DARLINGTON COUNTY SCHOOL DISTRICT	Solicitation # Date Issued Procurement Officer Phone Email	FS2425-01 August 1, 2024 Criselda Mendoza-Landa 843-398-2273 Criselda.mendozaland@darlington.k12.sc.us

Addendum # 1

Description of solicitation: FS2425-01 Food Service Nutrition POS Software

The offeror is required to submit a signed copy of this Addendum form with their bid or check box on first page of bid document for acknowledgement of receipt.

NAME OF OFFEROR	
AUTHORIZED SIGNATURE	
TITLE OF AUTHORIZED SIGNER	
PRINTED NAME	DATE

AMENDMENTS TO SOLICITATION a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Addendum http://www.dcsdschools.org Click Departments, Click Business office, Click Procurement, Click Solicitations, Click 2024-25 Solicitations, (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment.

All changes or additions are noted in red.

Solicitation has been amended as follows:

General Questions:

- The RFP states you want all training done 12/13. Is the plan to 'go live' in January? RFP states that all BOH and FOH be completed BY 12/13/2024. It is our intention to have a couple of schools "test" the new software the week of December 16th with a "GO LIVE" for everyone when we come back from Winter Break on January 7, 2025.
- Can you clarify the duration of the RFP? I didn't see if it's a 1 year, 1 year plus option to extend, or multi-year term. Apologies if it's in there somewhere, I looked but didn't see it. It is a 1 year with 4 additional 1-year extensions for a max of 5 years.
- HealthEPro Integration – Is Darlington using the free HealthEPro Nutrition and Menu planning from the SC state contract? NO - and do not want it.

- We partner with them and if you are using them now, we usually leave that section of answers blank since we will be integrating with their system. If you are not currently using them then we will answer the RFP together.
    - Just FYI the i3 suite includes everything in your RFP BUT Menu Planning, Nutritional Analysis and Production Ability. We partner with HealthEPro and offer a pre and post-production integration for inventory and ordering etc. NO - do not want HealthEPro - software to be provided MUST meet all functionality requirements.
- Can you confirm the current provider for Nutrition, POS, Free/Reduced Applications and Inventory? Because of the procurement process we cannot provide you with the name of our current software provider in order to keep the competition fair.
    - Some companies are easier to export data than others and this will help plan and price the setup and training pieces.
- Per the RFP, there are 18 sites with a need for POS, is that correct? We have 18 schools, and each school would need Point of Sale capability.
- Do any of the sites have more than one terminal/meal line? Yes, there are a total of 38 POS cashier terminals
    - If so, how many total terminals do you need? We do not need any physical terminals - only the software to support 38, plus the District Office BOH.
    - (We have pricing options that are by site, or by total terminals, and want to offer you the appropriate option.)
- Do any of the schools share a cafeteria? If so, how many? NO
- POS systems hardware– The RFP mentions 38 optical scanners. Are there any other hardware requirements such as terminals etc? NO
- Do you have any kiosks or carts that serve a-la carte? NO
- Regarding vending machines, is this something you already do, or are you planning on this in the future? NO
    - If you are currently using vending machines, what company are you working with?
- Does the Food Service department oversee any snack bars or concessions stands at sporting events or theaters etc.? NO
- Any general feedback on a-la carte sales, i.e. low/none, medium, or a lot? Some - low/medium
- How do students get selected in the current system as they are going through the line? If it's more than one way, can you just say yes to as many as applicable?
    - Put in a pin number? YES
    - Scan a student ID card? NO
    - Scan a QR or similar symbol from a phone app? NO
    - Cashier searches by student name in the POS system database. YES
- Does the Food Service prepare any meals for field trips, sports team bus trips, etc. YES
- Can you provide a list of what vendors you order from? US Foods, Sysco, etc.? Gordon Foodservice
- Do you have an individual bid for pricing, and/or participate in a state bid or co/op? We are a member of the South Carolina Purchasing Alliance for our distributor needs.
- Inventory sites –
    - Do you have a central warehouse? NO
    - Do individual sites maintain inventory? YES
- Is your current inventory model perpetual, monthly, weekly? Monthly

- SIS – The RFP states you use PowerSchools. Does Darlington have direct access to the SIS or do you have access through any intermediary such as a state office? Currently use LevelData for the link between the two systems.
- Does your current system integrate with Smart Fusion via an API, or a file upload (sFtp site etc?) or a live connection? No
- We are big believers in live training. The RFP states you want to be live by 12/13/24. Are there any constraints as to when your staff are available for training? For instance, some districts like to train before a break and then have a refresher before going back to school, while others prefer to do it all at once right before school starts. Any feedback on windows when we could train would be welcome, as we can offer deeper discounts for training when it's not 'busy season' so to speak. BOH training will need to be on-going throughout the entire project implementation. Manager training can be conducted in November/December. POS training to be completed during December 2 - 13th for cashiers. But the timeline is negotiable in regard to training - so long as full implementation is completed by December 13, 2024.

And last but not least, we have two new additions that are rolling out now and want to check with you to see if they would be of interest.

1. Do you currently use, or have on the roadmap, a Single Sign On (SSO) or Muti Factor Authentication (MFA) solution for district employees? The School District's IT department handles all of this - so NO.
2. Do you use SMS to notify parents/guardians of things like low lunch balance, or that they need to fill out an application etc.? NO

- Please clarify if you are seeking BOH functions listed in your scope of services on page 7. There is no mention of this functionality in your tech requirements on page 17. Thank you.
  - Food and Supply Order Processing
  - Bid Analysis/Procurement
  - End of month and end of year reporting
  - Procedures for beginning and ending of school year
  - Menu Planner/Nutrition Analysis
  - USDA Commodity Management

  No, there are no additional functionality requirements of these modules because they are standard. We DO want the functions listed and expect them in our package.

  Our emphasis is on making sure the technical requirements under Appendix 3 will be fulfilled.

- What is the projected payments revenue for an annual period?

  If they are referring to online payments received, then it is currently less than $50 a year.