

**Food Service Department  
Attention: Beth Schwisow  
beth\_schwisow@engschools.net**

## REQUEST FOR PROPOSAL

DATE:	March 6, 2017
DESCRIPTION:	K-12 Back Office Food Service Management Software
CLOSING DATE:	March 15, 2017
CONTACT:	Beth Schwisow at <a href="mailto:beth_schwisow@engschools.net">beth_schwisow@engschools.net</a>

**PLEASE RETURN PROPOSAL VIA EMAIL DIRECTLY TO [beth\\_schwisow@engschools.net](mailto:beth_schwisow@engschools.net)**

**For questions concerning this proposal, please email [beth\\_schwisow@engschools.net](mailto:beth_schwisow@engschools.net) and your question will be added/answered on the frequently asked question list for public view.**

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DELIVERY DATE \_\_\_\_\_ TERMS \_\_\_\_\_

VENDOR/CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED HEREBY AGREES that he/she will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that he/she will furnish all required products in strict conformity with these documents, for the stated prices as payment in full.

AUTH. SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

AUTH. SIGNATURE (PRINT OR TYPE): \_\_\_\_\_

Arapahoe County Schools District No. 1 (Englewood Schools) is an equal opportunity employer. Businesses owned and operated by minorities or women are encouraged to submit proposals. Vendor/contractors to whom a contract is awarded shall not discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, age, religion or disability.

# RFP K-12 Software Arapahoe County Schools District No. 1 Food Service Department

## **Background**

Arapahoe County Schools District No. 1 (Englewood Schools) is located in the town of Englewood in the southwest metro area of Denver, Colorado. The district student population is between 2700-3000 students. The food service department is district based with the menu consisting of between 60-70% scratch prepared items utilizing a primary vendor along with dairy, Department of Defense produce, and chemical vendor. The district does not have a central warehouse. The District is comprised of 4 elementary schools, and Early Childhood Center, 2 high schools and 2 middle schools located on 7 campuses. Meals are supported through National School Breakfast, Lunch, Snack and Summer Food Service programs supported by USDA.

## **Overview**

Arapahoe County Schools District No. 1 (Englewood Schools) *going forward identified as The District*, is requesting proposals for supplying software, training, and ongoing technical support for K-12 Back Office Food Service Management Software for 7 sites in The District located in Englewood Colorado. The goal of the Food and Nutrition Services Department *going forward identified as Food Services* in procuring Back Office software is to increase efficiency, accountability and control throughout its operation in regards to menu, ingredient control, nutritional analysis, perpetual inventory, menu marketing and ease of use by operators.

The District has 7 school kitchen sites with one site serving as the primary Central Kitchen for production of sauces, raw meat, as well as other items to be determined. The Central Kitchen is located in The Englewood Campus *going forward identified as TEC*. All commodity foods are delivered, stored and distributed from the Central Kitchen. All other foods (milk, produce from Department of Defense as well as food from distributor) are ordered by the managers per each kitchen at the other 6 sites. All sites have wireless capability. Food Services will be converting front of house software to Infinite Campus as a part of The District wide conversion for student data base. Food Services currently utilizes NutriKids Menu Planning software (Version 17.5) and NutriKids Sitelite . The District is requesting proposals for Back Office software that can complement Infinite Campus Front Office as necessary.

**Product Requirements – The following description of requirements should be considered the minimum functionality required. Respondents should submit a detailed description of all the possible functions of the software, even if they exceed the following descriptions.**

### **Software will be web/cloud based**

**Central Office/Administrators functions** – the software should have a central office administrator function that can audit site activity and possess edit and final approval for all functions at the site level such as; inventory processes and ordering. The Food Service Central Office *going forward identified as Central Office* should also be provided the ability to audit site completion of digital production records and control the available functions of the site with regard to ordering, recipes, and perpetual inventory. Central Office will be able to change out like ingredients/ pack size/price etc. easily without having to go into each recipe (as changes in ingredients occur throughout year with commodity and commercial availability ie., commodity frozen corn pack 30# is depleted and we purchase frozen corn pack 40# at x price...)

**Recipe Management, Menu Cycles, and Production Records** – Software should support ingredient download from vendor (with nutritional analysis and price), recipe creation and management including recipe search, nutritional analysis, cost-analysis, meal component analysis for USDA verification, menu cycle and production record creation and duplication. Sites should be able manage production records including entering planned, prepared, served and

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leftover numbers per each menu item as well as scale and print recipes. Central Office should be able to audit the status of site production records and pull production reports to track over/under production and consistency with the scheduled menus. Menu cycles must have a USDA verification feature.

**Site and Central Kitchen ordering and receiving** Sites will be able to order from the Central Kitchen as well as ordering and receiving direct delivery by vendors; site's order guides should be fully editable by the Central Office to limit sites order options to only approved items; the ability to order by PO as assigned by Central Office; inventory items should have the ability to reflect bid item pricing as well as current up-loadable pricing from vendor; reporting capabilities including; reports organized by vendor, stock code or invoice number; the ability to view site orders in progress from the Central Office; Central Office ability to edit site orders prior to consolidation; the ability to consolidate site orders for district wide delivery by a vendor.

**Inventory management** – Software must have Site and Central Kitchen inventory management including functions such as; perpetual inventory, inventory value reports by site, inventory movement reports, inventory exception reports, inventory count preview prior to finalizing a physical count. Vendor profiles should be included and inventory items that could be purchased from more than one vendor should be supported (primary vendor and secondary vendor associated with the same stock code). Inventory identification for USDA Foods should have value fields for fair market value (FMV), processing fees (FFS), shipping and handling costs.

**Central Kitchen Ordering/Receiving**– The software should support Central Kitchen operations with regard to placing vendor orders for “warehouse” receipt, an option for bar code scanning based digital receipt, perpetual inventory, physical inventory, and appropriate reporting capabilities like inventory value reports, detailed shipping reports, etc. exportable in a variety of formats. In addition, the software will allow the Central Kitchen to be a “vendor” to the sites and the Central Office has the capability to edit the site orders for the Central Kitchen prior to consolidation, creates pick tickets, will allow edits to the pick tickets without manually adjusting the inventory, and creates shipping receipts for Production Site/Warehouse stock items to the sites. Central Kitchen shipping reports should reflect HACCP time/temperatures requirement fields for the driver as well as the recipient site.

**Online Menu Formatting for Marketing:** Software will include capability for online menu formatting including menu connected to real time data, defined nutrition information, pictures, and availability of multiple languages.

**Daily ordering option:** Students/families are able to place meal order selections in advance electronically. Data will automatically populate to site manager's data base (production records).

### **Note to Vendor:**

Please read the proposal carefully and respond to all submission requirements. Failure to do may result in dismissal of your proposal. The District reserves the right to reject all proposals. If the costs of all proposals are excessive, the District is not required to award a contract.

### **Proposal Submission should include:**

- The server requirements and minimum hardware needs. Please note if any equipment is proprietary and if so what cost.
- The software features/functions for Back Office – if the software has functions or modules in excess of this proposal they may be included but may not impact the decision to contract with the vendor.
- Online demonstration of all features.

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- An implementation plan for installation and training for the software including a timeline. Back Office installation and training must be accomplished by May 19th, 2017. The initial goal for the Back Office is to implement inventory, vendor set up, site order guides for 7 sites with intention of moving to the software for all vendor and site orders, receipt and inventory management by April 30, 2017. Director training and roll out of recipes creation and menu cycle scheduling and digital production records to be progressively scheduled during April 2017.
- A detailed cost proposal for initiating the software in the district including training food service administration and staff.
- A detailed cost proposal for ongoing annual costs including; license renewals, software updates and technical support.
- Cost for any recommended or required “additional services” for software set up like inventory set up, recipe inputting and data conversion.
- Payment requirements and schedule.
- Identify how many support hours are available in the cost provided as well as hourly cost for hours beyond that total.
- References with name, email and phone numbers from five districts of similar size and production model as The District that are using the Back Office software (completely implemented). Please include Colorado districts that meet the similarity standard first.
- Identify how long the current version of the software you are proposing has been available for purchase by districts.
- A profile of company including; number of employees, business history including years of experience, prior names and acquisitions, number of technical support staff, hours of operation, average response time to customer’s technical requests, methods for technical support (phone, email, web requests), as well as a product history for the for the specific software identified in this proposal.

### **Schedule for Vendor Selection:**

- Deadline to submit proposals: March 15, 2017
- Oral interview as deemed necessary after submission
- Date the vendor will be selected: March 21, 2017

### **Process for Selection according to**

The vendor selected will have the best combination of software functionality, proposal for implementation, proposal for training, with the best combination of return on investment when weighing upfront purchase requirements alongside annual renewal costs as detailed in the proposal. The following will be scored accordingly when reviewing the proposals:

15 points	Software will be web/cloud based
20 points	Central Office/Administrators full function capabilities, recipe management, ingredient control, inventory management, menu cycles, production records, ordering receiving etc.
20 points	Site based capabilities; all of the above based on Central Office appropriation of permissions
10 points	Ability to download from vendor all ingredients with nutritional analysis and updated pricing

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10 points	Online Menu formatting for Marketing with customer ordering option.
15 points	Price including full package: Up front Software License cost, start up requirements outlined by vendor, cost for implementation – including set up and training, ongoing annual costs, hourly rate for custom reports or features as requested.
10 points	Track Record in K12 software – years of experience and development of proposed software with up to date technology.
Null	Completeness of proposal – incomplete proposals will not be considered.

**Technical and Operational questions may be directed to Beth Schwisow via email; [beth\\_schwisow@engschools.net](mailto:beth_schwisow@engschools.net)**

Complete and include the three USDA documents following this RFP with your response.

- USDA document: Certification Regarding Lobbying
- USDA document: Disclosure of Lobbying Activities
- USDA document: Suspension and Debarment Certification

We look forward to your response!