not discriminate against any employee or applicant on the basis of race, religion, color, sex, marital status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income. Your company must take steps to ensure equal opportunity in all aspects of employment. These aspects include, but are not limited to, hiring, promotion, transfer, advertising, layoff, termination, rates of pay, training (including apprenticeship), and terms and conditions of employment.

26. P. 4, Reynolds SD POS system Section B Scope and Special Instructions "Specification and Technical Requirements" you indicate "iOS compatibility is also preferred." Please describe the functional nutrition areas you desire this compatibility.
The ability to use an iOS device for a POS system would be a nice functionality to have. The parent/student online payment system would preferably be iOS compatible.

27. P. 6 Reynolds SD POS system Proposal Terms and Conditions "Offline Capability". Please clarify 1st bullet.
11. Offline Capability:
❖ The system must be able to continue working as normal when the wired and/or wireless network connection is lost.
❖ No extra action must be required by staff to continue working offline or to resynchronize the data once the network connection is re-established.

This bullet point reads, "The system must be able to continue working as normal when the wired and/or wireless network connection is lost." If a POS computer loses internet connectivity (wired, wireless, or both), we want the user to be able to continue using the software as normal to sell meals to students. This means the software should be fully functional and somehow cache data locally until internet connectivity is regained. At no

time should staff have to stop using the software due to a temporary loss of internet. Temporary meaning up to a few hours.

28. Please provide the number of point of sale serving lines and reporting site with no POS (terminals)
    The goal would be to have it for all locations. If we cannot have this at our satellite locations, then the answer would be 3 for POS (Arthur and 2 MLA Locations) and 1 for Free and Reduced (Knova).

29. Number of inventory sites
    One for each school and Warehouse. 18 locations.

30. Number of sites ordering products from vendors
    18 locations

31. Number of food production and none production sites
    18 locations that produce their own food and 3 sites that are produced at high school.

32. I do see Section B "Pin Pads and Scanners" Are terminals (POS) included in this quote?
    No, the district will be providing our own POS computers running Windows 10.

33. Is any of the hardware you are currently using proprietary?
    We don't want to continue using any of our existing hardware. We plan on replacing the POS computers along with this POS system implementation.

34. Who are you currently using?
    We are currently using the older Mealtime POS software (not M-powered).

35. Would we need to come over there for meetings and demos?
    Proposers will be allowed to deliver their RFQ presentation and attend implementation related meetings either in person or remotely. Please specify in your response if your trainings provided to our staff would be done in person or remotely.

36. Names of organizations submitting request to quote?
    After the closing date, the District will provide a list of all proposers for this RFQ.

End of Addendum #2