



Quote for Food Service Point-of-Sale (POS) System
5/15/24 - 5/30/24

In accordance with MGL Ch.30B, Greenfield Public Schools is seeking quotes for electronic Food Service Point-of-Sale Systems from May 15, 2024 to May 30, 2024 @ 10:00AM. Quote submissions will be electronically accepted. All quote submissions must be sent to: Greta Shwachman, Food Service Director, at greshw1@gpsk12.org.

POS Specifications

Greenfield Public Schools operates a food service program at seven locations (see below). Every site will need access to back of house management functions (i.e. inventory, production records, reporting, bulk meal counts) and at least one POS serving line. Greenfield Middle School and Greenfield High school each need two serving lines.

- Preschool (1) - Academy of Early Learning
- Elementary (3) - Newton Elementary School, Federal Street School, Discovery School at Four Corners
- Secondary (3) - Greenfield Middle School, Greenfield High School, Four Rivers Charter School

Additionally, GPS has a Food Truck, which will require a POS serving line. The Food Truck is based at the Greenfield High School location, but needs the ability to access student data at every site to serve meals for special events across the district.

Greenfield Public Schools is accepting quotes for electronic Point-of-Sale Systems that meet the following specifications:

1. General Technology / System Standards

The system should:

- a. Be hosted by the vendor and accessible via a web-based cloud service. It should not require the district to store data on its own servers.
- b. Be platform-agnostic with the ability to run on desktop, laptop, and mobile/tablet devices
- c. Be fully integrated to include both front and back of house functionality.
- d. Have automated synchronization features for communicating updates in real-time between online payment system, SIS, and school/central databases
- e. Require minimal reliance on district IT staff to ensure its continuous operation
- f. Integrate with the PowerSchool SIS
- g. Be compatible with Windows 10/11 operating systems
- h. Support the ability to connect to standard (non-vendor specific) input devices such as PIN pads and barcode scanners.
- i. Be able to continue working as normal when the wired and/or wireless network connection is lost. No extra action must be required by staff to continue working offline or to re-sync data once the connection is reestablished.
- j. Have the capability to move to a wireless set-up at select sites as needed in the future
- k. Have an intuitive user-friendly interface
- l. Have the ability to establish custom hierarchy user accounts
- m. Perform reliably and have rarely suffered unplanned outages over the past two years
- n. Transfer and store all student data in a secure and compliant manner



2. Point of Service - Reimbursable Meals & Cash / Online Transactions

The system should:

- a. Allow school cafeteria staff to efficiently serve students and capture all information required to submit claims for reimbursement
- b. Provide for a variety of “sales” / counting methods, including by pin number, ID card scan, classroom roster, and bulk entry.
- c. Allow cashiers to easily identify a student at the point of service through a simple search by name, grade, or homeroom.
- d. Provide an alert when a student:
 - i. Has an allergy or food restriction
 - ii. Has already been served the same meal type on a given day and may need to be charged for a second meal
 - iii. Is enrolled in a different school (visiting student)
- e. Identify student eligibility at the point of service in a manner compliant with federal civil rights requirements
- f. Allow sites to print an emergency roster by class or grade for manual sales entry if needed
- g. Support cash collection at the point of sale and daily register reconciliation for schools that offer adult meals, student second meals, or a la carte items
- h. Easily generate reports on item sales, cash collection, bank deposits, and current cash balance at the level of the individual serving line, meal service site, and district
- i. Allow sales to students and to adults to be recorded separately for compliance with MA meal tax requirements
- j. Support prepaid accounts and account management, allowing parents and staff to pre-pay into their account and purchase items through cashless transactions at the point of service
- k. Allow parents and adults to add money to their accounts via credit card or debit card, with a low convenience fee, and recurring payment option
- l. Allow for online payment via web or mobile and utilize an online payment processor that is PCI DSS certified
- m. Send automated low/negative balance emails or texts for prepaid accounts
- n. Make student and adult accounts accessible from any school site POS with real-time balances
- o. Support a touch screen option at the cashier station with customizable display, including key size, text, shape, color, and graphics
- p. Support electronic or manual cash drawers

3. Student Eligibility & Application Processing

The system should:

- a. Support Community Eligibility Provision (CEP) schools
- b. Comply with current USDA and state application regulations
- c. Allow for direct certification file import
- d. Have an interface to accept online free and reduced applications, accessible to parents / guardians via desktop, laptop, tablets, and mobile devices
- e. Have a complete verification module
- f. Generate custom notification letters for student eligibility and easily generate batches of letters throughout the year for any changes in eligibility status
- g. Allow the district to pull accurate and current eligibility data by school, eligibility type, and district-wide
- h. Have an automated year-end rollover process



- i. Allow for 30 operating day grace period for previous year's eligibility

4. Menu Planning / Nutritional Analysis

The system should:

- a. Automatically update the database with the latest USDA Child Nutrition regulations, guidelines, recipes, and USDA Foods
- b. Have functionality for importing product nutrition information from bid spreadsheets or manufacturer codes, as well as manual data entry
- c. Provide nutrient analysis of any menu or item for at least these specific nutrients: carbohydrates, protein, total fat, saturated fat, trans fat, total sugars, calories, sodium, and dietary fiber, as compared to USDA recommended daily intakes
- d. Provide alerts of nutrient values that are out of compliance for each program and age group, including menus, recipes, and ingredients
- e. Provide complete meal pattern analysis on cycle menus for compliance with USDA meal pattern, on a daily and weekly basis
- f. Allow the district to add local recipes and ingredients
- g. All the user to copy menus by day, week, month, cycle, or range of dates
- h. Provide easy-to-follow, scaled recipe worksheets
- i. List recipe crediting on the recipe worksheet
- j. Allow the user to view nutrition facts labels or open them in a separate window
- k. Provide an easily searchable database of all items and recipes, by ingredient, allergen, nutrient, or nutrient range
- l. Provide allergen reports detailing which menu items contain certain allergens
- m. Automatically reflect changes to recipes or menus in production records, nutrition information, allergen information, and at POS terminals
- n. Save the history of all menu changes
- o. Provide a calendar menu that can be printed and exported to other programs to allow for enhancement with graphics and additional notes

5. Inventory, Ordering, & Production Records

The system should:

- a. Integrate the production module with menu planning to allow production records to be pre-filled with information such as menu items by meal, pattern group, and projected quantities.
- b. Provide recording tools for the Hazard Analysis and Critical Control Points (HACCP)
- c. Meet MA requirements for production record format with the ability to update as required
- d. Provide reporting or data export tools that allow central office staff to easily consolidate and analyze production record data to determine completion status, take rates of specific items, and discard rates of discards and leftovers
- e. Support editing of individual menu item counts on the production record for offer vs. serve
- f. Provide centralized inventory management of food, non-food, finished goods, disposables, supplies, chemicals, and small equipment
- g. Allow the district to accurately determine the value of goods and supplies present at each site at any given moment in time
- h. Have functionality for perpetual inventory, but allow staff to easily enter physical inventory counts, both full inventory and spot checks to correct balances of individual items
- i. Display variance reports showing discrepancies in perpetual vs. actual inventory balances
- j. Provide an alert when an item is running low or approaching its expiration date



- k. Seamlessly interface with ordering, production records, and receiving so that on-hand balances are automatically updates
- l. Distinguish USDA items from regular purchased products and track the quantity and value of both USDA and purchased items, including diverted products
- m. Maintain historical records of past inventory balances for later retrieval
- n. Support internal ordering from the district's centralized kitchens
- o. Allow staff to track transfers of inventory between schools

6. Claims Management & Reporting

The system should:

- a. Create meal reimbursement claims for submission to the Massachusetts Department of Elementary and Secondary Education (DESE) for all federal meal reimbursement programs.
- b. Collect or import all required data to complete the DESE claim, including student enrollment and average daily attendance during the claim period.
- c. Provide reporting that facilitates the review and verification of meal claims, flagging potential errors and allowing review of transaction-level data.
- d. Track meals served and revenue at both the school and reimbursement program level to support profit and loss reporting by school and program.
- e. Provide robust reporting capabilities to assist with managing operations, making financial decisions, and monitoring progress
- f. Allow users to easily aggregate or disaggregate data by various groupings
- g. Produce reports that are printable and easily referenced by the user
- h. Support preparation and tracking of data required for external audits by city, state, and federal agencies
- i. Allow the export of customized data as needed
- j. Allow for the ability to mass import student photographs
- k. Export data to a variety of formats, including Excel, CSV, PDF, Word, and Text
- l. Have the option to run automatically generated reports at the site and district level

7. Set Up, Training, Maintenance, & Support

The vendor must:

- a. Have the system fully operational by August 16, 2024, including configuration, data import from the district's current system (Nutrikids), PowerSchool integration, and set up of custom features and reports
- b. Provide support with uploading nutrition and product information for manufacturer's items on the district bid list and additional items as needed
- c. Provide a plan for training all users, including central office staff, cafeteria managers, and cafeteria staff / cashiers. The plan should include:
 - i. On-site and remote training during implementation
 - ii. Access to training materials and documentation
 - iii. Training for central office staff on how to monitor system usages and correct users errors
- d. Provide appropriate and timely technical support (within 1 hour for major incidents) during business hours, which are generally 6:00 am - 4:00 pm EST Monday - Friday
- e. Complete any upgrades or changes after hours in case of disruption of service
- f. Have support representatives available by phone, with wait times less than 10 minutes on average



8. Alternates

- a. Classroom & adult ordering
- b. Ability to translate menus into various languages, including Spanish, Russian, Romanian, and Haitian Creole
- c. Ability to utilize credit cards directly for adult / a la carte sales
- d. Invoicing system for catering orders

Contract Award & Questions

Greenfield Public Schools will award the contract to the lowest responsive and responsible individual/organization. Pricing will be evaluated on the one time fee plus the annual fee for year one (SEE PRICING SHEET). Submissions must include three references within the past 3 years. Questions should be submitted to Greta Shwachman @ greshw1@gpsk12.org. All questions will be responded to all quote requestors by May 27, 2024 @ 12:00PM.

Service Period

The contract period will be from award date to June 30, 2025. There are 2 year renewal options for fiscal year 2026 and fiscal year 2027. Award date is expected to be by June 1, 2024.



GREENFIELD POINT-OF-SALE RFQ - PRICING SHEET

VENDOR: _____

ITEM / FEATURE	ONE TIME FEE	ANNUAL FEE YEAR 1	ANNUAL FEE YEAR 2	ANNUAL FEE YEAR 3	TOTAL
I. General Technology / System Standards					
System Licensing / Hosting Fees					
Integration with SIS (PowerSchool)					
Other:					
II. Point of Service - Reimbursable Meals & Cash / Online Transactions					
Point of Service					
Online Payments					
Parent Portal / Menus					
Other:					
III. Student Eligibility & Application Processing					
Student Eligibility & Applications					
Other:					
IV. Menu Planning / Nutritional Analysis					
Menu Planning / Nutritional Analysis					
Other:					
V. Inventory, Ordering, & Production Records					
Inventory					
Ordering					
Production Records					
Other:					
VI. Claims Management & Reporting					
Reports / Data Management					
Other:					
VII. Set Up, Training, Maintenance, & Support					
Set Up & Configuration, Including Data Transfer from Current System (Nutrikids)					
In-Person & Virtual Training for Cashiers, Managers, and Central Office Staff					
Customer Support					
Other:					