



Purchasing Department
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April 27, 2026

RFP 3197

SCHOOL NUTRITION MANAGEMENT SOFTWARE SYSTEM IMPLEMENTATION AND MAINTENANCE

Addendum #1 Questions and Answers

Q1: Is this RFP part of a required procurement process, or is the Division actively looking to make a change from your current solution?

A1: **Part of a required procurement process.**

Q2: Does the Division plan to utilize existing hardware as part of this implementation, or are you evaluating new hardware as well?

A2: **The Division currently utilizes IT-procured, enterprise-grade Windows computers for POS terminals, which may include all-in-one or small form factor configurations with touchscreen monitors. Offerors shall indicate the compatibility of their solution with standard, nonproprietary hardware environments managed by Division IT departments. Peripheral devices such as PIN pads and barcode scanners may be provided by the POS vendor or sourced independently by the Division. Offerors must support industry-standard, commercially available peripherals and clearly disclose any devices that are proprietary or required for full system functionality.**

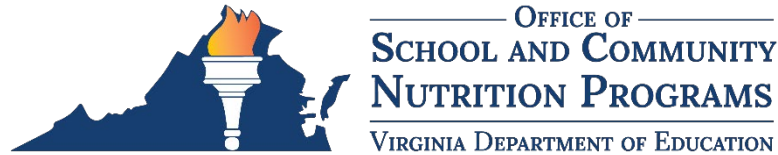
Offerors must clearly identify:

- **Hardware that is required versus optional**
- **Any hardware specifications necessary for optimal performance**
- **Any limitations related to third-party peripherals**

The Division reserves the right to procure hardware through its own IT and purchasing processes, through the vendor, or through a hybrid approach.

Q3: In Section III. C. 5. VDOE claim submission, the RFP states that the system must generate VDOE claim files in approved formats and support workflow to validate reimbursement counts. Please define what solution you are looking for to "support workflow to validate reimbursement counts". What process are you following now for this?

A3: **See Attachment #1.**



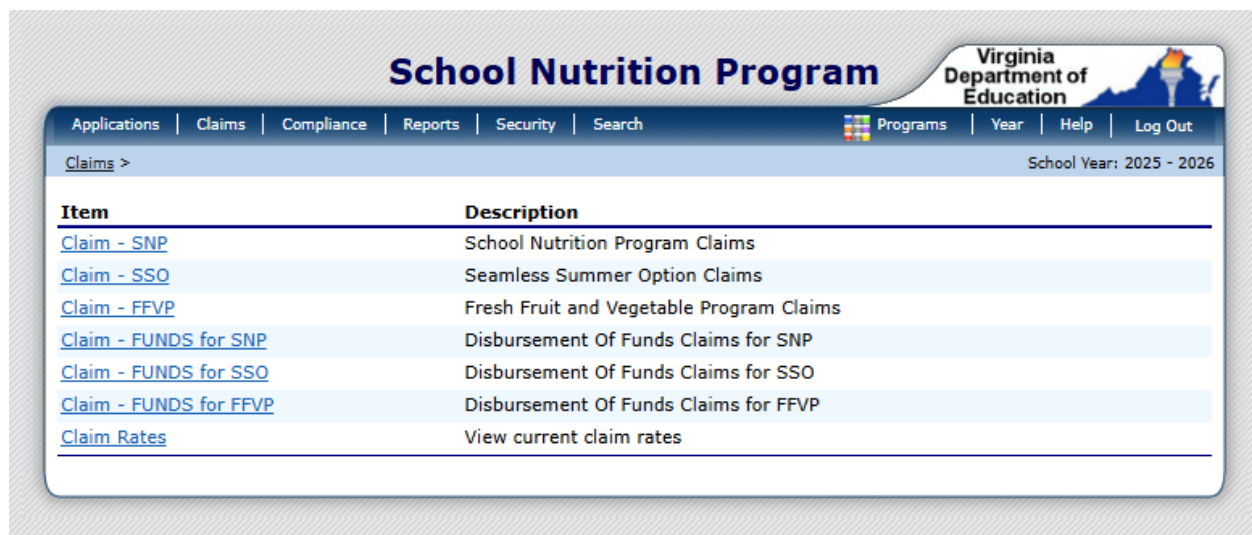
NSLP Upload Claim Data Feature

The Claim function is used to add, modify, and view claims for reimbursement. The Upload Claim Data feature allows claims to be uploaded electronically, eliminating manual entry and reducing errors across all sites simultaneously. A designated file layout format must be used. The SFA must reach out to their Point of Sale provider to create the file that needs to be uploaded in SNPWeb. Once the SFA-specific file is created, contact VDOE-SCNP System Analyst, Sivagami Solayappan, at Sivagami.Solyappan@doe.virginia.gov to start the claim upload testing phase.

The following instructions detail the steps to follow when using the NSLP upload claim data feature.

To Access and File a Claim

1. Click on the Blue School Nutrition Programs tile in the main dashboard.
2. On the blue toolbar at the top of the screen, select **Claims** to access the menu screen.
3. From the Claims menu, select **Claim - SNP** for School Nutrition Program.



4. Select the specific **Claim Month**.

School Nutrition Program

Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

2025 - 2026 NSLP Claim Year Summary

002 Status: Active
Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2025	0	Processed	09/22/2025	09/23/2025	\$1,652.76
Aug 2025	0	Processed	10/14/2025	10/14/2025	\$279,069.51
Sep 2025	0	Processed	11/17/2025	11/18/2025	\$461,925.93
Oct 2025	0	Processed	12/18/2025	12/22/2025	\$475,427.89
Nov 2025	0	Processed	01/23/2026	01/27/2026	\$344,393.99
Dec 2025					\$0.00
Jan 2026					\$0.00
Feb 2026					\$0.00
Mar 2026					\$0.00
Apr 2026					\$0.00
May 2026					\$0.00
Jun 2026					\$0.00
Year to Date Totals					\$1,562,470.08

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5. After clicking the claim month, select the red **Add Original Claim** button.

School Nutrition Program

Virginia Department of Education



[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) > [Claim Year at a Glance - SNP](#) >

School Year: 2025 - 2026

2025 - 2026 NSLP Claim Month Details

002 Status: Active

Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Claim Month: December 2025

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

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Add Original Claim

- In the NSLP Site List Screen, select **Upload Claim Data** in the bottom righthand corner.

School Nutrition Program

Virginia
Department of
Education



[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) > [Claim Year at a Glance - SNP](#) >

School Year: 2025 - 2026

[DELETE](#)

2025 - 2026 NSLP Claim Site List

002 Status: Active
Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2025	0				

[Internal Use Only](#)

Actions	Site #	Site Name	Errors	Status
Add	0010	HOLLYMEAD ELEM		
Add	0020	LESLIE H WALTON MIDDLE		
Add	0030	SCOTTSVILLE ELEM		
Add	0040	MARY CARR GREER ELEM		
Add	0069	JACKSON P BURLEY MIDDLE		
Add	0100	BROADUS WOOD ELEM		
Add	0140	WESTERN ALBEMARLE HIGH		
Add	0150	MOUNTAIN VIEW ELEM		
Add	0160	AGNOR ELEM		
Add	0240	STONY POINT ELEM		
Add	0250	IVY ELEM		
Add	0340	CROZET ELEM		
Add	0540	RED HILL ELEM		
Add	0880	ALBEMARLE HIGH		
Add	0890	COMMUNITY LAB SCHOOL		
Add	0910	VIRGINIA L MURRAY ELEM		
Add	0920	STONE ROBINSON ELEM		
Add	0930	WOODBROOK ELEM		
Add	0941	BROWNSVILLE ELEM		
Add	0942	JOSEPH T HENLEY MIDDLE		
Add	0950	JOURNEY MIDDLE		
Add	1051	LAKE SIDE MIDDLE		
Add	1052	MONTICELLO HIGH		
Add	1053	BAKER-BUTLER ELEM		

[< Back](#) [Continue](#)

[Upload Claim Data](#)

[Re-Process](#)

[DELETE](#)

7. In the NSLP Claim Upload page, select **Choose File**. The Choose file dialog box opens.

School Nutrition Program Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

2025 - 2026 NSLP Claim Upload

002 Status: Active
Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Claim Month: December 2025

To Upload a file:

1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: Choose File No file chosen

Upload Cancel

8. Navigate to the location of the file you wish to upload in the dialog box. Click the file to select it. The file format needs to be in .txt file format.
9. Select **Open**. The path of the file is displayed in the Select File text box.

10. Select the red **Upload** button. Once file has been uploaded without errors, confirmation will display.

School Nutrition Program Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

2025 - 2026 NSLP Claim Upload

002 Status: Active
Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Claim Month: December 2025

To Upload a file:

1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: No file chosen

11. Select **Finish** to return to the [Year] NSLP Claim Month Details screen.

School Nutrition Program Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

2025 - 2026 NSLP Claim Upload

002 Status: Active
Albemarle County Public Schools
401 McIntire Road
Charlottesville, VA 22902-4596

Claim Month: December 2025

The Site Claim Upload has been processed.

12. Next, in the (Year) NSLP Claim Site List page, the status of each site needs to be in 'Validated'.

Add	1200	MARSHALL ROAD ELEM	
Add	1210	MANTUA ELEM	
Add	1240	KEENE MILL ELEM	
Add	1250	HERNDON ELEM	
Add	1260	CARTER G. WOODSON HIGH	
Add	1270	EDISON HIGH	
View Modify	1290	MARSHALL HIGH	Validated
Add	1300	SANDBURG MIDDLE	
Add	1310	RAVENSWORTH ELEM	
Add	1320	WASHINGTON MILL ELEM	
Add	1330	HOLLIN MEADOWS ELEM	

13. To verify that all data has been correctly pulled from the upload file into the claim, the user needs to select the "View" button for each site.

Add	1130	POE MIDDLE	
Add	1140	THOREAU MIDDLE	
Add	1150	LONGFELLOW MIDDLE	
Add	1160	TWAIN MIDDLE	
Add	1170	GLASGOW MIDDLE	
Add	1190	COOPER MIDDLE	
Add	1200	MARSHALL ROAD ELEM	
Add	1210	MANTUA ELEM	
Add	1240	KEENE MILL ELEM	
Add	1250	HERNDON ELEM	
Add	1260	CARTER G. WOODSON HIGH	
Add	1270	EDISON HIGH	
View Modify	1290	MARSHALL HIGH	Validated
Add	1300	SANDBURG MIDDLE	
Add	1310	RAVENSWORTH ELEM	
Add	1320	WASHINGTON MILL ELEM	
Add	1330	HOLLIN MEADOWS ELEM	
Add	1350	STRATFORD LANDING ELEM	
Add	1360	ANNANDALE TERRACE ELEM	
Add	1371	THOMAS JEFFERSON HIGH	
Add	1380	STENWOOD ELEM	
Add	1390	MOSAIC ELEM	
Add	1400	LITTLE RUN ELEM	
Add	1410	FROST MIDDLE	

14. The NSLP Site Claim Report page will display, allowing the user to review that all information was imported correctly from the upload file to the NSLP Site Claim Reports Page. Then select the "back" button located on the bottom of the screen and follow the instructions listed in Step 12.

Applications

Claims

Compliance

Reports

Security

Search

Programs

Year

Help

Log Out

Claims

> Claim Year at a Glance - SNP >

School Year: 2025 - 2026

VIEW

MODIFY

DELETE

INTERNAL USE ONLY

2025 - 2026 NSLP Site Claim Report

029

Status: Active

Fairfax County Public Schools

Gatehouse Adm Ctr

8115 Gatehouse Rd

Falls Church, VA 22042-2001

1290

MARSHALL HIGH

7731 Leesburg Pike

Falls Church, VA 22043

Code	Warning Description
23317	NSLP: Free Lunches Served equal Free Lunches Served for the prior month's claim.
23327	NSLP: Reduced Price Lunches Served equals Reduced Price Lunches Served for the prior month's claim.
23337	NSLP: Paid Lunches Served equals Paid Lunches Served for the prior month's claim.
23517	SBP - Severe Need: Free Breakfasts Served equal Free Breakfasts Served for the prior month's claim.
23527	SBP - Severe Need: Reduced Price Breakfasts Served equals Reduced Price Breakfasts Served for the prior month's claim.
23537	SBP - Severe Need: Paid Breakfasts Served equals Paid Breakfasts Served for the prior month's claim.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

National School Lunch Program

L1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals:

468

b. Number of Children Approved for Reduced Price Meals:

68

c. Number of Children receiving Paid Price Meals:

1,861

d. SNP EOM Membership:

2,397

L2. Number Operating Days:

15

L3. Average Daily Attendance:

2,181

L4. Reimbursable Lunches Served

a. Free Lunches Served:

4,306

b. Reduced Price Lunches Served:

645

c. Paid Lunches Served:

6,914

d. Total Lunches Served (a + b + c):

11,865

L5. Lunches Non-reimbursable:

33

(e.g. adults, senior citizens, child care, second lunches)

School Breakfast Program (Severe Need Reimbursement)

N1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals:

468

b. Number of Children Approved for Reduced Price Meals:

68

c. Number of Children receiving Paid Price Meals:

1,861

d. SNP EOM Membership:

2,397

N2. Number Operating Days:

15

N3. Average Daily Attendance:

2,181

N4. Reimbursable Breakfasts Served

a. Free Breakfasts Served:

1,064

b. Reduced Price Breakfasts Served:

122

c. Paid Breakfasts Served:

823

d. Total Breakfasts Served (a + b + c):

2,009

N5. Breakfasts Non-reimbursable:

1

(e.g. adults, senior citizens, child care, second breakfasts)

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to SFA for this Site:

☒ Keyed by State

Created By: sivagami.solayappan on: 3/11/2026 2:57:37 PM

Modified By: sivagami.solayappan on: 3/11/2026 3:04:54 PM

< Back

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

15. While reviewing, if any data appears incorrect, the user should select the "Modify" button.

Add	1130	POE MIDDLE	
Add	1140	THOREAU MIDDLE	
Add	1150	LONGFELLOW MIDDLE	
Add	1160	TWAIN MIDDLE	
Add	1170	GLASGOW MIDDLE	
Add	1190	COOPER MIDDLE	
Add	1200	MARSHALL ROAD ELEM	
Add	1210	MANTUA ELEM	
Add	1240	KEENE MILL ELEM	
Add	1250	HERNDON ELEM	
Add	1260	CARTER G. WOODSON HIGH	
Add	1270	EDISON HIGH	
View Modify	1290	MARSHALL HIGH	Validated
Add	1300	SANDBURG MIDDLE	
Add	1310	RAVENSWORTH ELEM	
Add	1320	WASHINGTON MILL ELEM	
Add	1330	HOLLIN MEADOWS ELEM	
Add	1350	STRATFORD LANDING ELEM	
Add	1360	ANNANDALE TERRACE ELEM	
Add	1371	THOMAS JEFFERSON HIGH	
Add	1380	STENWOOD ELEM	
Add	1390	MOSAIC ELEM	
Add	1400	LITTLE RUN ELEM	
Add	1410	FROST MIDDLE	

16. The system will take the user to the NSLP Site Claim Report page in modify mode, where the user can update the numbers. After making the updates, the user needs to select the "Save" button located at the bottom of the screen.

School Nutrition Program



Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2025 - 2026

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

2025 - 2026 NSLP Site Claim Report

Suffolk County Public Schools
10000 1st St
115 Glenview Dr
Norfolk, VA 23502-2001

MARSHALL HIGH
2731 Landing Pkwy
Peach Church, VA 22603

Code	Warning Description
23317	NSLP: Free Lunches Served equal Free Lunches Served for the prior month's claim.
23327	NSLP: Reduced Price Lunches Served equals Reduced Price Lunches Served for the prior month's claim.
23337	NSLP: Paid Lunches Served equals Paid Lunches Served for the prior month's claim.
23517	SBP - Severe Need: Free Breakfasts Served equal Free Breakfasts Served for the prior month's claim.
23527	SBP - Severe Need: Reduced Price Breakfasts Served equals Reduced Price Breakfasts Served for the prior month's claim.
23537	SBP - Severe Need: Paid Breakfasts Served equals Paid Breakfasts Served for the prior month's claim.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

National School Lunch Program

L1. Student Eligibility and Enrollment	
a. Number of Children Approved for Free Meals:	468
b. Number of Children Approved for Reduced Price Meals:	68
c. Number of Children receiving Paid Price Meals:	1,861
d. SNP EOM Membership:	2,397
L2. Number Operating Days:	15
L3. Average Daily Attendance:	2,181
L4. Reimbursable Lunches Served	
a. Free Lunches Served:	4,306
b. Reduced Price Lunches Served:	645
c. Paid Lunches Served:	6,914
d. Total Lunches Served (a + b + c):	11,865
L5. Lunches Non-reimbursable: (e.g. adults, senior citizens, child care, second lunches)	33

School Breakfast Program (Severe Need Reimbursement)

N1. Student Eligibility and Enrollment	
a. Number of Children Approved for Free Meals:	468
b. Number of Children Approved for Reduced Price Meals:	68
c. Number of Children receiving Paid Price Meals:	1,861
d. SNP EOM Membership:	2,397
N2. Number Operating Days:	15
N3. Average Daily Attendance:	2,181
N4. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	1,064
b. Reduced Price Breakfasts Served:	122
c. Paid Breakfasts Served:	823
d. Total Breakfasts Served (a + b + c):	2,009
N5. Breakfasts Non-reimbursable: (e.g. adults, senior citizens, child care, second breakfasts)	1

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to SFA for this Site:

☒ Keyed by State

Created By: sivagami.salayappan on: 3/11/2026 2:57:37 PM Modified By: sivagami.salayappan on: 3/11/2026 3:04:54 PM

Save

Cancel

17. The system will display a message indicating that the Site Claim has been saved. If the claim is saved with warnings, the message will state that the Site Claim has been saved with warnings. A “Review Warnings” button will be available. If the user needs to review the warnings, select the “Review Warnings” button. Otherwise, select the “Continue” button.

School Nutrition Program Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

2025 - 2026 NSLP Site Claim Report

2025 - 2026 NSLP Site Claim Report

Fairfax County Public Schools
Gatchouse Admin Ctr
8115 Gatchouse Rd
Falls Church, VA 22043-2002

MARSHALL HIGH
7731 Leesburg Pike
Falls Church, VA 22043

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

The Site Claim has been saved with warnings.

[< Review Warnings](#) [Continue](#)

18. Once you have completed uploading the claims file and reviewing the claim information for each site, select the **Continue** button.

Add	2347	COMETES ELEM
Add	2348	LAUREL HILL ELEM
Add	2410	MASON CREST ELEM
Add	2420	SOUTH COUNTY MIDDLE
Add	2458	FORT BELVOIR UPPER ELEM
Add	2459	BAILEY'S UPPER ELEM

[< Back](#) [Continue](#) [Upload Claim Data](#) [Re-Process](#)

DELETE

19. To submit the claim, check the **Certification** box and select the **Submit for Payment** button.

School Nutrition Program

Virginia
Department of
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School Year: 2025 - 2026

School Nutrition Programs Claim Month Details for January 2026



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0				

SFA Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
-----------	--------------------------	--------------	------------------------------

National School Lunch Program

Free

Reduced

Paid

Total

Performance-Based Reimbursement (Lunch)

Claimed

Adjusted

Total

School Breakfast Program Severe Need

Free

Reduced

Paid

Total

Reduced-Price Meal State Funds - SFA Totals

Meal Type

School Breakfast Program Severe Need

National School Lunch Program

Total

Claim Reimbursement Total

Certification

☐

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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[Submit For Payment](#)

20. Once the claim is submitted, the confirmation number and an email confirmation contact will be displayed.

School Nutrition Program

Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

School Nutrition Programs

Claim Month Details for January 2026

129 - Status: Active
Fairfax County Public Schools
Statehouse Admin Ctr
1115 Statehouse Rd
Alexandria, VA 22304-2001

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0	03/03/2026	03/03/2026		Original

Confirmation Number: **BAEDRH**

Thank you for your **January 2026** Claim Submission.

An email confirmation has been sent to:

Finished

21. To complete the claims submission process, select the Finished button located on the bottom of the screen.

School Nutrition Program Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

**School Nutrition Programs
Claim Month Details for January 2026**

[Redacted]

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2026	0	03/03/2026	03/03/2026		Original

Confirmation Number: **BAEDRH**

Thank you for your **January 2026** Claim Submission.

An email confirmation has been sent to: [Redacted]

Finished

22. Once the Finished button is selected, the system will take you back to the NSLP Claim Month Details page where the earned amount will be displayed and the

status will show as “Accepted”.

School Nutrition Program

Virginia Department of Education

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2025 - 2026

2025 - 2026 NSLP Claim Month Details

Claim Month: January 2026

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	03/03/2026	03/03/2026			Accepted
Total Earned						

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