POS Quote Specifications

School District is seeking prices for a point of sale food service software to process kitchen transactions as well as free/reduced price meal applications.

* Software should integrate with PowerSchool (with API) and Pennsylvania’s direct certification process.
* Software must able to process online free and reduced meal applications at no additional charge.
* Software must be able to accept credit card purchases for food service families. Any charges for this must be to the credit card. These fees must be disclosed in the quotation.
* Software must be able to accept credit card purchases for activity fees and dispense those funds to a bank account separate from the food service account. These fees must be disclosed in the quotation.
* XXXXXX runs 13 kitchens. Students must be able to purchase meals from any of the schools.
	+ XXXXXX needs at least 13 point of sale locations (registers) to operate on PCs with card sliders/scanners/number pads, but needs to be able to scale up to 26 locations due to multiple lines as schools return to full sales instead of free meals for all students. These numbers may change from year to year. It is important to articulate in the quote if the changing numbers will change the total price and whether there is a proration of cost for registers coming online partway through a school year.
	+ 20 additional computers need access to the software to look at transactions, make corrections, and potentially add money (back of the house). The quote/accompanying documentation must articulate whether there is any additional cost for these extra computers with access.
	+ Preference is for pricing that is not dependent on the number of computers with access to the software.
* Pricing for 3, 4, or 5 academic years should be articulated in the quote. Although the contract is a 1-year agreement, the preference is to see at least 4 years of pricing.
* Hardware specifications for use of district’s use of existing hardware (or purchase of new hardware) must be specified. Companies are welcome to submit additional pricing on hardware, but POS software pricing must be independent of vendor selected for hardware.
* Software must be able to function without network access for at least 24 hours.
* Software must be fully operable (i.e., no loss of functionality) without administrative rights
* Any startup costs must be included in the quotation or as a separate attachment.
* Training proposal and costs must be included the quotation or as a separate attachment.
* Quotes, responses to the district’s written questions, and any necessary contracts to be submitted by February 23, 2022, to ensure review by the selection team.
* Quotes must be valid for at least 45 days. The discussion to request quotes does not indicate that the district is committed to purchasing any of the products offered. The district is looking for the best-fit product rather than automatically going with the lowest price.
* Quotes received after this date will be considered at the district’s discretion.
* Implementation timeline: The selected software needs to be functional one or before August 1, 2022.

Questions to answer in addition to the specifications above

Are we able to void transactions on prior dates without deleting everything in between?

Where are the records stored (online or local), if online, what is the backup procedure and how are we able to work if the internet is down and what does synching looking like?

How does your product communicate with SIS?  We have PowerSchool.  What does the automated reporting looking like?

How does your product communicate with state site?

What kinds of reports are your best features?  Are we able to filter by building/user/student item, etc.?

What does your system do for the eligibility verification report?

How does your system work with the state’s direct eligibility system/ what data points do you use?

What are the hardware specifications?

•         What options do we have?  (Currently we use computers with scanners, number pads, and card sliders) (We do not want biometric scanners)

•         What options are there for filling out free and reduced applications (electronic vs paper)?

How do we access customer support?

When and how are software updates done?

How do we get student photographs into the system?

What ability do we have to program the cashier’s POS screen?

How much customization are cashiers able to customize (secondary schools sell different items than elementary, don’t want to have to sift through all of the buttons)

Are we able to use bar code items on food products?

What does your training protocol look like?

Do different staff members have different level of access?  If so, what does this look like?

How much lead-time from contract to availability of product?

What is the cost/fee structure? (per year, per building, per student, per device, etc.)  Do you have different pricing models based on different components of the software used?

Are we able to print to pdf?

Are we able to extra reports to excel?

Student Payment options

•         How does cash get entered?

•         Do you accept credit cards?  What are the fees for that?

•         How do you work with non food service school fees?

What functions does the parent portal have?

Do we enter the students name before or after the meal?  Can we switch this for different schools?

Our SIS uses a 10 digit number, but the first 5 or so numbers are the same, is there a way for students to use a shorter number when manually entering their number?

We currently use MealsPlus.  Is there a way to important the student history into your software?

What does the rollover process from one year to another look like?

What happens to accounts when students leave the district midyear?