



**SHAWNEE MISSION
SCHOOL DISTRICT**

Contact information:

Shawnee Mission School District
Purchasing Department
8200 W. 71st Street
Shawnee Mission, Kansas 66204

ATTN: Reed Beebe

**Please note that vendors may request a copy of
this RFI in Word format by emailing
purchasing@smsd.org.**

DATE: January 11, 2022 RFI NO. 22-002

RFI TITLE: **Payment Processing Services**

Proposals will be accepted until:

Date: **February 8, 2022**

Day: **Tuesday**

Time: **11:00 a.m. CST**

**Terms, conditions, and specifications under which
responses are requested are included. Please review
thoroughly.**

Introduction:

The Shawnee Mission School District (“the District”) requests a written response to this Request for Information (“RFI”) for the purpose of obtaining information and gauging interest from qualified vendors interested in contracting with the District to provide point of sales (“POS”) hardware and payment processing services that address the District’s needs.

This is a request for information only; this RFI is issued by the District solely for its information and planning purposes, and the RFI does not commit the District to contract for any supplies or services whatsoever. The District, at this time, is not seeking detailed proposals that outline specific pricing and terms and conditions, but the District may follow-up with select vendor(s) for such details as outlined below.

For its consideration, the District is seeking a variety of solutions that can address the District’s needs. Although the District intends to follow-up with selected vendor(s) that offer solutions that are of interest to the District, with possible subsequent negotiation of a multi-year contract with the desired vendor(s), this RFI makes no guarantee of a contract award to any participating vendor.

All RFI responses shall be delivered, and shall adhere to the format, as further indicated herein. The District shall have the right to ask additional questions of – or request additional information from – responding vendors. The responses may, upon review by District staff, result in a qualified list of vendors for the solutions requested in this RFI; should this occur, finalists will be notified, and formal proposals will be requested that include specific pricing and other terms and conditions for the District’s consideration.

This RFI includes an overview of the District’s payment processing service and POS hardware needs, response requirements, and instructions for submitting responses.

Overview:

The Shawnee Mission School District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success.

As of the 2021-2022 school year, approximately 26,500 students attend 34 elementary schools, five middle schools and six high schools for a total of 45 schools.

The District currently owns 58 POS devices that are at end of life, and the District desires new POS hardware and accompanying payment processing services. Based on current need, the District estimates that 34 POS devices are needed for use in its schools.

The District would like POS devices/a payment processing service solution that accepts four nationally recognized credit cards (Visa, MasterCard, Discover, and American Express) and debit cards.

Credit and debit card payment activities that these devices would support include purchases made by parents and students for school fees, payments made for lunch or other school expenses, etc. The devices would be distributed to various schools across the District, to be utilized by various District staff. The POS devices should be easily stored and transportable, as needed.

Last fiscal year (July 2020 – June 2021), the District collected \$303,161.20 in revenue via the current POS devices. However, this revenue collection was impacted by COVID-19; the previous fiscal year (July 2019 – June 2020), the District collected \$692,858.24 in revenue via the POS devices.

The current District payment processing infrastructure for these devices utilizes analog/cell phone service. **Due to internet security concerns and PCI compliance requirements/costs, the District has a strong preference that this analog/cell phone processing service continue (that is, that payment processing not have to occur via the District's internet infrastructure), although the District is open to considering connectivity and interface solutions that address the District's internet security and PCI compliance concerns.**

The objective of this RFI is for the District to:

- Learn about payment processing solutions and related POS hardware that accept four nationally recognized credit cards (Visa, MasterCard, Discover, and American Express) and debit cards.
- Develop an understanding of existing payment processing infrastructure (online, analog/cell phone, etc.) that would address the District's needs, as well as concerns regarding protection of the District's internet/PCI compliance infrastructure.
- Identify potential payment gateways, and the make and model of potential POS terminals.

- Follow-up with selected vendor(s) that offer solutions of interest to the District, with possible subsequent negotiation of a multi-year contract for payment processing services.

RFI Response Requirements:

Submitted responses should be limited to the sections and items identified below. The capacity of the respondent to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

- A. **Letter of Interest:** Provide a brief letter expressing the respondent's interest and appropriate qualifications. The letter of interest should include the following information:
 - Title of this RFI (“**RFI 22-002: Payment Processing Services**”);
 - Name and mailing address of respondent (including physical location, if mailing address is a P.O. Box);
 - Contact person, telephone number, and email.
- B. **Relevant Experience/Qualifications:** Provide a brief history of the respondent's company (including years of operation, experience providing similar products or services to institutions similar to the District, etc.), and discuss respondent's ability to meet the District's needs as outlined in this RFI.
- C. **A Brief Overview of the Proposed Solution(s):** Provide a brief overview of the proposed solution(s) that would address the District's needs as outlined in this RFI. As part of this overview, please provide the following information regarding the proposed solution(s):
 - Approximate implementation timeline in weeks.
 - Pricing/cost model for products for services (for example, an outline of how hardware and services will be billed, implementation costs, and recurring costs; the District understands that specific pricing will be determined by the hardware and services selected, and at this time the District is interested in information regarding general pricing structure options, not a finalized price quote).
 - General customer service procedures and an outline of how the proposed solutions(s) would be implemented and sustained.
- D. **References:** Provide three (3) references for similar services/products provided within the last five (5) years. Provide a brief description of the products and services provided. If a vendor is selected for subsequent negotiations, the vendor will be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed solution(s).

Response Submittal Instructions:

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The District shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether accepted or rejected, shall become the property of the District and will not be returned. The District reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The District reserves the right to seek additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the respondent.

Responses to the RFI shall be emailed to purchasing@smsd.org; all such emailed responses should use the subject heading “**RFI 22-002 – Payment Processing Services.**” Responses must be received no later than **11:00 a.m. CST, Tuesday, February 8, 2022.**

Please note as you submit your proposal by email, the District must **receive** the email no later than **11:00 a.m. CST on February 8, 2022.**

Additional feedback or questions may be addressed by the contact below:

Reed Beebe
Shawnee Mission School District
8200 W. 71st Street
Shawnee Mission, KS 66204
913-993-6475
purchasing@smsd.org

All questions concerning this RFI must be received no later than **Tuesday, January 25, 2022 by 4:00 p.m. CST.** The District will address questions via addenda; it is currently anticipated that any applicable addenda will be issued by **Tuesday, February 1, 2022 by 4:00 p.m. CST.**

Response Availability:

Responses received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract. After award of a contract, or a decision to make no contract award, by the District, all responses shall be open to public inspection, with the exception of information designated as confidential, to the extent that such confidential information may be exempt from public inspection as allowable by law.

Addenda/Cancellation:

The District may modify or cancel this RFI at any time prior to the RFI due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District’s website, currently: smsd.org (Go to **About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.**

Selection Criteria:

The District intends to choose one (1) to three (3) highly qualified vendors considered best qualified and capable of providing /performing the desired products/services outlined in this RFI and, if desired, attempt further negotiation with the goal of executing a final contract with the selected vendor.

The following criteria will be used by the District to evaluation the RFI responses:

- The response's adequacy in providing the desired information outlined in this RFI;
- The options and features, including general customer service practices, implementation, and sustained services, offered by the respondent's proposed solution(s) in relation to the District's needs;
- The desirability of the proposed pricing/cost model(s) in relation to the District's needs;
- The respondent's experience and qualifications in providing the products and services desired by the District.

Confidentiality of Respondent Information:

Any proprietary information furnished by a respondent to the District that is designated confidential shall be treated as confidential to the District as allowable by law.

Confidentiality of District Information:

Respondent acknowledges that any information provided by or obtained from the District in connection with this RFI is the sole property of the District and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFI, and that this confidential information must not be disclosed without the prior written authorization of the District, and, if applicable, that this confidential information must be returned to the District immediately upon the request of the District.

Pricing/Cost Model Information for General Information Purposes**Only:**

Any pricing/cost model information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only when specified by the express terms of a subsequent bid or negotiation process, or where established through the execution of a written agreement.

The District understands that specific pricing will be determined by the hardware and services selected, and at this time the District is interested in information regarding general pricing structure options, not a finalized price quote

Information in RFI Only an Estimate:

The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFI or issued via addenda. Any quantities or data contained in this RFI or related addenda are good-faith estimates provided only as general background information.

Governing Law:

It is understood and agreed that the construction and interpretation of this RFI and related addenda shall be governed by the laws of the State of Kansas.