Request for Information #1
RFP No. 969 Food Service Software

March 27, 2018 – Harris School Solutions

1. Is this just for your inventory or for all the nutrition software?

    A: We expect a responsive bid to minimally include inventory and menu planning applications. It does not include Point of Sale software.

March 30, 2018 - Heartland School Solutions

1.   What is the anticipated Go-Live Date?

2. What is the anticipated Implementation Date?

    A: Q1 & Q2 answers are combined.

    The District is relying on your expertise to propose a schedule that meets our needs. We anticipate the entire project can be started as earliest as 6/1/2018 with the conversion portion taking place over the summer. We expect user training to be a challenge as it is our intention that it not impact ongoing production in all of our kitchens at once. Should your training proposal include onsite user training, the only available windows during this time are:
    * *Possibly a couple of days during the last week of July (the week before school starts)*
    * *Fall break (usually the 2nd week in October)*
    * *Mon-Wed of Thanksgiving week*
    It is our intention that all sites be 'Live' before winter break but not necessarily all at once. Possibly using Fall Break to perform user training and start bringing sites online right after training until all sites are 'Live'.

3. What is the District's current Financial/Accounting System? (for internal purposes)

    A: In Information for Bidders, under Current Status:
    > *PowerSchool's Business Plus system (Release 7.9 Service Pack 10 Build 101 – 79.10.101.36) is the district's Financial/Accounting System.*

4. What is the number of serving lines? (for internal purposes)

    A: Food Service operates all of the SUSD sites as Community Eligible. As such, only the four comprehensive high schools have any point of sale serving lines. There are a total of 19 serving lines in use at those 4 sites.

5. Please state the number of production kitchens you have.

A: Thirty eight (38) sites run a full production kitchen (all food prepared on site). However, SUSD serves food at sixty eight (68) sites. Of these, forty nine (49) have inventory onsite and will need both Inventory & Production Records. The remaining nineteen (19) sites will just need Production Records.

6. How many copies of the response are required? And, in what format (i.e. hard copy, electronic, flash drive, etc.?)

   A: One (1) hard copy containing the complete proposal package is required, along with any pertinent documents the bidder deems necessary for full understanding of bid.

March 30, 2018 – Heartland School Solutions

1. Attachment M: Under Central Supply/Distribution/Warehouse Requirements Ability to work with District Bid Management Software – what is the district's bid management software and what "work" is being requested?

   A: No 'Bid Management Software' currently exists. Information is currently compiled, entered into a spreadsheet and emailed to Purchasing to prepare the bid with. We are inquiring about the ability to store this data in a database and generate a report.

2. Attachment M: Under Food Production Requirements Allow site manager to choose between: Waste, Freeze (with use by date), Refrigerate (with use by date), and Use next day (with use by date)

   A: There is no question being asked here. Just note this item refers to the ability to provide additional detail to their production records as to the disposition of leftovers. The district's vision is to have the ability to track waste and leftovers, including but not limited to freezing and/or next day use.

April 4, 2018 – Horizon Software

1. What is the proposed timeline for this project?

   A: The District is relying on your expertise to propose a schedule that meets our needs. We anticipate the entire project can be started as earliest as 6/1/2018 with the conversion portion taking place over the summer. We expect user training to be a challenge as it is our intention that it not impact ongoing production in all of our kitchens at once.
   Should your training proposal include onsite user training, the only available windows during this time are:
   - *Possibly a couple of days during the last week of July (the week before school starts)*
   - *Fall break (usually the 2nd week in October)*
   - *Mon-Wed of Thanksgiving week*

It is our intention that all sites be 'Live' before winter break but not necessarily all at once. Possibly using Fall Break to perform user training and start bringing sites online right after training until all sites are 'Live'.

April 9, 2018 – Titan School Solutions

1. It indicates that we need to submit our Intention to respond by April 11ᵗʰ, however I do not see a form in the RFP or online to submit. Can you provide a copy of what we need to submit?

   A: An email stating intent to respond to nlamattina@stocktonusd.net was all that was required. The intention of this requirement was to have the ability to receive the RFI response to questions by email. Additionally, the RFI will be posted at https://www.stocktonusd.net/Domain/155.

April 11, 2018 – EMS LINQ, Inc.

1. I have two quick questions about submitting RFP response – how many copies (just one?) do you want sent it, and do you require a digital copy on CD or thumb drive?

   A: One (1) hard copy containing the complete proposal package is required, along with any pertinent documents the bidder deems necessary for full understanding of bid. Digital copies on CD or thumb drive are not required.

April 11, 2018 – Titan School Solutions

1) **Page 18 states, "No proposals will be considered unless made on the forms provided and must not be detached from the solicitation document of which it forms a part."**
   Can we take the entire RFP (pages 1-42) and spiral bind them with additional information that we will include with our response?

   A: Yes, you may spiral bind your response.

2) **Does page 21 "Noncollusion Affidavit"**
   Does this document need to be notarized?

   A: The document does not require notarization but it is recommended.

3) **In attachment M, under Technology requirements: Automated synchronization feature for communicating in near real-time between PowerSchool's Business Plus System, Release 7.9 Service Pack 10 Build 101 -- 79.10.101.36**
   Will Stockton be able to provide us with the districts PowerSchool contacts and provide IT resources to work with TITAN?

A: While the District is planning to commit all its resources, including Food Service and IT staff to the success of this project, we do not have the authority to allocate PowerSchool personnel and resources.

4) **In attachment M, under Inventory requirements: Work seamlessly with District's Business Plus by Power School product that already generates purchase orders and performs accounts payable functions for the District**
Will Stockton be able to provide us with the districts PowerSchool contacts and provide IT resources to work with TITAN?

A: While the District is planning to commit all its resources, including Food Service and IT staff to the success of this project, we do not have the authority to allocate PowerSchool personnel and resources.

5) **In attachment M, under Inventory requirements: Ability to change receiving screen orders???**
Can you provide additional information to clarify what you need?

A: This refers to a situation such as a pic-ticket with delivery showing that (for example) five (5) were ordered and five (5) were delivered, yet when it was received there were only two (2) that actually came in. Will the user be able to record that only two (2) were received?

6) **In attachment M, under Central Supply/Distribution/Warehouse requirements: Transfers automatically combine requisitions from a site for a date range and delivery date**
Can you provide additional information to clarify what you need?

A: This requirement is about site users being able to generate an order based on a menu and the planned number of servings and being able to pick which days from the menu they are ordering for and request a delivery date.

7) **In attachment M, under Central Supply/Distribution/Warehouse requirements: Transfers (call in orders) can be made without supply order**
Can you provide additional information to clarify what you need?

A: Is there administrative access (not created by site) to generate emergency orders for items right away.

8) **In attachment M, under Central Supply/Distribution/Warehouse requirements: Ability to work with District Bid Management Software**
Will Stockton be able to provide us with the districts Bid Management contacts and provide IT resources to work with TITAN? Also, can you elaborate on what integration are you looking to have between the District Bid Management Software and the Child Nutrition Software?

A: No 'Bid Management Software' currently exists. Information is currently compiled, entered into a spreadsheet and emailed to Purchasing to prepare the bid with. We are inquiring about the ability to store this data in a database and generate a report.

9) **In attachment M, under Menu Planning/Nutrient Analysis requirements: Plan to retain current District recipes currently in Nutrikids and Microsoft Access database**
Are you looking to have all the recipes transferred from Nutrikids & Microsoft to the new program?
A: No. The District acknowledges there is old data that is no longer needed and would like to address cleaning it out during conversion and before it would be moved into the new system.

10) **In attachment M, under Menu Planning/Nutrient Analysis requirements: Allow export of calendar into other programs to allow for enhancements such as allergen codes, nutrition, and export to HTML for web display**
Can you provide additional information to clarify what you need?

A: The District needs to be able to publish the menus created to its web page and allow the public to be able to access and display ingredients, nutritionals and Allergen codes associated with the food listed.

11) **In attachment M, under Food Production requirements: Create pick list for ingredients based on recipes and automatically deplete stock based on recipes**
Can you provide additional information to clarify what you need?

A: This requirement is asking about the relationship between a recipe and the production record as it pertains to decrementing inventory stock on hand. For example, I have 2-bean chili on the menu and a recipe generates 75 servings and uses ¼ cup chili powder. I need 300 servings. When I enter 300 portions served on my production record, the amount of chili powder should increase appropriately, to 1 cup of chili powder for example. Additionally, the recipe may call for 1.5 cans of beans, there should be a deduction of 2 cans of beans from inventory.

12) **In attachment M, under Food Production requirements: Generate Transport Tags with production record and periodic temperature recording chart**
Can you provide additional information to clarify what you need?

A: Transport tags are a custom report used here in the District. It is a hybrid of a regular production record on the front and a temperature log on the back. It follows the prepared food from the transport kitchen to the satellite site and back.

13) **In attachment M, under Food Production requirements: Allow site managers to choose between: waste, Free (with use by date), refrigerate (with use by date), and use next day (with use by date)**
Can you provide additional information to clarify what you need?

A: We desire the ability to provide additional detail to their production records as to the disposition of leftovers. The district's vision is to have the ability to track waste and leftovers, including but not limited to freezing and/or next day use.

April 11, 2018 – PrimeroEdge

1. Can Stockton USD clarify the submission process, specifically whether electronic or hard copies are preferred, and how many of each copy would the District need?

   A: One (1) hard copy containing the complete proposal package is required, along with any pertinent documents the bidder deems necessary for full understanding of bid.

2. **Attachment M: "Requirements and Response"; General Requirements:**
   USDA approved; compatible with California rules and regulations
   Can we please have clarification for what entails "California specific rules and regulations"?

   A: System should be USDA approved for use by California school districts and must be able to pass audits conducted by the California Department of Education, such as an Administrative Review.

3. **Attachment M: "Requirements and Response"; Menu Planning / Nutrient Analysis Requirements:**
   "History of an item doesn't change when the original item's data changes for future use"
   Can we please have further clarification on what is needed regarding this requirement?

   A: Here is an example to better illustrate. We have a chicken patty from vendor #1 and use it for a while. Something happens and we buy that same size chicken patty with the same nutritionals from vendor #2. We have been forced to create a new stock number as opposed to just editing the vendor and when we do, we lose the ability to see a complete history of the chicken patties used. This requirement is intended to make more complete information available for decisions regarding future purchases of the item.

4. Please provide the total number of users to receive training on the software based on the roles/areas listed below:

   - Site Kitchen Managers/Leads
   - Menu Planners
   - Central Office
   - Warehouse Personnel

     A: The counts are based on best available information and may differ slightly from actual number needed by the time implementation is scheduled.

- *Site users – Approximately 100*
- *Menu Planners - Up to 3*
- *Central Office – Approximately 12*
- *Warehouse Personnel – Up to 4*

5. **On Page 6, Item #6. Training:**
   Please clarify the expectations for the statement "*Vendor shall provide system training and end-users training on an as needed basis*?"

   A: The District is relying on your expertise to propose a training schedule that meets our needs. The statement is meant to clarify any proposal should include all of the areas needing to be addressed with training in your proposal.

6. Is Stockton USD seeking onsite or online training sessions?

   A: Onsite training through startup is preferred, after which the District would be open to using online training for subsequent training needs.

7. **Attachment M: "Requirements and Response"; Technology Requirements:**
   "*Automated synchronization feature for communicating in near real-time between PowerSchool's Business Plus System, Release 7.9 Service Pack 10 Build 101 -- 79.10.101.36.*"
   What is to be synchronized?

   A: Inventory quantities and statuses. The District is seeking a truly perpetual inventory system that considers inventory regardless of which system the data resides or which site it is physically located at in order to streamline the Ordering process.

8. **Attachment M: "Requirements and Response"; Inventory Requirements:**
   "*Work seamlessly with District's Business Plus by Power School product that already generates purchase orders and performs accounts payable functions for the District.*"
   Can Stockton USD elaborate on what is the expectation?

   A: The District procedures in place to generate a requisition, get proper approval, create a Purchase Order, receive the order and generate an Accounts Payable check will continue to be done in Business Plus. We are asking that your proposal provide the interface allowing the data generated by your system be available to Business Plus to carry out these functions thus preserving the hierarchical security already built into Business Plus. We wish to avoid an interface that requires duplicate manually entered transactions into multiple databases in order to maintain a perpetual inventory.

9. **Attachment M: "Requirements and Response"; Central Supply/Distribution Warehouse Requirements:**
   "*Ability to work with the district bid management Software?*"
   What software is used and what is the expectation?

A: No 'Bid Management Software' currently exists. Information is currently compiled, entered into a spreadsheet and emailed to Purchasing to prepare the bid with. We are inquiring about the ability to store this data in a database and generate a report.

10. **Attachment M: "Requirements and Response"; General Requirements:**
"Conversion of current data to format required for new system as needed."
What data is expected to be converted? Who is your current software provider?

A: Recipes, Menu Planning and Nutritional Analysis:
System in use is from Heartland School Solutions Nutri-Kids (Version 17.2). Data resides in a Microsoft Access database on a District networked drive.
Central Inventory:
Inventory in the District's central warehouse exists PowerSchool's Business Plus System, Release 7.9 Service Pack 10 Build 101
School Site Inventory:
Maintained manually in individual spreadsheets

11. Does Stockton USD have central production facility?

A: Not at this time but it is an option we are considering going forward. Currently, the four (4) comprehensive High Schools serve as transport kitchens to prepare meals for the District's sites that do not have a cooking kitchen.

12. **On Page 4, 2nd Paragraph: "Information For Bidders; Overview":**
"Provide an interface to the existing software system in use by Stockton USD's Business Office for creating purchase orders and processing accounts payable."
What software system is in use by SUSD Business Office? What is the expectation of the interface to the software?

A: PowerSchool's Business Plus System, Release 7.9 Service Pack 10 Build 101 -- 79.10.101.36.
It is expected that the interface allows full functionality of the software you propose while allowing Business Plus to perform the functions outlined above.