

	<p>Rock Hill Schools</p> <p><b>Request for Proposal (RFP)</b></p>	<p><b>Solicitation Number</b></p> <p><b>Date Issued</b></p> <p><b>Procurement Officer</b></p> <p><b>Phone</b></p> <p><b>E-Mail Address</b></p>	<p><b>23-2421</b></p> <p><b>April 11, 2024</b></p> <p><b>Lee Faris</b></p> <p><b>803-981-1162</b></p> <p><b>Wfaris@rhmail.org</b></p>
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### Food Service Management System

**DUE DATE (Opening Date/Time): May 14, 2024 at 10:00 a.m.**

**LAST DAY FOR QUESTIONS: May 6, 2024 at 12:00 p.m.**

**NUMBER OF PROPOSALS TO BE SUBMITTED:** one (1) original UNBOUND copy, three (3) hard copies and one (1) USB drive must be hand delivered or mailed to the address below.

### SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

PHYSICAL MAILING ADDRESS:
<p>Rock Hill Schools</p> <p>Procurement Services</p> <p>386 East Black Street</p> <p>Rock Hill, SC 29730</p> <p><b>Solicitation Number and Opening Date must appear on the envelope.</b></p>

<b>CONFERENCE TYPE:</b> None		<b>LOCATION:</b> None	
<b>ADDENDUM(S)</b>	Any addendum(s) will be posted at the following web address: <a href="http://www.rock-hill.k12.sc.us">http://www.rock-hill.k12.sc.us</a>		
<p><b>You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to the following:</b></p> <ul style="list-style-type: none"> <li><b>Bound by the requirements, terms, stipulations, and terms of the solicitation.</b></li> <li><b>Comply with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices.</b></li> <li><b>Not guilty of collusion, with other vendors possibly interested in this bid, in arriving at or determining prices to be submitted.</b></li> </ul>			
<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)		<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one) <ul style="list-style-type: none"> <li><input type="checkbox"/> Sole Proprietorship</li> <li><input type="checkbox"/> Partnership</li> <li><input type="checkbox"/> Corporate entity (not tax-exempt)</li> <li><input type="checkbox"/> Tax exempt corporate entity</li> <li><input type="checkbox"/> Government entity (federal, state, or local)</li> <li><input type="checkbox"/> Other _____</li> </ul>	
<b>AUTHORIZED SIGNATURE</b>  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)			

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<b>TITLE</b>  (Business title of person signing above)		(See "Signing your Offer" provision)
<b>PRINTED NAME</b> (Printed name of person signing above)	<b>DATE SIGNED</b>	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
<b>STATE OF INCORPORATION</b> (If offeror is a corporation, identify the State of Incorporation.)		<b>TAX IDENTIFICATION NUMBER:</b>

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	<b>Area Code</b>	<b>Number</b>	<b>Ext.</b>	<b>Facsimile</b>
	<b>E-mail Address</b>			
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)		<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)		

**ACKNOWLEDGMENT OF ADDENDUM(S)**

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

**Minority Participation:**

Are you a SC Certified Minority Vendor - Yes ☐ No ☐  
 If yes, SC Certification # \_\_\_\_\_

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

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**I. GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS**

**GENERAL INSTRUCTIONS**

**1. INSTRUCTIONS TO BIDDERS:**

- A. Proposals shall be publicly opened at **10:00 AM** on, **May 14, 2024**. Bid openings shall be conducted in Procurement Services, which is located at 386 East Black Street, Rock Hill, SC 29730. Sealed Proposals shall be mailed to the **Procurement Services Attention: RFP 23-2421** located at 386 East Black Street Rock Hill, SC 29730. The District encourages vendors who wish to attend the closing to do so by conference call.

Vendors may take part by dialing:

**Phone Number:** 803 -985-3599

**Conference ID:** 1440403

- B. Proposals shall be submitted **NO LATER THAN 10:00 AM** in the place and manner as described in paragraph 1A above. Proposals received after 10:00 AM shall be late Proposals. Late Proposals shall not be considered for award and will be returned to the vendor unopened.
- C. The District shall not accept responsibility for unidentified Proposals.
- D. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- E. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 calendar days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- F. The District shall not accept oral, emailed, or FAXED Proposals.
- G. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"  
The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder"

- 2. TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.

- 3. AMBIGUOUS PROPOSALS:** Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

- 4. BIDDERS QUALIFICATIONS:** Proposals shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised. Each party shall bear and be responsible solely for its own cost and expenses necessary to comply with this Agreement.

**5. ACKNOWLEDGEMENT OF ADDENDUM(S):**

- A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.
- B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).

- 6. AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to any activities conducted under this Contract on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older),

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ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.

**7. COMMUNICATION WITH PROSPECTIVE BIDDERS:**

- A. All communication concerning this solicitation must be in writing to the Director of Procurement Services. Email is the preferred method of communication.
- B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.
- C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this solicitation for any reason except as authorized by the Director of Procurement Services. Violation of this provision may result in rejection of the vendor's response.
- D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

**8. WITHDRAWAL OF PROPOSALS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of Proposals. All requests to withdraw Proposals must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

**9. ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

**10. SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

**11. FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive Proposals for the same items may be removed from the applicable bid lists.

**12. EXCEPTIONS:** Notwithstanding any prior negotiations, the specifications and terms and conditions provided herein take precedence. Formal objection is hereby made to any or different terms proposed by Proposers unless listed on a separate sheet labeled "Exceptions", and agreed to in writing by the District. Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

**13. RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) calendar days of the date of issuance of the Invitation for Proposals or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue. Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Procurement Services. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.

**14. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and

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approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.

15. **SERVICE DATA MANUALS:** The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary).

Where applicable, it shall include electrical data and connection diagrams for all utilities. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

16. **BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

17. **POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.

18. **PROPRIETARY INFORMATION:** Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except District representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the District by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word "CONFIDENTIAL."

19. **AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. The award basis is stated in the award criteria.

Therefore, individual prices per item must be indicated on the Proposal form. Bidders are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Bidder on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Procurement Services shall award proposals in accordance with the District's Procurement Code.

19. This solicitation document, any addendum(s), and record of negotiation will become a part of the contract when awarded.

## TERMS AND CONDITIONS

1. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case

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of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury

2. **TERMINATION:** Subject to the provisions contained below, this Contract may be terminated by either party with thirty (30) days notice, unless otherwise written. Contractor shall be compensated for any work completed at the time of termination.
- a. **District's Termination for Convenience:** The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.
  - b. **Contractor's Termination for Convenience:** Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not:
    - affect the District's right to require the termination of a subcontract.
    - increase the obligation of the District beyond what it would have been if the subcontract had contained an appropriate clause.
  - c. **Contractor's Obligations:** The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the District. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.
  - d. **Right to Supplies:** The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer:
    - i. any completed supplies; and
    - ii. such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract right (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the District has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause.
  - e. **Compensation:**
    - i. The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with paragraphs (b) and (c) of this section ("2").
    - ii. The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under paragraph (d) of this section ("2"), and the contract price of the work not terminated.

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- iii. Absent complete agreement under paragraph heading "2. TERMINATION", the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under paragraph (a) of this section ("2"), shall not duplicate payments under this subparagraph:
  - o contract prices for supplies or services accepted under the contract;
  - o costs incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;
  - o any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the number of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under paragraph (d) of this section ("2"), and the contract price of work not terminated.
- iv. Contractor must demonstrate any costs claimed, agreed to, or established under paragraphs (a) and (c) of this section ("2") using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

f. Termination for Cause:

Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision(s). Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provision shall apply.

### 3. EXAMINATION OF RECORDS:

Rock Hill School District has the right to audit the books and records of the vendors that pertain to this purchase order, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for three (3) years from the date of final payment under the purchase order.

The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of purchase order performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

4. **COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws. Contract price is deemed "Fair and Reasonable" and in compliance with Local, State, and Federal Laws and Regulations.

5. **SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state.

By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.



- 6. STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.
- 7. MATERIALS REQUIRED:** Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.
- 8. “OR APPROVED EQUAL” CLAUSES:** Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words “or approved equal”. Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor’s stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District’s standards for acceptance.

- 9. PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.
- 10. PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
- Name of business concern
  - Contract number or other authorization for delivery of service or property
  - Complete description
  - Price and quantity of property or service actually delivered or executed
  - Payment terms
  - Name where applicable
  - Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
  - All invoices shall be submitted via email to [APINVOICES@rhmail.org](mailto:APINVOICES@rhmail.org) with the Company name and purchase order# referenced in the subject line
  - Rock Hill School District will not process the final payment until all goods and/or services are received/rendered to the district.

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- 11. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
- 12. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
- 13. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.
- 14. PRICE ADJUSTMENT BASED ON CONTRACTOR'S COST:** Any request for price increase must be submitted to the District at least ninety (90) days prior to the renewal date unless otherwise stated. (Price increases will only become effective if approved in writing by the Purchasing Director). The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions. A justification of the increase shall be submitted in addition to the index.
- 15. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFP/RFQ), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.
- 16. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents.
- Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.
- 17. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a

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policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. Contractor and/or Subcontractor acknowledges that Rock Hill School District is not responsible or liable for insurance premiums or policies for the Contractor. In addition, Contractor and/or Subcontractor acknowledges that it solely responsible for, and shall promptly pay, all employer taxes, withholding requirement, etc., on its employees.

The successful contractor shall provide a certificate of insurance within ten (10) calendar days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident  
\$500,000 Disease - Each Employee  
\$500,000 Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Each Occurrence  
\$ 5,000 Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit - Any Auto

**18. WORKMANSHIP:** All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative. The parties agree that during the term of this Agreement, each party shall maintain its respective federal and state licenses, certifications, and accreditations required for the provision of services herein.

**19. LIABILITY-** The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days.

Subcontracting

The contractor shall not subcontract, assign, sublet, or transfer any portion of this contract, or its provisions, without prior written approval from the School District, which consent shall not be unreasonably withheld provided, contractor remains liable for performance of all items of this contract.

Laws

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

**20. SAFETY, DAMAGE OR THEFT:**

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Contractor shall be responsible for complying at all times of this contract with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or injuries to the Director of Operations (803) 981-1150.

**21. SECURITY:** The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the contractor's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

**22. UNAUTHORIZED PERSONNEL:** Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or contractor).

**23. FORCE MAJEURE:** Neither the District nor the Contractor shall be liable for any excess costs if failure to perform the contract arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but not restricted to acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods epidemics, quarantine, restrictions, strikes, freight embargos, and unusually severe weather conditions; but in every case, the failure to perform is caused beyond the control of both the District and the Contractor, and without the fault or negligence of either of them.

**24. CONTRACT PROVISION TO REQUIRE CERTIFICATION AND COMPLIANCE CONCERNING ILLEGAL ALIENS:** By submission of this bid, the bidder as the prime contractor does hereby agree:

- A. To certify its compliance with the requirements of Chapter 14 of Title 8 of the S.C. Code of Laws regarding Unauthorized Aliens and Public Equipment;
- B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and
- C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

**25. CONTRACT DOCUMENT:** This solicitation document, any addendum(s), and record of negotiation(s) will become a part of the contract when awarded. Any changes to this Contract, which are mutually agreed upon between Contractor and/or Subcontractor and the District, shall be incorporated in written amendment to this Contract and will not become effective until the amendment is signed by each party. Appropriate staff of the District and Contractor and/or Subcontractor can meet on an as needed basis to evaluate this Contract based on the responsibilities for each party.

**26. STUDENT AND STAFF SAFETY:** The successful bidder shall be required to verify that criminal conviction inquiries/checks and pertinent criminal background inquiries/checks have been conducted on all of its employees and the subcontractors who may interact with staff and/or students during the performance of the awarded scope of work or who may have a need to enter District property related to the performance of the contract or who may have access to personal student or District personnel information.

All inquiries and background checks must be conducted annually or more frequently or as required by the District if the bidder has the potential to be in the presence of students. Student, parent, and participant information shall be kept confidential and shall not be disclosed for any purpose.

Persons who are identified as a Sex Offender or violators as defined by the South Carolina Code of Laws (Ann. 2006), Article 7, Sections 23-3-400 to 23-3-500 or statute or any other states statues and person who have been convicted

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of Violent Crimes as defined by the South Carolina Code of Laws, 1976, Section 16-160; are prohibited from entering any of the Rock Hill School District facilities at any time, including all District grounds and all District facilities. Persons employed by or under the direction of the bidder or any subcontractor who are under investigation or have been charged with crimes and/or convicted of crimes against children or crimes of a sexual or violent nature shall not be allowed on District property.

The District may in its sole discretion terminate any existing contract for the failure by the awarded bidder, its subcontractors or any representative of the bidder or subcontract to observe this requirement or for any violation of this solicitation's requirements. No penalty or other costs shall be levied against the District as a result of its decision to terminate the contract or award.

In addition to the above obligations of successful bidder/awarded firm, all persons and contractor personnel having contact with students and/or any individual who enters onto District property may be subject to a national criminal background check at the discretion of the District prior to entry upon District property and the performance of any duties. All individuals entering District property shall be screened nationally for criminal sex offenses/sex offender status on automated equipment at school or site.

**27. SEVERABILITY:** Should a court of competent jurisdiction rule any portion of this agreement invalid, null, or void, that fact shall not affect or invalidate any other portion or section of the agreement and all remaining portions and sections of the agreement remain in full force and effect.

**28. CONFIDENTIALITY:** As outlined in the Family Educational Rights and Privacy Act (FERPA), student data is confidential and shall not be shared in any form with anyone other than the student, the student's parent(s) or legal guardian(s), except as directed by site administrator or appropriate district staff.

Rock Hill School District expects Contractor to respect the confidentiality of information obtained during their professional work. Information is revealed only with the informed consent of the client, except in those situations in which failure to release information would result in clear danger to the client or others. In addition to the ethical standards of confidentiality, laws exist to protect the privacy of individuals. Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the students' records in all schools that receive federal funding. Consent is needed to allow release of records to others, except in special circumstances (e.g., health, safety, legal request etc.).

## II. GLOSSARY OF TERMS

**Actual Cost:** All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

**Amendment:** An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

**Assignment:** Legal transfer of a claim, right, interest or property.

**Capability:** The ability of a bidder to fulfill the contract at time of award.

**Consultant:** To work or serve in an advisory capacity. A person or company that possesses unique qualifications which allow them to perform specialized advisory services usually for a fee.

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**Consultant Services:** Services of an advisory nature to support policy development, decision-making, administration, or management of a business or public entity; generally provided by individuals or organizations who possess specific knowledge, technical skills or unique abilities not usually available in house or from within the entity.

**Contractor:** Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

**Cost:** The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

**Descriptive Literature:** Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

**Firm:** A for-profit business, usually formed as a partnership that provides professional services, such as legal or accounting services. The theory of the firm posits that firms exist to maximize profits.

**Late Bid/Proposal:** A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

**Mandatory:** Obligatory, required by order, a provision that may not be waived.

**Mandatory Requirements (Conditions):** Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

**Offeror:** The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Term *Bidder* is interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder.*

**Pre-Bid/ Pre-Proposal Conference(Meeting):** A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

**Price:** The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

**Request for Proposals (RFP):** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

**Responsible Bidder/Offeror:** Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

**Responsive Bidder/Offeror:** Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

**Service/Services Contract:** An agreement calling for a firm's time and effort. The furnishing of labor, time, or effort by a firm, which may involve to a lesser degree, the delivery or supply of products.

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**Short List:** Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

**Solicitation:** An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

**Scope of Work/Services:** A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The scope of work should establish a clear understanding of what is required by the entity.

*(Definitions above provided by the National Institute of Governmental Purchasing and Free Dictionary.com)*

### **III. INTRODUCTION**

This solicitation is a Request for Proposal (RFP). Rock Hill Schools will conduct a formal selection process to determine the best qualified offeror's that meet the District's requirements as indicated herein. A selection committee will review and evaluate the submittals. The submittals will be assessed in accordance with the following evaluation criteria:

- Technical Proposal 40%
- Cost 25%
- Experience and Qualifications 25%
- Project Approach and Understanding 10%

Top scoring respondents may be short-listed and invited to an interview.

Rock Hill Schools is an equal opportunity employer and encourages Local Business and Small Women-Owned, Minority Business Enterprise (SMWBE) in accordance with Division of Small and Minority Business Contracting and Certification (SMBCC) and/ or similar state or federal certification programs participation to the extent legally feasible.

### **IV. PURPOSE**

The purpose of this request for proposal is to seek a qualified Vendor to provide the necessary system, software, training and related services for the implementation of a Food Service Management System for Rock Hill School District, hereinafter referred to as "District". The initial contract period will be one year beginning in August 2024 (Tentative). There will be an option to renew for four (4) additional one-year periods. The option to renew shall require the mutual agreement of both parties at least sixty (30) days prior to expiration. The total term of the contract shall not exceed beyond July 31, 2029.

### **V. BACKGROUND**

Rock Hill School District Three of York County serves over 17,000 students ranging from pre-school to adult education. The District operates 28 schools/ campuses (1 early childhood center, 14 elementary schools, 5 middle schools, 3 high schools, 1 technology campus, and 1 alternative school).

### **VI. SCOPE OF SERVICES**

The Vendor shall provide a turnkey project. All food service locations utilize a HP ProDesk 600 G4 with a core i5 8500 with 8GB. The point of sale system shall be capable of controlling, documenting and reporting the following functions:

- Overall System Features
- Point of Sale
- Internet Meal Payments



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- Online Free & Reduced Apps and Scanning
- Accountability Reporting
- Training & Support

### **Training – On-Site**

There are twenty- three (23) locations within the District that shall require equipment for this system. The District food service operation is outsourced and has approximately 150 employees working 23 schools. The successful vendor shall provide materials, instructions, and personnel for training personnel. This instruction shall be performed in-house after installation. Detailed training is needed for approximately 160 employees. Training should include, at a minimum, two (2) - 1 day trainings for management personnel that includes front and back office operations and five (5) - 1 day trainings with a minimum of two trainings per day for front of the house operations. The SFA will host these trainings at a centralized location within the district. Training dates and times may be separated in different days as requested by the district.

### **Installation**

The successful vendor shall provide a turnkey installation providing all necessary components for complete installation. Vendor shall test and certify in writing that the software is fully operational and functional.

### **Product Information**

Vendor shall include its latest catalog and/or specification sheets for the proposed software.

### **Warranty**

Manufacturer's standard warranty will be required in writing with delivery and installation of software.

### **Completion Date**

It is the intent of the District to have the system completely installed and properly operating by July 6, 2024.

### **Presentation/Demonstration**

Due to the complexity of the software, during the evaluation process, contractors meeting the requirement of the proposal may be required to provide an oral presentation/demonstration. This will provide an opportunity for offerors to clarify their proposals and to ensure that the District Evaluation Team has a thorough understanding. The presentation/demonstration will be on-site at the District Office of Rock Hill School District Three. Any and all costs incurred for the presentation/demonstration shall be at the Vendor's expense.

### **District Site Access**

Contractor's personnel must wear an identification badge as approved by the District and shall utilize the procedures authorized by the District to obtain access to District buildings. The District requires Vendor's personnel to enter through the front office.

## **VII. ELABORATION AND CLARIFICATION**

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If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the RFP. If, after examination of the various terms and conditions and requirements of this RFP, the Respondent believes there are any terms and conditions or requirements which remain unclear or which restrict competition, the Respondent must request, in writing, that District clarify the terms(s) and condition(s) and requirement(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Respondent by 12:00PM on **May 6, 2024** which is the last day for questions.

The District may ask any or all respondents to elaborate or clarify specific points or portions of their response. Clarification may take the form of written responses to questions or meetings to discuss the RFP and/or the participant's response.

**No questions may be directed to or contacts made with members of the Rock Hill School Board, Superintendent, or any District staff not identified in this RFP as points of contacts during the period of time that this RFP is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition will be subject to disqualification of the Bidder from further consideration.**

### **VIII. MANDATORY RESPONSE REQUIREMENTS AND SUBMITTAL FORMAT**

All proposals shall be submitted to Rock Hill School District no later than May 14, 2024 at 10:00 AM. Consultants shall deliver one (1) original **UNBOUND** copy, three (3) hard copies and one (1) USB drive of the information requested above. Proposals should be prepared simply and economically, providing a straight forward and concise response to satisfy the requirement of this Request for Proposal. All submittals must be clearly labeled on the outside of the envelope with the following wording: **"RFP#23-2421 Food Service Management System."** All late proposals will be rejected. The District is not responsible for late RFP's caused by delays in mail delivery or a delay in any other method of delivery.

All Responses shall be on 8 1/2" x 11" paper with all standard text no smaller than twelve (12) points. The total page count shall not exceed twenty-five (25). Response shall be double-sided copying and be bound with tab dividers corresponding to the format requirements specified below. **Failure of the respondent to organize the information required by this RFP as outlined herein may result in the District, at its sole discretion, deeming the response non-responsive to the requirements of this RFP.** The Consultant, however, may reduce the repetition of identical information within several sections of the RFP by making the appropriate cross-references to other sections of the response. Submittals shall include the following information divided by **tabs**:

**A. Pages 1 and 2 of this Request for Proposal.**

**B. Cover letter and Company Overview**

Vendor shall complete the Questionnaire Form Appendix I

**C. Executive Summary**

Explanation outlining your Company's qualifications for providing this type of product. This should include any highlights, benefits, conclusion, assumptions, or general recommendations of the proposal.

D. Proposed Scope of Work, Project Understanding and Approach

The Vendor must clearly explain its understanding of the project and how its solution is the best overall value to the District. This explanation shall include the overall solution and project approach. Include, at a minimum, those responsibilities listed in Scope of Work and Technical Requirements.

E. Qualifications and Experience

The Vendor shall provide evidence of the company's capacity to deliver successful objectives of this project along with evidence of projects similar in size for other school districts. Provide a summary of the Vendor's qualifications to successfully executing this project. Include at a minimum the following:

- Unique qualifications- What unique qualifications does the Vendor have that will ensure project success?
- Project team- Vendor must demonstrate management and staff qualifications and capability to staff and supervise the development, installation, integration and testing of the proposed system.

Provide four (4) references(Appendix II) from other K-12 school districts, preferably in South Carolina, using the system proposed in the past five (5) years. Include the following:

- School name and location
- Name and contact information
- Date of installation
- Clear indication of size of installation (e.g., number of systems, etc.)

F. Technical Proposal

All respondents should confirm their compliance with the Technical requirements detailed in the Scope of Work. The Vendor must also complete Appendix III-Technical Requirements which states the District's needs/requirements and is to be submitted back with your response.

G. Cost Proposal

The cost proposal Appendix IV shall be submitted separately in a **sealed envelope**.

Ability to provide a turnkey system to include set-up, installation, training, support and

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maintenance that meets the requirements identified in this solicitation to include a detailed description/specification of the following. Pricing shall include all travel expenses.

- a. Modules for the District Office, Food Service Warehouse and School Sites
- b. Training Costs - On-Site Training Including training material and including all travel expenses
- c. Annual Maintenance
- d. Software License Renewals/Upgrades
- e. Setup and Installation
- f. Technical Support/Maintenance
- g. Additional Pricing

The District will not select this service on a low bid basis although the cost will be one of the factors considered in selecting a Vendor. The District reserves the right to negotiate final fees and scope of services with the selected Company. The Vendor shall indicate any additional work that it believes is needed and the cost of such work separately.

### H. Appendices

- Appendix I- Vendor Questionnaire
- Appendix II- References
- Appendix III- Technical Requirements
- Appendix IV- Cost Proposal
- Appendix V- Bidder's Assurance and Compliance
- Appendix VI- Non-Collusion Affidavit
- Appendix VII- Conflict of Interest

## IX. EVALUATION CRITERIA

The committee, comprised of District employees and representatives, will review each submittal based upon the criteria listed below. The written evaluation will produce a list of the top rated proposals (short list) that will be selected for possible interviews. Respondents may or may not be interviewed and the District reserves the right to conduct interviews at its sole discretion. The short listed Vendors will be contacted by the Purchasing Director via telephone or e-mail to determine their interview date and time. Proposers should plan to have available, in person, key personnel who will be assigned to work on the proposed project. Individuals who fail to attend the interview may not be given a score which could jeopardize the Vendor's competitiveness. If awarded the project, all interview statements will become part of the final contract.

The evaluation criteria are as follows:

RFP Evaluation Criteria	Rating Percentage
<b>1. Technical Proposal</b>  Proposers will be evaluated on their compliance of the technical specifications detailed in the Scope of work and the completeness and quality of the documentation of the technical proposal for the proposed system.	Max. 40%
<b>2. Cost</b>  This will be calculated separately after the panel evaluation.	Max. 25%
<b>3. Experience and Qualification</b> Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), review of Vendor questionnaire, and experience with similar projects.	Max. 25%
<b>4. Project Approach and Understanding Plan</b> Proposers will be evaluated on the effectiveness of the Vendors organizational project management structure and their facility capabilities to be used in executing and managing the project. This will include the overall approach for coordinating and managing all work activities to meet the implementation schedule.	Max. 10%

## X. TENTATIVE SCHEDULE OF EVENTS

Proposal Issue Date	April 11, 2024
Last Day for Questions	May 6, 2024 at 12:00 p.m.
Proposal Due Date	May 14, 2024 at 10:00 a.m.
Interviews (if required)	TBD
Intent to Award (tentatively)	TBD
Contract Implementation	<b>**Tentative**</b> August 1, 2024

## XI. AWARD CRITERIA

It is to the sole discretion of the District to determine the award method. Award will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the District.

**SPACE INTENTIONALLY LEFT BLANK**

## **XII. APPENDICES**

Appendix I- Vendor Questionnaire

Appendix II- References

Appendix III- Technical Requirements

Appendix IV- Cost Proposal

Appendix V- Bidder's Assurance and Compliance

Appendix VI- Non-Collusion Affidavit

Appendix VII- Conflict of Interest

**APPENDIX I- VENDOR QUESTIONNAIRE**

**VENDOR QUESTIONNAIRE FORM**

1. Name of Company:\_\_\_\_\_

Trade Name (if different from Company Name)\_\_\_\_\_

Principal Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No (s). \_\_\_\_\_ Fax No(s). \_\_\_\_\_

Email Address\_\_\_\_\_

a. If a Corporation, answer the following: When Incorporated: \_\_\_\_\_

What State: \_\_\_\_\_

b. If an Unincorporated Organization, answer the following: Date of Organization: \_\_\_\_\_

Names and addresses of City's or Members: \_\_\_\_\_

Type and State of Organization: \_\_\_\_\_

c. If a Partnership, state whether the Partnership is General or Limited: \_\_\_\_\_

Names and Addresses of City's or Partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Experience: a. How many years has this Bidder been in business as a Vendor under its present business name? \_\_\_\_\_

b. What prior names of this Bidder, if any?

\_\_\_\_\_

3. How many years of experience in this type of work has this Bidder have?

a. As a Vendor? \_\_\_\_\_

b. As a Sub-contractor? \_\_\_\_\_



4. Provide a list of uncompleted Contracts/Projects at present held by this Bidder? (attach supplemental sheet if necessary)

Contract/Project	Type of Work	Amount	% Complete

5. What equipment does this Bidder own that is available for the proposed work? (attach supplemental sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

6. Does this Bidder plan to subcontract any part of this work? If so, list name, address, years of experience, and type and amount of work to be performed by each subcontractor.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Have you ever performed work for a school district, higher education, local governing body, or similar agency previously? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Bidder Responsibility:

a. Has this Bidder ever failed to complete any work awarded to it? \_\_\_\_\_ If yes, give name of Entity, name of Bonding Company and circumstances:

\_\_\_\_\_

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b. Is this Bidder debarred by the Federal Government or by the State of South Carolina or by any other state, or by any town, city, or county? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Has this Bidder ever had any judgments entered against it for breach of contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. State approximate largest dollar volume of work performed by this Bidder in one year:

\_\_\_\_\_

10. List insurance coverage (attach certificate of insurance in required Project amount)

\_\_\_\_\_

11. Bonding reference: List Surety Company and highest coverage:

\_\_\_\_\_

12. Have you or your authorized representative, personally inspected the location of the proposed Work, and/or do you have a clear understanding of the requirements of the Bid Documents?

\_\_\_\_\_

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The undersigned hereby authorizes and consents to any person, firm or corporation to furnish any information requested by the District in verification of this statement of contractor's qualifications. Also, if it is the apparent low Bidder, the undersigned hereby agrees to furnish the District upon request, a complete and current financial statement:

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

(Sign and Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX II- REFERENCES**

<b>REFERENCE #1</b>	
ENTITY NAME:	
ENTITY CONTACT:	
PHONE:	
EMAIL ADDRESS	
DATE OF CONTRACT:	
WORK PROVIDED	

<b>REFERENCE #2</b>	
ENTITY NAME:	
ENTITY CONTACT:	
PHONE:	
EMAIL ADDRESS	
DATE OF CONTRACT:	
WORK PROVIDED	

<b>REFERENCE #3</b>	
ENTITY NAME:	
ENTITY CONTACT:	
PHONE:	
EMAIL ADDRESS	
DATE OF CONTRACT:	
WORK PROVIDED	

<b>REFERENCE #4</b>	
ENTITY NAME:	
ENTITY CONTACT:	
PHONE:	
EMAIL ADDRESS	
DATE OF CONTRACT:	
WORK PROVIDED	

**APPENDIX III- TECHNICAL REQUIREMENTS**

<b>GENERAL SYSTEM FEATURES</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Designed exclusively for K-12 food service	X			
Easy to learn & use	X			
Cloud based database	X			
Local Back up for data files		X		
User defined criteria to serve and track alternate meals	X			
Data updates are real-time. No 'batch' updating requiring user intervention.	X			
Microsoft Windows Based- Compatible with Windows 7 and 10	X			
Runs on standard PC's, and generic keypads, scanners, and touch screens -no proprietary hardware-	X			
Compatible with PowerSchool and Level Data	X			
Must interface with Smart Fusion Software	X			
Ability to create custom reports based on collected data	X			
User-controlled security by module and function	X			
Allows setting scheduled password expirations		X		
Automatic Program Updates via internet connection	X			
Available as individual components or as part of an Enterprise Suite		X		
Reports can be converted to Excel, PDF files	X			
User -friendly on screen and printed user's manuals	X			
School Interoperability Framework Certified	X			
No databases required at cafeteria site	X			

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<b>GENERAL SYSTEM FEATURES</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
No backups required at school site	X			
Automated backup	X			
No data transfers or communications routines	X			
Does not require monitoring of communications logs.	X			
Ability to insert and modify account alerts	X			
Software: Scalable Architecture “add-on” and “upgrades”	X			
<b>POINT OF SALE</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Identify students via pictures		X		
Eligibility status is updated immediately when processed by integrated Free & Reduced module	X			
Ability to import pictures automatically by integrating with the district’s PowerSchool program		X		
Single database. Serve visiting students with regular meal account	X			
Offline mode allows POS cashiers to continue serving even if connection to server is lost	X			
Handles prepayments and/or charges at anytime	X			
Multiple input options (PIN Pad, Barcode, Fingerprint)	X			
Prohibit items based on dietary restriction	X			
Customize item screens by cashier		X		
Prevents over claims; the same student cannot be claimed twice	X			
Re-process' function corrects transactions where student was served with incorrect status	X			
Accurately converts meal components into reimbursable meals		X		

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<b>POINT OF SALE</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Built-in charge controls	X			
Allows for voiding transactions in bulk	X			
Set ala carte/ extra sales limits	X			
Tracks after school snack programs with the ability to automatically integrate with PowerSchool to construct snack rosters	X			
Provides an alpha look-up for all accounts	X			
User-defined security and access restriction by identification of system operator	X			
Handles teacher, food service employee, miscellaneous, and catered accounts	X			
Automatically & discretely identifies student status	X			
Tracks up to 999 different menu items for breakfast & 999 items for lunch		X		
Item price is driven by student status	X			
Allows for item pricing by grade	X			
Tracks all cashier transactions by name, date and time	X			
Master/Family accounts to group students or siblings to a single balance		X		
Maintains multi year history via transaction archive	X			
Accurately tracks multiple schools through a single cafeteria	X			
Allows students to be served by membership in multiple groups (i.e. homeroom, bus route, afterschool program)	X			
Generates low balance and charge letters	X			
StandardTouch screen, standard keyboard, or mouse	X			
Ability to set up multiple Ala Carte purchases	X			
<b>POINT OF SALE</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>

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Utility allows 'reclassification' of meals served with the incorrect eligibility status	X			
Charge Limits by Status	X			
Import/Export Ability of all POS reports	X			
Includes SC Standard Lunch Price Report format	X			
Includes fraud monitoring functions	X			
Software Support/Training – hosted on vendor's website		X		
Ability to utilize credit cards at point of sale		X		
<b>INTERNET MEAL PAYMENTS</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Allows parents/guardians to prepay from Internet with credit cards	X			
Allows parents to see account balances and what students are buying	X			
Low balance notification via email	X			
Integrated with POS to accurately update balance and activity	X			
Utilizes Secure Sockets Layer SSL security protocol	X			
Administrative portal enables districts to generate management reports	X			
Handles all types of school fees to include field trip fees, library fees, activity fees, etc.		X		
Links to district menus		X		
<b>FREE &amp; REDUCED</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Process Family/household applications	X			



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Scan and upload Household Applications		X		
Handles import of direct certification data	X			
Utilizes pre-loaded data from PowerSchool to minimize data input	X			
Accommodates all USDA designated categorical qualifications	X			
Letters in multiple languages, Spanish at a minimum	X			
Upon 'save', status is immediately updated at Point of Sale in real time	X			
Automated cross checking eliminates duplicate applications	X			
Handles variety of pay periods	X			
Accommodates start of year temporary status grace period and an automatic expiration utility	X			
User-defined 'no income' temporary period	X			
User defined verification: Basic, Alternate Random, Alternate Focused	X			
Complete audit trail of all activity	X			
Keeps 'archived' applications and allows easy access	X			
Maintains list of withdrawn, deleted and students not applying	X			
'As of' date tracking allows user to re-create historic information	X			
Expandable to accommodate scanning and internet applications	X			
Compliant with National School Lunch Program Reauthorization guidelines	X			
Ability to import and export reports	X			
Online Free & Reduced Applications & Scanning	X			
<b>FREE &amp; REDUCED</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Scanning capability is built into component	X			
History screen shows when data was modified and by whom	X			

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<b>ACCOUNTABILITY REPORTING</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Allows for manual adjustment of data, as appropriate	X			
Tracks meals per labor hour		X		
Includes customized export for South Carolina Automated Processing System (SCAPS) claim reporting	X			
Provides export for participation and revenue data	X			
Generates monthly claim form	X			
Calculates state and federal reimbursement		X		
District wide participation tracking	X			
District wide receipts and collections	X			
District wide participation analysis	X			
<b>FINANCIAL MANAGEMENT</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
Able to exchange data (import/export) with CSI Financials		X		
Tracks statistical data by: school, month, year	X			
Allows for comparison of statistical data across schools, months & years	X			
Provides for automatic 'pro-ratio" of central office expenses & revenues	X			
<b>FINANCIAL MANAGEMENT</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
REPORTING TO INCLUDE:				
Operating Statement		X		

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Trial Balance		X		
Balance Sheet		X		
Plate Costs		X		
Indirect Costs		X		
MTD/YTD Summary	X			
Profitability		X		
Breakfast & Lunch Counts	X			
Meals per Labor Hour		X		
Plate Costs		X		
Sales By Category	X			
Inventory Management		X		
<b>TRAINING &amp; SUPPORT</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
800# - always a live voice. Closely monitored response times. Convenient help desk hours M-F 7:30 am-5:00 pm EST.	X			
Remote PC log in capability	X			
Service level metrics monitored continually		X		
Onsite and remote training <i>including POS "go live"</i>	X			
Thorough user's manuals	X			
<b>TRAINING &amp; SUPPORT</b>	<b>Mandatory Requirement</b>	<b>Optional</b>	<b>Page # in Proposal</b>	<b>Exceptions</b>
On screen help guides		X		
Quick-start tutorial documentation		X		

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Custom training available as needed	X			
Support call logging	X			
User group meetings & workshops		X		
Quarterly newsletter with helpful user tips		X		
Dedicated support website with secure customer login	X			
Regularly scheduled training webinars archived to support website		X		
Refresher training available	X			
“Train the Trainer” approach	X			
Available hardware assistance to troubleshoot scanners, monitors, etc.	X			
Training mode function	X			

**THIS SPACE IS INTENTIONALLY LEFT BLANK**

**The following section is not required in a system at this time. The District would like to know if the system proposed has these functionalities. Please indicate below.**

<b>MENU PLANNING/NUTRITION ANALYSIS/PRODUCTION</b>	<b>YES</b>	<b>NO</b>
Built upon USDA Approved CN Database		
Offers Nutrient Standard Menu Planning (NSMP) and Food based planning and tracking		
Includes complete analysis of all nutrients and/or items		
Pre-built USDA nutrient database including 10,000 ingredients & hundreds of recipes		
User controlled ingredients table, with analysis of fat, calories, sodium, etc.		
Includes SC Purchasing Alliance Bid Items		
Includes state approved SC production record		
Build and add custom recipes		
Facilitates menu costing		
Flexible recipe sizing		
Nutrient analysis by menu or daily		
Accommodates Hazard Analysis Critical Control Points guidelines		
Offers integration with inventory management module for automated usage tracking		
User defined cycle menus		
Menu calendars can automatically skip holidays and teacher work days		
Offers USDA formatted site based production record		

**APPENDIX IV- COST SHEET**

<b>Module</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Food Service POS System License	43		
Free & Reduced Online & Scanning Software	2		
Software Maintenance cost (YEAR 1) (includes all software update and support costs)			
All in one Touchscreen/ CPU combo with pre-loaded POS software	5		
Pin Pads	98		
Scanner with barcode reader			
Total Turnkey Price. This is the amount that will be evaluated			

**Estimated Shipping Costs:** \_\_\_\_\_

**OPTIONS:**

<b>Additional Goods/Services</b>	<b>Cost</b>
Additional Training:	
On Site (Per Day)	
On Site (Per Hour)	
Additional Site Installation	
Software Customization (Per Hour)	
Pin Pads	
Scanner	
Touchscreen Color Flat Screen Monitor 15"	

Year 2	Software Maintenance cost (includes all software update and support costs)	
Year 3	Software Maintenance cost (includes all software update and support costs)	
Year 4	Software Maintenance cost (includes all software update and support costs)	
Year 5	Software Maintenance cost (includes all software update and support costs)	

**\*The District reserves the right to negotiate all costs\***

**APPENDIX V- RESPONDENT'S STATEMENT OF ASSURANCE AND COMPLIANCE**

The Undersigned, as a part of responsiveness, certifies that the Terms and Conditions and Scope of Work for this solicitation have been read and understood.

The Respondent hereby provides assurance that the firm represented in this solicitation as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the solicitation; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. That such agent, as indicated below, is officially authorized to represent the firm in whose name the response is submitted.

FIRM REPRESENTED	AGENT
Name of Firm:	Signature of Agent:
Street Address:	Printed Name
City & State:	Title
Zip Code:	Date
Telephone No.	Cell No.
Email:	

SC Certified Minority Vendor: Yes\_\_\_\_\_ No \_\_\_\_\_ If yes, Certificate # \_\_\_\_\_

Minority Vendor: Yes\_\_\_\_\_ No \_\_\_\_\_

**APPENDIX VI- NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached RFP:

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP:

(3) Such RFP is genuine and is not a collusive or sham RFP:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached RFP has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **District** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)



**APPENDIX VII- CONFLICT OF INTEREST**

I, \_\_\_\_\_ (Offeror/Contractor), on behalf of myself and my company, and my sub-Contractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-Contractor(s), nor does Offeror or Offeror's sub-Contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-Contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-Contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-Contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-Contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-Contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a Contractor's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors.

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The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

**List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.**

**Please check only one box below.**

- ☐ **No known actual or potential Conflicts of Interest are subject to disclosure.**
- ☐ **All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.**

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6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-Contractor(s), if any, in performing the services under the Agreement or responding to this

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Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-Contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.

7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-Contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-Contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_