



Muscogee County School District
Columbus, Georgia

REQUEST FOR PROPOSAL
For
Payment Management System and School
Nutrition Program Software

RFP NUMBER 13-020

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1.0 INTRODUCTION

1.1 Objective

- A. The objective of this Request for Proposal (RFP) is to procure a Payment Management System to be used throughout the Muscogee County School District (MCSD) and to include a Food Service Management System/Point of Sale Solution to be managed by the MCSD School Nutrition Program.
- B. The laws of the State of Georgia shall prevail concerning all purchases of products and services under this RFP and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Columbus, Muscogee County, Georgia.
- C. Scope of Work:
- (1) The payment management system shall be a district-wide program to give MCSD the ability to receive:
 - a) Credit card payments
 - b) Debit card payments
 - c) E-check payments
 - d) any other electronic fund processes as applicable
 - (2) Payments shall be accepted
 - a) Online/web-based
 - b) At point of sale terminals
 - c) Through hand-held terminals
 - d) At kiosks
 - e) Through iPhone or Android applications
 - (3) Types of payments that will be accepted are (to include but not limited to)
 - a) school nutrition charges
 - b) tuition
 - c) class dues and fees
 - d) library lost/damaged books and overdue library fines
 - e) school products - yearbooks, class rings, uniforms
 - f) field trips and school activities
 - g) gate receipts
 - h) donations
 - i) after school daycare charges
 - (4) The Payment System shall be used to accept payment from students, parents, employees, patrons, and community donors.
 - (5) The Food Service Management System/Point of Sale Solution shall include
 - a) Point of Sale
 - b) Free and Reduced
 - c) Central Office Management
 - d) Application Scanning and Online Processing
 - e) Online Application
 - f) Inventory Management
 - g) Procurement
 - h) Production

- i) Menu Planner/Nutrition Analysis
- j) Vending Machine Management
- k) Order Processing
- l) Online Meal Prepayment

(6) The integrated systems shall

- a) Be compatible with the existing Infinite Campus/K-12 Solution Student Information System (SIS) and the Sungard BusinessPlus Enterprise Resource Planning (ERP) solution.
- b) Be a solution designed for the K-12 environment and have a proven track record in K-12 school systems
- c) Include full reporting capability – including student rosters and general ledger account code charges
- d) Include easy reconciliation
- e) Allow customers to see balances on account and set up automatic payments
- f) Have secure access 24 hours a day, seven days a week
- g) Include customer billing capability
- h) Offer a secure site allowing customers to view only their information
- i) Produce itemized payment confirmations
- j) Allow for the convenience fee for some transactions to be paid for by the customer and the convenience fee for other transactions to be paid for by MCSD
- k) Instead of rebates, the solution shall provide reduced transaction fees
- l) Accept Visa, MasterCard, and Discover products
- m) Offer the ability to manage registration, all payments, updates to product catalogs, enter pricing guides, and access reports at one website
- n) Allow payments to be accepted at multiple locations in the schools, for example – front desk, media center, classrooms
- o) Include no upfront fee or monthly cost to MCSD
- p) Be able to be implemented in phases if needed
- q) Allow for customer refunds to credit cards

(7) The successful vendor shall supply (to include but not limited to)

- a) Equipment
- b) Delivery
- c) Installation
- d) Project management
- e) Training
- f) Support
- g) Implementation
- h) Marketing program to MCSD customers
- i) User software licenses

- (8) The successful vendor shall be responsible for issuing an Internal Revenue Service Form 1099K – Payment Card and Third Party Network Transactions and for all associated required reporting.

1.2 Background

A. The Muscogee County School District is the public school system serving the Columbus, GA area. There are currently 62 schools and alternative centers educating over 30,000 students. The Muscogee County School District is the area’s second-largest employer (after neighboring Ft. Benning) with approximately 6,000 employees.

B. Current District conditions:

- (1) Effective November 2011 the Columbus Public Library began using Polaris Library Systems e-commerce to accept electronic payments. This RFP is not intended to replace the Polaris Library Systems.
- (2) The Muscogee County School District School Nutrition Program (SNP) has a payment management system for only school nutrition, and that system will be replaced with this project.
- (3) MCSD SNP has single or double serving lines being utilized at 34 elementary sites. There are either 3 or 4 serving lines at each of the 11 middle school locations. The 8 high schools have a total of 29 serving lines. The 5 alternative schools will have one line each. This produces a total of around 100 school nutrition serving lines for all schools.
- (4) MCSD SNP statistics:

	Online Prepayments	% Total	Cash	% Total	Grand Total
FY13	\$474,875.93	34%	\$924,537.76	66%	\$1,399,413.69
FY12	\$1,089,684.45	32%	\$2,367,046.74	68%	\$3,456,731.19
FY11	\$997,331.58	28%	\$2,561,326.53	72%	\$3,558,658.11
FY10	\$990,957.59	25%	\$2,980,253.65	75%	\$3,971,211.24
FY09	\$113,930.02	3%	\$4,322,273.62	97%	\$4,436,203.64

FY 13 figures are for July 2012 through November 2012 only

1.3 Schedule of Events

This Request for Proposals will be governed by the following schedule:

12/03/12 Release of RFP

<u>12/14/12</u>	Deadline for written questions, 2pm Eastern
<u>12/20/12</u>	Answers to written questions posted on the MCSD website (on or about)
<u>01/09/13</u>	Proposals due
<u>01/22/13 thru 02/08/13</u>	Demonstrations
<u>March 2013</u>	Contract awarded (at Board Meeting)
<u>April 2013</u>	Contractor begins work

1.4 Restrictions on Communications with Staff

- A. All questions about this RFP must be directed in writing to:

Amy Callahan
Director of Purchasing
Muscogee County School District
P.O. Box 2427
2960 Macon Road
Columbus, GA 31902
706-748-2349
Fax 706-748-2359
callahan.amy.j@muscogee.k12.ga.us

- B. No other MCSD employee shall be contacted regarding this RFP. The school district reserves the right to reject the proposal of any proposer violating this provision. If any vendor finds discrepancies or omissions in this RFP, or is in doubt as to the meaning of a particular requirement, submit notifications and questions in writing or via e-mail for interpretation, correction or clarification. Only written questions and written answers regarding this RFP shall be binding. Answers will be posted to the MCSD website

- C. Procedures for formal protests of RFPs are available at www.muscogee.k12.ga.us > Quick Links > RFPs/RFIs/ITBs > Information for Vendors.

1.5 Contract Term

- A. The initial contract term is for three years from April 2013 through June 30 2016, with two additional one-year options to renew. Renewals shall be based on the fiscal year and shall depend upon funding, contractor performance, and

agreement by both parties. Contract award and optional renewals shall be initiated by issuance of an annual purchase order.

- B. In compliance with State of Georgia law, O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. The contract shall automatically renew, unless positive action is taken by the school system, and shall terminate at the end of the contract period.

2.0 TERMS AND CONDITIONS

2.1 Muscogee County School District Reserves the Right to:

- A. Waive formalities and technicalities in any proposal
- B. Reject any and/or all proposals wherein its judgment, it will be in the best interest of the school district
- C. Accept the proposal that in its judgment will be in its best interest
- D. At its option, award on an individual component or on a lump sum basis
- E. Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the Muscogee County School District. Price alone will not be the determining factor in the contract award.
- F. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Muscogee County School District website at www.muscogee.k12.ga.us. Proposers are encouraged to check this website frequently.
- G. Determine whether or not a product is equal or equivalent to specifications.
- H. Retain proposals and all submitted documentation.

2.2 Proposal Period

- A. All proposals must be valid for at least 90 days after proposal due date.
- B. A submitted proposal may be withdrawn prior to the due date by a written request to the Director of Purchasing. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.
- C. The cost for developing and delivering the proposal is the sole responsibility of the proposer.

2.3 Contract

- A. The proposer shall provide a sample contract which they intend to use if awarded the contract. After the award, the winning proposer shall be required to enter into discussions with the school district to resolve any contractual differences. Failure to resolve contractual differences may lead to cancellation of the award. The District will prepare and negotiate a contract with the selected Vendor and give consideration, to the extent possible, to Vendor's standard contract and agreement.
- B. The school district reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful proposer other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful proposer a competitive advantage.
- C. The contractor shall notify the Muscogee County School District in writing if sub-contractors will be used. The contractor shall list that part of the work the sub-contractor is to furnish or perform and assume complete responsibility for such sub-contractor's portion.
- D. A form W-9 must accompany all contracts. All payments will be subject to backup withholdings of 28%, if a correct W-9 is not provided. All contracts and invoices must reflect the official name as registered with the IRS.
- E. If you are an independent contractor, and are drawing retirement from the Georgia Teachers Retirement System (TRS), you must identify that in your proposal. If any of your employees are drawing retirement from the Georgia Teachers Retirement System, you must identify them and their duties, responsibilities and relationships as they apply to the goods and services your company will provide to the Muscogee County School District. MCSD will enter into this contract with your company and not with any individuals employed therewith. If you employ individuals who are Georgia TRS retirees, you are responsible for any and all penalties and interest assessed by TRS. You shall indemnify and hold harmless MCSD, its officers, officials, representatives, agents and employees, from and against any and all claims.

2.4 Equal Opportunity Policy

Vendors shall abide by the school district's non-discrimination policy (DJED). The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, handicap, or national origin.

Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training. It is the further policy of the Board to insure equal opportunity for minority owned businesses and minority professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

2.5 Non- Collusion Certification

- A. The proposer shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complimentary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- B. The proposer, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The proposer understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

2.6 Debarment Certification

The proposer shall certify and swear that neither this vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or state department or agency.

2.7 Georgia Security and Immigration Compliance Act of 2006 Certification

The proposer shall certify that the proposer and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

2.8 Bonding – Bonding is not required for this project.

2.9 Insurance

- A. The awarded contractor shall furnish to the MCSD a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to the Muscogee County School District prior to commencement of work. All Auto, General Liability and Umbrella policies shall name Muscogee County School District as an Additional insured. Property policies should name Muscogee County School District as Loss Payee, as their interest may appear. No insurance will be acceptable unless written by a company licensed by the State Insurance Department to do business in Muscogee County, Georgia and have a Best Guide financial Rating of A or better.
- B. The vendor, and any of the vendor's sub-contractors, agrees to comply with the provisions of worker's compensation laws of the State of Georgia. A certificate from an insurance company showing issuance of worker's compensation coverage for the State of Georgia or a certificate from Georgia Worker's Compensation Board showing proof of ability to compensate directly shall be submitted to the Muscogee County School District prior to beginning the work.
- C. It shall be stated on every policy or certificate of insurance, as the case may be, that "The insurance company agrees that Policy Number (insert the number) shall not be canceled, changed, or allowed to lapse until thirty (30) days after the Muscogee County School District has received written notice."
- D. The vendor further shall maintain such other insurance (with limits as shown below) that shall protect the vendor and Muscogee County School District from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the vendor shall furnish the Muscogee County School District certificates and policies of such insurance as shown below.
- E. Below is listed the insurance coverage which must be procured by the vendor at his own expense. The vendor agrees to follow instructions indicated in each case:
 - (1) Comprehensive General Liability Insurance. Personal injury, including death, with limits of \$1,000,000 for each person and \$2,000,000 for each accident.
 - (2) Professional Liability Insurance. Personal injury, including death, with limits of \$1,000,000 for each person and \$2,000,000 for each accident.
 - (3) Property Damage – limits of \$100,000 for each accident and \$300,000 for the aggregate.

- (4) Auto Liability - including Owner, hired, and non-owned vehicles with limits of Bodily injury, including death limits of \$1,000,000 for each person and \$1,000,000 for each occurrence, and Property damage limits of \$1,000,000 for each occurrence.
 - (5) Umbrella Excess Liability Insurance: Contractor shall carry umbrella excess liability including Auto, General Liability and Professional Liability in the amount of \$1,000,000 over existing primary insurance and over self-insured hazards.
 - (6) Environment Impairment Liability and/or Pollution Liability - \$1,000,000 per occurrence
- F. Warranty – The contractor shall provide at least a one year warranty indicating that the contractor will, at no cost to the Muscogee County School District, repair or replace new work which fails.
- G. The contractor shall indemnify and hold harmless the Muscogee County School District, its officers, officials, representatives, agents and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the Muscogee County School District. This hold harmless clause is in no way an admission of liability on the part of the Muscogee County School District, or any of its agents, representatives, or employees.

2.10 Compliance with Laws

The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules and regulations in any manner affecting the conduct of the work.

2.11 Muscogee County School District Requirements

- A. Muscogee County School District intends to continue some school business functions during the project. The contractor must coordinate the installation schedule with a representative from the school district. This project must not interfere with any school business function.
- B. Proposers shall carefully examine the work site to obtain first-hand knowledge of existing conditions.
- C. School District Regulations - The contractor shall follow all applicable Muscogee County School District regulations while on Muscogee County

School District property, including the no alcohol, no tobacco products, no weapons, no idling, and drug-free policies.

(1) Displays and/or verbiage, including those on vehicles, shirts, or hats of tobacco, illegal drugs, alcoholic beverages, fire arms, profane or obscene language or gestures, is prohibited in accordance with School Board Policies.

(2) No products or materials containing asbestos or lead-based paints in any form shall be used in the work of this contract.

(3) A safe separation of work areas and occupied areas is required.

(4) The Contractor shall comply with the Federal Clean Water Act

- D. MCSD reserves the right to require proposers to participate in one or more interviews with MCSD staff. Proposers must be prepared to discuss salient points of their proposal within two normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such

2.12 Funding Out Clause

It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP, and must be agreed to by all proposers. The Muscogee County School District may, during the contract period, terminate or discontinue the purchase of goods, services or systems covered in this RFP at the end of the district's then current fiscal year and upon 30 days prior written notice to the contracted vendor. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and
- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another vendor in the succeeding funding period.

The complete statement "This written notification will thereafter release the district of all further obligations in any way related to such goods, services or systems covered herein." must be included as part of any agreement with the district. No agreement will be considered that does not include this provision for "funding out".

2.13 Payments and Pricing

- A. Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.
- B. The Muscogee County School District will not pay any penalties for late payment of invoices.
- C. The district is exempt from State sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems in the State of Georgia

should not be included in the proposed price.

- D. Proposed prices shall include all charges to complete the work as specified. All deliveries are FOB destination with the school district assuming ownership and liability at the final destination when the project is complete.
- E. The District has determined issuing payment electronically is the preferred method of payment. The District reserves the right to remit payments using an electronic method in lieu of issuing a check at no additional cost to the District.

2.14 Open Records Act

You are hereby notified by MCSD that it is the submitting party's obligation to indicate whether any of the information submitted to MCSD constitutes a "trade secret" as defined by law, and if so, what specific information constitutes a "trade secret." The Georgia Open Records Act, as amended in April 2012, requires that any "trade secret" information be designated as such at the time it is provided to a governmental agency. The Act further indicates that a failure to make such a designation may result in a waiver of the right to subsequently claim that such information is confidential or otherwise protected from public disclosure. OCGA 50-18-72 (a)(34). Specifically, OCGA 50-18-72 (a)(34) states in material part:

“(a) Public disclosure shall not be required for records that are:

(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10. If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure; “

3.0 PROPOSAL SUBMISSION AND EVALUATION

3.1 Proposal Submission

- A. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the proposer should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.
- B. The proposal must follow the sequence listed in the RFP. The proposal must be divided into two appropriately labeled separate documents - a Technical Submission and a Financial Proposal. **Do not include cost information in the Technical Proposal.**
- C. Provide 10 copies of the technical proposal with one clearly marked as “ORIGINAL”. Provide one copy of the financial proposal. One full copy of the proposal should be submitted on electronic media such as a thumb drive. If there is a discrepancy between a hard copy submission and the companion thumb drive submission, the hard copy will take precedence.
- D. Proposals must be sealed and marked on the outside of the shipping package as follows:
Proposal #13-020
Payment Management System and SNP Software
Due: 2:00 p.m. Eastern, Wednesday, January 9, 2013
- E.

Submit the proposal to:

Muscogee County School District
Purchasing Department – Room 3010
P.O. Box 2427
Columbus, GA 31902

2960 Macon Road – Room 3010
Columbus, GA 31906
706-748-2349

- F. Any proposal received after the due date and time will not be evaluated. The proposer has sole responsibility to insure that the proposal is delivered to the correct place by the proposal deadline. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after award and signing of the Contract.

- G. Delivery method of the proposal is by U.S. Mail, Private Mail Service Carriers, or Personal Delivery to the above location only. Faxed and emailed proposals will not be accepted.

3.2. Evaluation Process

- A. The evaluation of proposals received on or before the due date and time will be conducted in three phases. If a proposal does not meet the requirements of the Administrative Review phase, it will not be evaluated in future phases.

(1) **Administrative Review:** The Purchasing Department will review all proposals to determine if they meet the following requirements:

- a. Submitted by deadline
- b. Separate technical submission does not include any information from the Financial Proposal
- c. The Proposal Certification Signature Page has been submitted with original signature
- d. Proposer indicates with a statement in the Executive Summary that the proposer meets the Mandatory Minimum Requirements listed in section 4.0 of this RFP

(2) **Technical Proposal Evaluation:** Technical proposals which pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 600 points.

- a. Proposals will be scored according to the requirements listed in the Technical Proposal Requirements section (5.0) of this RFP and assigned maximum points as indicated in the table below.
- b. The following are the maximum possible points of each category:

Category	Maximum Points	Percent
Qualifications of Company and Key Team Members	60	10%
Experience and demonstrated ability of the firm in providing similar services in the past	60	10%
System components, project management methodology, and fit of solution to MCSD requirements	240	40%

Vendor Demonstration of solution addressing the points in simulation script APPENDIX F	240	40%
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The Technical Proposal with the highest technical points will be adjusted up to a score of 600. All other Technical proposals with 450 or more points (75% of maximum points available) will receive a prorated technical score calculated using the following formula:

$$P/H \times (\text{Maximum points available for Technical Proposal}) = V$$

Where: P = Technical points of the proposal being adjusted
H = Original technical points of the highest ranking proposal
V = Assigned score for proposal being adjusted

(3) Financial Proposal Evaluation:

- a. Proposers shall use only the Financial Proposal Forms provided with the RFP to supply pricing information.
- b. Financial Proposals can receive a maximum of 400 points (the number of points difference in the maximum technical score and 1000 points). The Financial Proposal with the lowest cost will be awarded the full score of 400. All other Financial Proposals will receive a prorated score calculated using the following formula:

$$L/P \times (\text{Maximum number of points available for Financial Proposal}) = V$$

Where: L = Total Cost of the proposal with the lowest cost
P = Total Cost of the proposal being adjusted
V = Assigned score for proposal being adjusted

- B. The scores earned by each vendor for each step will be combined and the committee will review the combined score and make a recommendation to award to a vendor.
- C. The final award of this proposal is contingent upon the approval of the Board of Education.
- D. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Vendor of choice.
- E. Vendors responding to the original RFP will be notified of their selection or non-selection after the date of Vendor selection.

4.0 MANDATORY MINIMUM REQUIREMENTS

4.1 Proposers Business Qualification Requirements

- A. Proposer is licensed to do business in the State of Georgia, is in good standing with federal, state and municipal jurisdictions to conduct business with the District, and is not under investigation or engaged in litigation that would hinder the conduct of business.
- B. Proposer has presently, or will have at the time of implementation, the professionals, technicians and supporting staff necessary to deliver the proposed goods, services and systems.
- C. Proposer has presently, or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed goods, services and systems.
- D. The proposer must be able to provide all required services in an equitable fashion through the District.
- E. The proposer must be fully capable of delivering a solution inclusive of all required services described herein as a part of their proposed solution.

4.2 Submission Requirements

- A. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested under Section 5.0.
- B. The proposer must submit a completed Financial Proposal using the provided form (Appendix B).
- C. The proposer must submit a sample contract.
- D. The proposer must submit the signed Proposal Certification page (Appendix A).
- E. The proposer must submit Appendix E – Functional Requirements Matrix.
- F. The proposer must submit Appendix D – Certification Regarding Lobbying.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Proposer must demonstrate their ability to satisfy all Qualification and Technical Requirements as stated in the Scope of Work as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following sequence and

labeled with the corresponding titles stated below using the same outline numbers. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

5.1 Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. **It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.**

5.2 Table of Contents

The Table of Contents and proposal will conform to the order, headings and sub-headings of this RFP as appropriate.

5.3 Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications. Include the following proposer Information:

- Company name, parent company name
- Address, city, state and zip of business offices
- Type of ownership
- State of incorporation
- Primary project contact name, title, phone, email, address, city, state and zip
- Federal Tax ID number

Include the following descriptive information:

- State the nature and scope of the business
- Brief history of the business
- Length of time the company been licensed to do business
- Size of the organization
- A brief organizational chart showing the positions that will be involved with this project. **For each employee who will be involved in the MCSD project, include:**

tenure, detailed information of their background, degrees, certification, experience, and role they will play in the MCSD project.

- State the business philosophy and mission statement
- Briefly describe the three most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that proposer is currently engaged in or has completed within the past two years. **Provide for each reference the customer name, contact name, title, telephone number, contract dates, and description of the project.**

Describe other qualifications that may be used to assess proposer's capabilities. Please note that the District recognizes that the information requested may not apply in full to the goods, services or systems in this RFP, but the highest point levels will be awarded to those proposals where the respondent has clearly described additional reasons that the District may consider in establishing an enhanced and more productive business partnership.

5.4 Financial Stability

The proposer will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the proposer will provide their most recent audited financial report.
- If a private company, the proposer will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the proposer's financial stability.

5.5 Business Litigation

The proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

5.6 Conflicts of Interest

Address the potential, if any, for conflict of interest.

5.7 Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Vendor's proposals meet stated requirement and any discovered deviation will result in disqualification of the proposal.

5.8 Proposed Solution

The evaluation process will award the highest point levels to responses that most definitively and completely describe the aspects of the proposed service delivery.

1. Describe in detail the solution you can offer that best meets the MCSD requirements (be specific – is it hosted vs. on MCSD servers, what credit cards are accepted, email notifications, security, etc.)
2. Explain the project methodology that you will follow to implement the system at the MCSD.
3. Detail each component and how it will be used by the end user.
4. Share any current limitations to the system, any planned upgrades, training that is offered, and how downtimes are handled.
5. Complete the APPENDIX E-Functional Requirements Matrix.
6. Outline why your system is the best solution for MCSD.

6.0 FINANCIAL PROPOSAL

Complete the Pricing Information Sheet in Appendix B. Complete the tables and provide additional supporting information as required to clarify pricing.

7.0 PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form in Appendix A. Failure to sign this form will result in disqualification.

Appendix A - PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Muscogee County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Muscogee County School District.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted in writing and included with this proposal. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Do you accept purchasing cards as a method of payment? _____

Do you accept electronic fund transfers as a method of payment? _____

Dun and Bradstreet (D & B) number _____

APPENDIX B

FINANCIAL PROPOSAL

PRICING INFORMATION FORM

The financial proposal should include all costs to include, but not limited to, configuration, installation, support, maintenance, training, warranty, equipment, licenses, project management, and transaction/convenience fees as described in this Request for Proposals.

Year 1 – Total Costs = _____

<u>Detailed Description of Each Cost</u>	<u>Each Price - Itemized</u>
_____	_____
_____	_____
_____	_____
_____	_____

Year 2 – Total Costs = _____

<u>Detailed Description of Each Cost</u>	<u>Each Price - Itemized</u>
_____	_____
_____	_____
_____	_____
_____	_____

Year 3 – Total Costs = _____

<u>Detailed Description of Each Cost</u>	<u>Each Price - Itemized</u>
_____	_____
_____	_____

Year 4 – Total Costs = _____

Detailed Description of Each Cost

Each Price - Itemized

Year 5 – Total Costs = _____

Detailed Description of Each Cost

Each Price - Itemized

Costs associated with “C2”, “UD” or “P” responses listed on Functional Requirements Matrix:

Detailed Description of Each Cost

Each Price - Itemized

Comments:

Vendor Name

APPENDIX C

Muscogee County School District Terms and Conditions Specific to the School Nutrition Program

1. **Debarred, Suspended, and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or the Muscogee County School District or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the Muscogee County School District if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.
2. **Contract Extension.** In the event that this Standard Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and services, the Muscogee County School District may, with the written consent of Contractor, extend this Contract for such period as may be necessary to afford the Muscogee County School District a continuous supply of the identified goods and services. Pursuant to O.C.G.A. Section 50-5-64, this Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.
3. **Buy American Act - 7 CFR 210.21-**
Contractor must comply with Buy American Act which states that a school food authority purchase, to the maximum extent practicable, domestic commodities or products. Buy American (1) Definition of domestic commodity or product. In this paragraph (d), the term 'domestic commodity or product' means—(i) An agricultural commodity that is produced in the United States; and (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.
4. **Non-Performance and/or Termination Clauses**
 - a. **Immediate Termination.** This Contract will terminate immediately and absolutely if the Muscogee County School District determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the Muscogee County School District cannot fulfill its obligations under the Contract, which determination is at the Muscogee County School District's sole discretion and shall be conclusive. Further, the Muscogee County School District may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:
 - (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;
 - (ii) The Muscogee County School District determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;
 - (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or

- (iv) The Contractor furnished any statement, representation or certification in connection with the Contract or the bidding process which is materially false, deceptive, incorrect or incomplete.
- b. Termination for Cause.** The occurrence of any one or more of the following events shall constitute cause for the Muscogee County School District to declare the Contractor in default of its obligations under the Contract:
 - (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the Muscogee County School District's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation, the express warranties made by the Contractor;
 - (ii) The Muscogee County School District determines that satisfactory performance of the Contract is substantially endangered or that a default is likely to occur;
 - (iii) The Contractor fails to make substantial and timely progress toward performance of the Contract;
 - (iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or State law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the Muscogee County School District reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
 - (v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;
 - (vi) The Contractor has engaged in conduct that has or may expose the Muscogee County School District or the State to liability, as determined in the Muscogee County School District's sole discretion; or
 - (vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the Muscogee County School District, the state or a third party.
- c. Notice of Default.** If there is a default event caused by the Contractor, the Muscogee County School District shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the Muscogee County School District's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the Muscogee County School District may:
 - (i) Immediately terminate the Contract without additional written notice; and/or
 - (ii) Procure substitute goods or services from another source and charge the difference between the Contract and the substitute contract to the defaulting Contractor; and/or,
 - (iii) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.
- d. Termination upon Notice.** Following thirty (30) days' written notice, the Muscogee County School District may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon

notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the Muscogee County School District up to and including the date of termination.

- e. **Termination Due to Change in Law.** The Muscogee County School District shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:
 - (i) The Muscogee County School District's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Muscogee County School District; and/or
 - (ii) The Muscogee County School District's duties are substantially modified.
- f. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by the Muscogee County School District, the Muscogee County School District shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the Muscogee County School District is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the Muscogee County School District under the Contract in the event of termination. The Muscogee County School District shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.
- g. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the Muscogee County School District, the Contractor shall:
 - (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting there from, and any other matters the Muscogee County School District may require;
 - (ii) Immediately cease using and return to the Muscogee County School District, any personal property or materials, whether tangible or intangible, provided by the Muscogee County School District to the Contractor;
 - (iii) Comply with the Muscogee County School District's instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract;
 - (iv) Cooperate in good faith with the Muscogee County School District, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and
 - (v) Immediately return to the Muscogee County School District any payments made by the Muscogee County School District for goods and services that were not delivered or rendered by the Contractor.

5. **Clean Air/Clean Water Statement** - Compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act (42 U.S.C. 1857 (h) Clean Air and Water Certification**. Contractor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) List of violating Facilities. Contractor will immediately notify the Muscogee County School District of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities. **Compliance with Federal Clean Water Act** - section 508 - (33 U.S.C. 1368) and Executive Order 11738 and Environmental Protection Agency regulations (40 CFR 15)
6. **Civil Rights statement** - In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.
7. **Record retention requirement (5 years per Sec. of State) and access to files – Record Retention and Access**. The Contractor shall maintain books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the Muscogee County School District throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the Muscogee County School District, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the Muscogee County School District reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.
8. **Equal Employment Opportunity Compliance Statement –**
In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. (Voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 ; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

9. **Energy policy and Conservation Act Statement** - Compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat.871)
10. **Minority Firms, Women's Enterprises and Labor Surplus Area Firms** - It is the intent of the Muscogee County School District to provide maximum practicable opportunities in its solicitations to small businesses, minority firms, women's enterprises and labor surplus area firms.
11. **Non- Collusion** - Contractor must comply with USDA Federal Regulations regarding procurement for Child Nutrition Programs - 7 CFR Part 3015 to CFR Parts 3016 and 3019. I further certify that the provisions of the official code of Georgia annotated 45-10-20 et seq. have not and will not be violated in any respect."

12. **Copyrights and Patents -**

48 CFR-Chapter 1-Subchapter H- Part 52.227-2 - Notice and Assistance Regarding Patent and Copyright Infringement.

(a) The Contractor shall report to the Muscogee County School District, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

(b) In the event of any claim or suit against the Government on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed under this contract, the Contractor shall furnish to the Government, when requested by the Contracting Officer, all evidence and information in the Contractor's possession pertaining to such claim or suit. Such evidence and information shall be furnished at the expense of the Government except where the Contractor has agreed to indemnify the Government.

(c) The Contractor shall include the substance of this clause, including this paragraph (c), in all subcontracts that are expected to exceed the simplified acquisition threshold.

52.227-3 - Patent Indemnity

(a) The Contractor shall indemnify the Government and its officers, agents, and employees against liability, including costs, for infringement of any United States patent (except a patent issued upon an application that is now or may hereafter be withheld from issue pursuant to a Secrecy Order under [35 U.S.C. 181](#)) arising out of the manufacture or delivery of supplies, the performance of services, or the construction, alteration, modification, or repair of real

property (hereinafter referred to as “construction work”) under this contract, or out of the use or disposal by or for the account of the Government of such supplies or construction work.

(b) This indemnity shall not apply unless the Contractor shall have been informed as soon as practicable by the Government of the suit or action alleging such infringement and shall have been given such opportunity as is afforded by applicable laws, rules, or regulations to participate in its defense. Further, this indemnity shall not apply to—

(1) An infringement resulting from compliance with specific written instructions of the Contracting Officer directing a change in the supplies to be delivered or in the materials or equipment to be used, or directing a manner of performance of the contract not normally used by the Contractor;

(2) An infringement resulting from addition to or change in supplies or components furnished or construction work performed that was made subsequent to delivery or performance; or

(3) A claimed infringement that is unreasonably settled without the consent of the Contractor, unless required by final decree of a court of competent jurisdiction.

13. Originality and Title to Concepts, Materials, and Goods Produced - Contractor represents and warrants that all the concepts, materials, goods and services produced, or provided to the Muscogee County School District pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Contractor represents and warrants that the concepts, materials, goods and services and the Muscogee County School District’s use of same and the exercise by the Muscogee County School District of the rights granted by the Contract shall not infringe upon any other work, other than material provided by the Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Contract.

14. Lobbying - The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making

of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Complete the Disclosure Form To Report Lobbying

15. **HACCP REQUIREMENTS** - The Muscogee County School District expects a Hazard Analysis Critical Control Point (HACCP) plan to be in place by potential vendors and their manufacturers. Prior to awarding the bid, the Muscogee County School District may require documentation verifying that a written HACCP plan is followed.
16. **TRADE NAME, CHILD NUTRITION (CN) LABELS AND GRADE**

- a) Bidders are required to list packer, manufacturer, manufacturer's code (item number) brand, where indicated on bid documents.
- b) When bidding house labels, Bidder is required to indicate packer name, packer location and product number.
- c) Grade must be listed for all food products.
- d) Upon request, the vendor shall submit CN labels; nutritional analysis sheets; ingredient lists; prep/cooking instructions; and reports indicating meat/meat alternates; breads; fruits; and vegetables to document compliance with specifications. All food items shall be properly labeled.

17. METHOD OF SHIPMENT/DELIVERY

- a) Orders and deliveries - Orders and deliveries shall be supplied by the vendor as requested and specified except during an emergency and on holidays.
- b) All orders are to be delivered Monday through Friday. For Elementary Schools, deliveries shall be from 6:30am to 1:00pm, Middle Schools shall be from 7:30am to 2:30pm and High Schools shall be 7:00am to 2:00pm. High Schools will not accept ANY deliveries on THURSDAY.
- c) In an emergency situation in which the Muscogee County School District requires delivery in less than 2 days and the vendor cannot provide the goods within the emergency delivery period, the Muscogee County School District has the option to purchase those goods from another source with no penalty to either party.
- d) Delivery schedules that fall on a holiday will be made the following business day.
- e) Delivery of product must be made in a well-maintained refrigerated truck. All deliveries shall be placed in the area designated by the designee. Under no circumstances may a delivery be left outside the building. Deliveries must be received as specified.

18. SUBSTITUTION CLAUSE - Shipments of items with brand name or specifications other than those listed on the bid shall be rejected or returned to the vendor at the vendor's expense unless prior arrangements have been made with the Director of School Nutrition. Substitutions may be made only with prior approval of the Director of School Nutrition. All substitutions must be of equal or greater quality. In no case will an item be accepted if the quality is lower than stated in the bid. Substitutions are to be priced at the same cost per serving as the original awarded item.

19. ESTIMATED QUANTITIES – It shall be understood and agreed that quantities listed as estimates are not guaranteed and may be increased or decreased during the contract period. The Muscogee County School District shall not be held responsible for any unordered quantities.

APPENDIX D – Certification Regarding Lobbying

UNITED STATES DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

APPENDIX E-Functional Requirements Matrix

This section of the RFP contains instructions for responding to the functional requirements specified in Section 1.1 C Scope of Work. In responding to the requirements, the codes indicated below must be used.

Please place one “X” under the appropriate response code column for each requirement.

Y —Yes	Requirement will be met as stated in RFP. This requirement is met by the proposed solution that is installed and operational at other sites and can be demonstrated to the School District.
N —No	Requirement will not be provided.
C1 —Customization	Requirement will be met by customizing existing software, hardware and solutions <u>without any additional cost to MCSD</u> . Note: In the Comments column next to this response, you must indicate the following: Description of customization Party who will perform the work (MCSD or Vendor) Estimated level of effort involved in hours Estimated level of complexity (High, Medium, Low)
C2 —Customization	Requirement will be met by customizing existing software, hardware and solutions <u>with an additional cost to MCSD</u> . Note: In the Comments column next to this response, you must indicate the following: Description of customization Estimated level of effort involved in hours Estimated level of complexity (High, Medium, Low) Estimated associated costs (must also be included the Proposer’s Prices, APPENDIX B VENDOR FINANCIAL PROPOSAL).
UD —Under Development	Requirement will be met by software, hardware or solutions that are currently under development, in Beta test, or not yet released. Note: In the Comments column next to this response, indicate the date when the feature will be available for implementation. If possible, also indicate any additional costs.

P —Planned for Future Release	Requirement is planned for a future release software or firmware or solutions. Note: In the Comments column next to this response, indicate the date when the feature is projected to be available for implementation. Also indicate whether this future release will be freely available to the district or will require an additional cost. Provide an estimate of any additional costs, if available (must also be included the Proposer’s Prices, APPENDIX VENDOR FINANCIAL PROPOSAL).
3 —Supplied by 3 rd Party	Requirement will be met by third-party software package that is included in this proposal. Note: In the Comments column, indicate the name of the proposed third-party solution package and indicate the interface/integration services being proposed.

Notes:

1. An omitted response will be assumed to be “N.”
2. Only one response per requirement will be accepted with the exception of a “3” response which may be added to any other response (ex. “Y”&”3”- would indicate requirement is met by third party solution; “C2”&”3”- would indicate the requirement can be provided for an additional fee for customization by third party provider). Multiple responses involving other response combination options will be re-coded at the discretion of the School District.
3. Any deviation from the response codes will be re-coded at the discretion of the District.
4. Costs associated with “C2”, “UD” or “P” responses should be clearly shown in the Comments column and must be included in the Vendor Financial Proposal.

Ref. #	RFP FOR PAYMENT MANAGEMENT SYSTEM AND SCHOOL NUTRITION PROGRAM SOFTWARE	ONE RESPONSE PER REQUIREMENT (SEE EXCEPTION NOTED IN NUMBER 2 ABOVE)							COMMENTS
		Y	N	C 1	C 2	U D	P	3	
<i>FUNCTIONAL REQUIREMENTS</i>									
<u>1.0 System Wide/Communications</u>									
1.1	Provide fully documented, printed training workbook masters.								
1.2	On-line system available.								
1.3	All enhancements and updates are fully documented including on-line help.								
1.4	Special function keys and their use are displayed.								

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1.5	Has a “users” group that meets and actively seeks input into enhancements.								
1.6	Maintains a help desk in operation during normal business hours Eastern Time.								
1.7	Periodic written communication with active users.								
1.8	Can assign passwords to menu options. Can assign different password levels to any menu.								
1.9	All reports can be output to the display screen, a printer, or in ASCII format to a file.								
1.10	Provides data backup and restore option for all data and modules.								
1.11	Basic licensing includes facility for multiple users throughout Muscogee County Schools to review and report data.								
1.12	Will automatically correct for upper/lower case when entering names and addresses.								
1.13	Multiple computers can be used to perform central offices functions.								
1.14	Can send email messages from the Central Office Site to the school and vice versa.								
1.15	Implements true multi-tasking functions.								
1.16	System must have a graphical user interface utilizing at least 32-bit technology.								
1.17	System has an on-screen calculator and calendar.								
1.18	System has large easy to read buttons with detailed explanations as to the operation of each.								
1.19	Vendor has on-line training program to learn all modules of the system.								
1.20	Default values for certain data fields maybe selected.								
1.21	System allows for import of employees from MCSD’s SIS.								
1.22	Allows for the setup of Chart of Accounts.								
1.23	Confirm exit upon leaving portions of the system.								

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1.24	System has an on-screen clock that displays hours and minutes.								
1.25	System supports real-time data updating for all back office functionality.								
1.26	Central Office Staff or Technical support staff can monitor or shadow terminal operations to walk users through problems or do additional training.								
1.27	Support Windows CE operating system for hand held and tablet Computer devices used for portable POS functions.								
1.28	Employee's Exchange account logins can be used to control access to system.								
1.29	System supports Family accounts where funds can be shared among a group of students.								
1.30	Network data traffic is minimized by exchanging updated rather than entire Files (Merge Replication).								
1.31	Vendor will actively seek Schools Interoperability Framework compliance.								
1.32	Vendor can create custom interface between Vendor Software and MCSD SIS / Financial System.								
1.33	Vendor can create custom interface between Vendor Software and local are businesses for electronic invoicing purposes.								
<u>2.0 Free and Reduced</u>									
2.1	General System Requirements – Supports multiple users accessing the same database at the same time with record locking.								

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2.2	System Setup <ul style="list-style-type: none"> Set default city, state, zip, or area code to auto-fill fields during data entry. User-definable income guidelines for eligibility by household size. User-definable notification letters supporting header, body, and footer Information and multiple languages. 								
2.3	User's Choice Application Data Entry Options: <ul style="list-style-type: none"> Preset for family application entry. Automatically builds household size Require reason for changes Require entry of student grade. Require entry of student homeroom. Require entry of student I.D. number. 								
2.4	User-definable Approval Duration.								
2.5	User's Choice for Optional Student Fields. <ul style="list-style-type: none"> Student Age Student birth date Student homeroom 								
2.6	User's Choice Optional Household Fields <ul style="list-style-type: none"> Household home phone Household business phone/daytime phone Household address Household apartment Household state Household zip Household race 								
2.7	Retain application history for next year's applications								

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2.8	<p>Application Processing</p> <ul style="list-style-type: none"> • Single screen application entry • Start by selection of student from enrollment database, automatically entering student • Start by selection of guardian from household database, automatically entering student • Keep history and track changes for multiple years • Retrieve applications by student name, guardian name, household ID, application status, guardian social security number, address and phone number 								
2.9	<p>Letters</p> <ul style="list-style-type: none"> • User-definable Header, Body, and Footer for each type of notification letter • Selectable fields to include notification letters for mail-merge • Multiple languages • Notification of status for the year and Status Change Letters • Other user-definable types of letters • Detailed incomplete application letter automatically generated when the application is missing information. 								

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2.10	<p>Verification</p> <ul style="list-style-type: none"> • Random or Focus selection for Verification • Choice to exclude from verification those verified previous year • Choice to exclude from verification applications with same address • Easy addition to verification list • Automatic verification notice • Automatic notification of verification of status • Automatic update of application with verification status 								
2.11	<p>Reporting</p> <ul style="list-style-type: none"> • . Report Query Selection Criteria <ul style="list-style-type: none"> ○ Only processed applications ○ Only applications with changes ○ Date range of changes • Report Groupings <ul style="list-style-type: none"> ○ All applications ○ Active applications ○ Inactive applications ○ Withdrawn applications ○ Denied applications ○ Selected for verification ○ Selected for verification and no reply ○ Directly Certified (must provide sub categories of homeless, foster, or food stamp) ○ Foster 								

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2.12	Report Display Options: <ul style="list-style-type: none"> • Display to screen • Save as text • Save as MS Word • Send to Printer • Export – Excel.pdf 								
2.13	Standard Reports: <ul style="list-style-type: none"> • Student/household address report • Student rosters • Daily activity report • Eligibility summary report – showing number of Free, Reduced, Denied, Withdrawn, , Food Stamp, Directly Certified (with Sub-categories), and Foster per school and total for Muscogee County Schools • Application productivity report by operator <ul style="list-style-type: none"> ○ Created or edited items ○ Both created or edited items 								
2.14	Custom Enrollment interface for existing MCSD SIS (Infinite Campus) <ul style="list-style-type: none"> • Adds and edits student and guardian information based on student information system records • Compare full download file and make appropriate adds and edits or take incremental changes • Verify enrollment, identifying students in the database as household members but no longer living in attending school 								
2.15	POS Interface								
2.16	Automatically downloads enrollment changes to point of sale system								
2.17	Automatically downloads eligibility changes to point of sale system								

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2.18	Database Utilities <ul style="list-style-type: none"> • Yearend rollover utilities • Option to set all eligibility status to temporary status with expiration date for the beginning of the new school year • Option to purge applications • Option to graduate students in the highest grade, when not provided by Download • Option to move students to the next grade when not provided by download • Option to purge data, such as empty applications, based on user-defined Criteria • Database Maintenance Schedule 								
2.19	Direct Certification <ul style="list-style-type: none"> • Import database of students directly certified as free and automatically generate letters notifying students of their eligibility for meals at no cost. • Provide user-definable import utility to map direct certification data to exiting database 								
2.20	Quick Entry Application Screen								
2.21	Comment section on Application Screen								
2.22	Ability to view full reason for application change on the History Screen								
2.23	Search by phone number to locate application								
2.24	Allows for changing of signing member when setting a new member as the signer								
2.25	Ability to edit pending status effective date and record for editing pending status effective date change								
2.26	Check-off roster, five day and twenty day, for schools without POS								

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2.27	All eligibilities in applications selected for verification with no response can be automatically set to deny eligibility								
2.28	Verification Reports show which are food stamps and non-food stamps/FIP								
2.29	Cross Reference Report will cross-reference the students by their guardians								
2.30	Additional fields available for up to five user defined values								
2.31	Enrollment summary report displaying percentages of each eligibility category (last four digits of the guardian's Social Security Number is a required field)								
2.32	Ability to exclude Pre-K and/or Kindergarten grades from enrollment summary reports								
2.33	Ability to scan applications.								
3.0 Point of Sale									
3.1	Provides multiple methods for patron identification.								
3.2	Provides for bar-coded ID card.								
3.3	Provides for light pen or wand.								
3.4	Provides for keypad-input device.								
3.5	Provides for biometric-input device.								
3.6	Allows for ID to be entered by cashier.								
3.7	Provides for on-line query by name, PIN, or ID.								
3.8	Supports ID number up to 11 digits.								
3.9	Provides touch screen option at point of service.								
3.10	Menu item lookups by category.								
3.11	Automatically detects second reimbursable meal and charges a la carte or second Meal price.								
3.12	Automatically detect ID entry from students from other schools and process Claim meals according to their eligibility at the other school.								

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3.13	Log reimbursable sales to students not in the database without leaving the sales screen for audit purposes.								
3.14	Support No ID cash sales.								
3.15	Leave balance information for last student's transaction on the screen so that operator/cashier can answer questions regarding remaining balance of last student while moving on to next student.								
3.16	Provide drag and drop menu graphical menu planning for placement of menu buttons.								
3.17	Support multiple Point of Service terminals per school including vending machines..								
3.18	Block multiple reimbursable meal sales for facilities having multiple Point of Service terminals.								
3.19	Allows cash or charge for each transaction when appropriate.								
3.20	Supports prepayment at the Point of Service or by other online means.								
3.21	Apply change to account without leaving sales transaction.								
3.22	Provides option for student to charge up to a specified limit.								
3.23	Allows each school to set charge limits per category of eligibility and over-ride per student.								
3.24	Provides capability of pre-payment at other locations (office, homeroom, central office, etc.).								
3.25	Provides prepay documents, listing all students and account information for notation of amount prepaid.								
3.26	Displays and prints a detailed report of student's daily, weekly, monthly and yearly activity. Allows Central Office staff to access reports from previous years.								
3.27	Reports menu items by item name, taken by each patron.								
3.28	Determines participation percentage by eligibility category.								
3.29	Determines overage and shortages for each cashier.								

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3.30	Provides ability to download menu items from central office via WAN.								
3.31	Include picture ID, notes (dietary note), name, ID, and account balance in student Information sales display. Special Dietary needs must be noted at POS in a manner to alert the cashier.								
3.32	Support automatic meal deduction.								
3.33	Support sales by class roster on screen.								
3.34	Support right and left handed screen for cashiers.								
3.35	Includes sales journal lookup.								
3.36	Allow correction voiding and correction of sales transactions, password protected.								
3.37	Support grade, student, and adult sensitive pricing.								
3.38	Point of Sale hardware specifically designed for school food service.								
3.39	Utilize industry standard Ethernet and wireless networking at multiple terminal sites.								
3.40	Prints bar-coded roster sheets by homeroom.								
3.41	Prints bar-coded patron labels.								
3.42	Prints emergency roster with coded meal status for manual sales during long-term power outages and the like.								
3.43	Supports electronic cash drawers.								
3.44	Supports standard as well as premium-priced meals.								
3.45	Ability to display patron picture at any terminal during sales for ID verification.								
3.46	Allows user to maintain patron eligibility confidentiality.								
3.47	Menu plans, items, and prices can be set at the Central Office and transferred to the sites.								
3.48	Letters can be created at the Central Office and sent to the sites.								
3.49	Transferred students can be transferred between schools centrally.								

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3.50	Each POS will continue operation without interruption when the server/managers workstation is down, providing redundancy and increased uptime.								
3.51	Ability to create custom letter templates using crystal reports or Microsoft SQL reporting.								
3.52	Mail merge functionality is supported.								
3.53	Support eligibility expiration warning prompt to user upon entering system.								
3.54	Support combined and separate tracking and reporting on different profit centers within the same school site, such as, NSLP, Head Start, vending, special programs, catering and satellite schools.								
4.0 Central Office Management									
4.1	Support central menu item and menu creation and maintenance.								
4.2	Automatically updates the database with USDA recipes and inventory items.								
4.3	Allow schools to scale recipes to meet their individual participation demands.								
4.4	Automatically update the nutrient information on each inventory item as it is rebid.								
4.5	Provide drag and drop graphic design of menu grids.								
4.6	Provide easy grouping of school (early childhood, elementary, K-8, and high) for communication of menus to schools								
4.7	Allows Central Office Administrators to edit menu to block editing.								
4.8	Support receiving prepayments at central location, automatically depositing payments to account at school site.								
4.9	Support manual and automated transfer of account and balance on account from one school site another.								
4.10	Control year end roll-over from central office.								

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4.11	Propagate software program updates from central office to every site computer and POS computer, if on WAN.								
4.12	User-definable data entry screens to match worksheets and daily reports.								
4.13	Reimbursement rate tables including "severe need".								
4.14	Automatic import/update of reimbursement rate tables								
4.15	Allows ability to update State Attendance Factors on an annual basis.								
4.16	Define sites a "severe need" site or not, and city, and state tax.								
4.17	Support snack programs.								
4.18	Allow enrollment figures to be entered by site and by profit center within a site.								
4.19	Support at least 20 characters in Chart of Accounts number for interface with accounting systems and state reporting.								
4.20	Supports all reimbursement Claims Reports for state reporting.								
4.21	Supports a multitude of custom reports based on daily, weekly, monthly End of Day operations								
5.0 Inventory Management									
5.1	Provides perpetual and/or periodic counting methods for each site.								
5.2	Permits the entry of unlimited inventory items into the central office site.								
5.3	Allows look-up of any item by either item number or item description.								
5.4	Allows reports to be printed by product groupings.								
5.5	Allows user-defined product groupings, such as commodity, produce, supplies, etc.								
5.6	Allows an additional field for test remarks in addition to the inventory item description.								
5.7	Allows different units of measure for ordering product from vendors and counting inventory.								

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5.8	Stores fair market value of commodity items for determining inventory values as well as book value.								
5.9	Can choose book value or fair market value when printing Inventory reports.								
5.10	Shows quantity on hand in both printed and the item window.								
5.11	Quantity on hand can be updated manually or through the purchase/receiving program.								
5.12	Quantity on order for each inventory item is automatically updated when a purchase order is issued to a vendor.								
5.13	Allows for re-order point and minimum re-order quantity for each inventory item.								
5.14	Has a re-order report showing inventory items which have reached the re-order point established by the user.								
5.15	Marks units that have been requested (but not yet delivered to sites) through the entry of an inventory requisition.								
5.16	Allows user to designate a substitute item for site requisitions that force the sites to order an alternate item (i.e. commodity applesauce instead of Motts)								
5.17	Can display an Inventory Tracking report for any item in inventory, showing all transactions for that item.								
5.18	Stores the vendor from whom each item was last purchased, along with the unit cost and date purchased.								
5.19	Vendor cost, commodity cost, and information is updated automatically when purchase order is entered.								
5.20	Allows cafeterias at remote locations to access the inventory requisitioning software via network, with security to prevent access to other areas of system and other schools' information.								

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5.21	Automatically calculates monthly shipments to preparation sites by item.								
5.22	Requisitioning function allows entry of the date needed.								
5.23	Upon entry of a warehouse requisition, the system displays the number of units currently available in inventory for that item.								
5.24	Prints an inventory catalog for all items in inventory.								
5.25	Prints an inventory catalog for only items used by an individual site.								
5.26	Inventory catalog should show for each item: quantity on hand, order unit, order cost, year to date usage.								
5.27	Able to receive items purchased with or without creating a purchase order.								
5.28	Uses the weighted average costing method of valuing inventory.								
5.29	Weighted average costs are automatically updated as items are received into inventory.								
5.30	Stores vendor names, addresses, phone and fax numbers, tax ID numbers, contact name, address, and phone number for each vendor and our customer account number.								
5.31	Prints a report for 1099 processing that shows each vendor's tax ID and total value of all purchases from each vendor for the year.								
5.32	When perpetual inventory is used at the cafeterias, each school can enter the items used at the end of the day, week, or month.								
5.33	When perpetual inventory is used at the cafeterias, the central office can approve or deny requisitions from the site by item or by order.								
5.34	Prints an inventory stock on hand report showing for each item, the number of units on hand, weighted average cost per unit and total value for on hand for the item.								
5.36	Prints a site physical inventory form that reflects only items used by the site.								

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5.37	Inventory forms do not show the number of units on hand from the perpetual inventory record so that each item must be counted.								
5.38	Allows entry of physical inventory totals in the same sequence on the screen as on the physical inventory worksheet.								
5.39	Prints an adjustment report showing the differences between the perpetual tracking and the physical inventory counts, with the dollar value of the adjustment.								
5.40	Prints a report of all items received without a purchase order.								
5.41	Ability to automatically post inventory transactions and adjustments to the general ledger, including tracking for all shipments to sites at central office only.								
6.0 Purchasing									
6.1	Allow user-assigned purpose order numbers or system-assigned purchase order numbers.								
6.2	Purchase order entry screens must default information from the vendor file.								
6.3	Provide pop-up or hot key access to vendor directory from the purchase order entry screen.								
6.4	Ability to enter a minimum of 50 characters of miscellaneous information.								
6.5	Ability to enter quantity required, and have extension automatically calculated.								
6.6	Automatically default the last price paid for the item when entering the purchase order and default that price into the purchase order. Operator must be able to override the defaulted price.								
6.7	Allow for the entry of an open purchase order. Must show original amount and amount available.								
6.8	Print purchase order, including vendor address and delivery information.								

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6.9	Ability to modify the purchase order.								
6.10	Allow entry of quantity received for each item on the order and display whether order has been completed or not.								
6.11	Give the operator ability to receive the entire purchase order, rather than item by item								
6.12	Indicate the number of items received, number still on order, and any items returned to vendor.								
6.13	Automatically update on hand inventory quantities in inventory master file.								
6.14	On line storage of closed purchase orders, with ability to search for and retrieve them on line.								
6.15	Print a report showing incomplete purchase orders, or orders where receipts differ from what was ordered.								
6.16	Print a report showing purchase order detail.								
6.17	Print a report showing order receipts.								
6.18	Track historical information on items received by item number.								
6.19	Track information on items received by purchase order number.								
6.20	Track information on items received by date.								
6.21	Track and tally purchases from each vendor and provide year to date and prior purchase totals.								
6.22	Ability to account for surcharges when receiving invoices								
7.0 Online Payment Systems									
7.1	Provide district/system-wide program to give MCSD the ability to receive payment types such as : <ul style="list-style-type: none"> • Credit card payments • Debit card payments • E-check payments • Money Orders 								

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7.2	Payments capable of being accepted <ul style="list-style-type: none"> • Online • Point of sale terminal • Hand-held (wireless, self-contained) terminal • Kiosk • Mobile phone applications (IPhone, Android, Blackberry app) 								
7.3	Types of payments that will be accepted (to include but not limited to) <ul style="list-style-type: none"> • school nutrition charges • tuition • class dues and fees • library lost/damaged books and overdue library fines • school products - yearbooks, class rings, athletic uniforms • field trips and school activities • gate receipts for events • donations • after school daycare charges • Possibility of accepting location rental or transportation fees. 								

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7.4	Provides for : <ul style="list-style-type: none"> • Full reporting capability – including student rosters and general ledger account code charges for 1 full school year. • Easy reconciliation • Allow customers to see balances on account and set up automatic payments • Access 24 hours a day, seven days a week • Customer billing capability • Secure site allowing customers to view only their information • Itemized payment confirmation • Transaction fees charge to MCSD customers • No upfront cost or monthly fee to MCSD • Web-based • Ability to manage registration and all payments in one location 								
7.5	Provides for ability to: <ul style="list-style-type: none"> • Enter, update and manage product catalogs from central and distributed locations (i.e. schools can update their catalogs independently) • Enter, update and manage pricing guides from central and distributed locations (i.e. schools can update and price independently of other facilities for campus based charges while district level charges are managed centrally) 								
8.0 Project Management									

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8.1	<p>Approach provides complete project planning aspects and documentation to include:</p> <ul style="list-style-type: none"> • Scope of project • Schedule of tasks and sequence • Provide and identify milestone events that can serve as checkpoints for the client. • Assumptions • Risks/ Issues • Roles and Responsibilities • Communication –to include the responsible parties, the method of communication, and the frequency 								
8.2	<p>Maintain project documentation for completeness and accuracy as project evolves to include:</p> <ul style="list-style-type: none"> • Building of the Schedule, using placeholders and estimates until more details are known. • Maintenance of all Risk/Issue logs for completeness. • Provide written weekly status reports 								
8.3	<p>Manage the effort and schedule and project milestone events to include:</p> <ul style="list-style-type: none"> • Activities tied to payment cycles • Monthly project reviews with stakeholders 								
8.4	<p>Manage and communicate issues to include:</p> <ul style="list-style-type: none"> • Developed and documented issue management plan • Maintenance of issue log for current status, identification and classification of all issues 								
8.5	<p>Manage Scope to include:</p> <ul style="list-style-type: none"> • Develop and document a formal scope change and approval process. 								

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8.6	Manage Communications to include: <ul style="list-style-type: none"> • status reporting and meetings in both in person and documented format • Assist in communications with MCS D staff and community for product features and launch materials • Formally and informally communicate with MCS D Project Management Office • Formally and informally communicate with project sponsors, key stake holders, and executive steering committee Minimum seller								
8.7	Manage and communicate risks to include: <ul style="list-style-type: none"> • Developed and documented risk management plan • Maintenance of risk log for current status, identification and classification of all risks and response plans 								
8.8	Quality Assurance and Customer Acceptance to include: <ul style="list-style-type: none"> • Documented acceptance process and procedures 								
8.9	Closure activities to include: <ul style="list-style-type: none"> • Project closure reports featuring activities accomplished, activities deferred, and lessons learned • Final ‘as delivered’ documentation for work completed • Final acceptance and signature process • Final user and support training 								
8.10	Project Management Team <ul style="list-style-type: none"> • Six Sigma Certification of entry level or higher 								
9.0 Technical Interfaces and Considerations									

Ref. #	RFP FOR PAYMENT MANAGEMENT SYSTEM AND SCHOOL NUTRITION PROGRAM SOFTWARE	ONE RESPONSE PER REQUIREMENT (SEE EXCEPTION NOTED IN NUMBER 2 ABOVE)							COMMENTS
		Y	N	C 1	C 2	U D	P	3	
9.1	Ability to use LDAP authentication functionality supplied by MCSD Active Directory instance for Students and Employees. (Students use a 10 digits GTID supplied by the Georgia State DOE, MCSD employees use a 7 character alpha numeric ID generated by the HR system).								
9.2	Ability to create accounts and provide secure authentication for other potential consumers that are not students or employees.								
9.3	Ability to provide parents/guardians ability to manage multiple student accounts and, possibly, manage an employee or patron account from a single account.								
9.4	Ability to receive and populate student accounts from MCSD Student Information System Infinite Campus.								
9.5	Ability to receive and populate employee accounts from MCSD ERP system SunGard's Business Plus.								
9.6	Can use the Lenovo Think Centre Edge 91Z or equivalent as the POS terminal. (The current contract for computing devices relies on Lenovo products. It is assumed that any change to that would result in equal or better product)								
10. Financial Transactional Requirements									
10.1	Provide daily transactional reports in CSV format. Convert all Current MCSD financial reporting to new system.								
10.2	Provide financial Key- Object-Location level details for each transaction to support reconciliation								
10.3	Provide manner to distinguish AMEX transactions from other transactions. (It is not decided that MCSD will accept AMEX at this time).								
10.4	Ensure all transactional processing fees are paid by consumers as "convenience fees".								

Ref. #	RFP FOR PAYMENT MANAGEMENT SYSTEM AND SCHOOL NUTRITION PROGRAM SOFTWARE	ONE RESPONSE PER REQUIREMENT (SEE EXCEPTION NOTED IN NUMBER 2 ABOVE)							COMMENTS
		Y	N	C 1	C 2	U D	P	3	
10.5	Provide conversion of all Financial and state reporting. <ul style="list-style-type: none"> This will include an user friendly Interface from the SNP software 								

Appendix F-Vendor Simulation Script

This section of the RFP contains the general minimum script that must be demonstrated during a vendor demonstration simulation

SIMULATION

Muscogee County School District will select and invite Vendors to our location for the purpose of providing an in depth simulation of proposed system capabilities.

The vendor will be required to demonstrate their systems with a focus on the key features. The vendor will demonstrate system capabilities through a simulation in a test environment to be run on the Muscogee County City School District wide area network described as follows.

Simulation Set Up:

Muscogee County School District will:

- Provide a simulation environment including workstations, a server, and networking components as needed as shown at the end of this script.
- Provide a download of student data, from multiple files, to be imported by the vendor. (The vendor will need to specify the file format).
- Provide a lab setting including a server, printers, and a wide area network.
- Commit to a full day of uninterrupted time for each vendor to thoroughly review system capabilities. In addition, the Muscogee County School District will provide one full day prior to simulation set up.
- Provide technical support necessary to assist the vendor in the set up and operation of this simulation.

Simulation Demonstration:

The outcome of the simulation demonstration will play a role in the Muscogee County School District choice of vendor. The choice of vendor will be predicated on the vendor's ability to provide clear evidence that the system requirements of MCSD can be met. The simulation will be designed to provide answers to and simulate the following key features:

Online Payment Systems

- Product catalogs setup and maintenance (District wide and Campus based)
- Pricing maintenance (District wide and Campus based)
- Demonstrate payment options (Credit/Debit Cards, E-checks, Money Orders)
- Demonstrate payment processing locations (Online, POS, Hand Held, Kiosk, Mobile phone App)

- Demonstrate purchases for variety of objects (School Products and Activities, Dues and Fees, School Nutrition Charges, Donations, etc.)
- Reporting and reconciliation options for customers, campuses, and district users.

Point of Sale

- Start of day procedures
- Conduct a Breakfast and Lunch meal service
- Account deposits and refunds
- Transaction corrections
- Adding new student “in line”
- Loss of network connectivity
- Report capabilities
- Close out procedures
- Access to all student data
- Prepayment options

Free and Reduced Application Processing

- Initial application entry
- Change of status entry
- Transfer of Free and Reduced data to other Point of Sale modules
- Tracking ability
- Rollover capabilities
- Report capabilities
- Verification process
- Letter options and/or editing capabilities
- Family versus individual application
- Comment field
- Direct certification processing
- Foster/emancipated students
- Application scanning

Central Office Management

- Controlled access to information – System security
- Transferability and prioritization of data
- Year-end turnover
- Internal site messaging
- Remote access capability
- Menu creation and maintenance
- Automatic daily transfer of data
- Daily Reports – Site based and consolidated
- Custom report generation
- Special program Support

Inventory Management

- Barcode scanning capabilities for physical inventory
- Inter-school transfer of stock
- Perpetual inventories for sites and district

- Preloaded editable bid specifications
- Inventory usage information for 5+ years
- Shelf life of inventory items tracking
- Unlimited inventory item ability

Procurement

- Bid Analysis module
- Site orders and receiving reports by vendor
- USDA Commodity substitution
- Menu forecasting
- Customization of ordering screen
- Editing of site orders by central office
- Backorders, past due items, and open orders
- Inventory automatically updated

Production

- Production worksheets
- Pull sheets
- Usage
- Costing
- Production records
- Employee scheduling

Menu Planning

- Preloaded
- Nutrient Analysis
- Recipe and menu cost analysis
- HACCP instructions
- Approved by USDA

Personnel Management

- Time clock
- Lists and reports

Vending Machine Management

- Interface vending with point of sale

Temperature Monitoring System

- Monitors and cooler and freezer temperature
- Notifies authorities when not in compliance
- Records food temperatures throughout production.

MCSD's current setup and systems include the below:

Workstations:

Category	Minimums
Processor	Intel Pentium D (2.8Ghz) up to i5
OS	Windows 7 Pro sp1(32bit)
Memory	2GB
Ethernet Connections	10/ 100/ 1000 Mbps
Hard Drive Space Available	250 Gb HD

2 Servers (1 Database and 1 Web):

Category	Minimums
Processor	Intel Xeon 6 core (3.47Ghz)
OS	Windows Server 2008 R2 sp1 Ent Ed. (64bit)
Memory	32 GB DB & Web 12Gb
Ethernet Connections	10/ 100/ 1000 Mbps
Hard Drive Space Available	400 Gb HD

- 100 serving lines with proprietary terminals. Note: these will be replaced with Touch Screen technology.

Network:

There is no limit of data transfer. Bandwidth is 1 Gbps to each district location.