

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #194 (2004-2005)

March 7, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: POINT OF SALE SOFTWARE

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve a contract to provide a Student Nutrition Point of Sale (POS) Software system (Phase III) to PCS Revenue Control Systems, Inc., in the amount of \$365,775 and a three-year annual maintenance agreement with an option to renew for two additional one-year periods at \$19,950 per year for a total amount not to exceed \$465,525. Annual maintenance fees will be paid, starting in FY 2005-2006, on an annual basis after acceptance of the system.

It is further recommended that the School Board approve and authorize the Superintendent to process a budget transfer to support the line item expenditure codes as outlined in the memorandum.

PERTINENT FACTS:

On March 13, 2000, the School Board approved ASD Memorandum #234 (1999-2000) for the purchase of Phase I, Horizon Software International, Inc., Back Office Software Solutions (BOSS). Phase I of the BOSS system included software and license fees for the central kitchen and school sites, annual software maintenance fees, warehouse bar code system hardware and replacement equipment.

Also approved in concept were Phases II and III of the system, contingent upon availability of funds in the Student Nutrition Fund. Phase II included accountability software, free and reduced software, a communications package, bid analysis software, license fees, annual maintenance, set up, training and installation. This was purchased and implemented during FY 2001-2002 and

FY 2002-2003. Phase III included POS hardware and software components, set up, training, installation and annual maintenance fees.

This POS Software system will replace three different systems and provide one POS system throughout all schools and incorporate identical standards for training and procedures. Currently, the high schools use a 13 year old Student Nutrition Accountability Program (SNAP) product, the middle schools a seven year old Microcheck product, and the elementary schools a seven year old system developed in-house.

On August 25, 2003, the School Board approved ASD Memorandum #4 (FY 2003-2004) that approved a revision of the FY 2003-2004 Food Service Fund budget to purchase an upgrade to the computer hardware utilized at the school sites. The computers at each site were upgraded in anticipation of this software acquisition.

The District issued a Request for Proposal to provide a turnkey solution for a Point of Sale system to support the food service and student nutrition programs. The District issued the proposal on November 5, 2004 and three (3) responsive proposals were received. Two proposals were considered non-responsive. One proposal did not contain the required bid security or any documentation to support their submittal. The other proposal was considered non-responsive because the proposal did not materially conform to the RFP.

The proposals were analyzed and evaluated by a seven-member selection committee comprised of District personnel from Student Nutrition and Information Technology. The responsive Offerors made presentations demonstrating their respective systems to the evaluation committee.

It is the recommendation of the Administration to award this contract to PCS Revenue Control Systems, Inc., as the highest ranking proposer. Annual maintenance fees will be paid after acceptance of the system. The District expects to begin the maintenance agreement in FY 2005-2006. In addition to providing a turnkey system, the proposal also established an hourly rate for any customized reports that may be required in the future. The hourly rate for PCS Revenue Control Systems, Inc. is \$135 per hour.

Funding to support the POS acquisition will come from two fiscal years: FY 2003 -2004 and FY 2004-2005. At FY 2003-2004 year end, funds were encumbered for the Central Kitchen upgrade and software. However, it has been determined that the POS is of more importance for optimal support of the food service operations. Therefore, \$167,924 of encumbered funds for the Central Kitchen and software will go towards the POS acquisition.

In order to support the remaining \$197,851 for the total acquisition cost of \$365,775, a budget transfer for \$196,015 using FY 2004-2005 funds will be necessary in order to expense the POS expenditure requirements in the appropriate accounts. The funding will support the installation, training, software and equipment such as scanners. The transfer for the POS acquisition would be as follows:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
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Funds will be added to:

66XXXX 5410	Replacement Equipment	\$ 86,625
66XXXX 4010	Office Supplies (Software)	<u>109,390</u>
		<u>\$196,015</u>

Funds will be subtracted from:

664000 4320	Staples	\$ 37,851
664100 3010	Contracted Services—Admin.	63,164
664300 3080	Contracted Services—Bldgs.	<u>95,000</u>
		<u>\$196,015</u>

Funds are available for transfer from the Staples account because a larger than anticipated USDA allocation was received this year to purchase staples. The budget was developed and approved months before the USDA allocation was announced. Some of the projects planned for FY 2004-2005 from the Contracted Services—Buildings account will not be completed this year because the new POS is considered a higher priority. Items that will be delayed are adding colorful signage, awnings, roll down doors and similar projects in the lunch rooms. We feel these projects can be delayed until next year. Funds in the Contracted Services—Administration account are available for this project; however, to allocate the funds as designated in the accepted bid proposal requires a budget transfer into different account codes.

The following is the budget summary using FY 2003-2004 and FY 2004-2005 funds.

#### BUDGET SUMMARY

(3010) Contracted Services-Administration	\$169,760
(5410) Replacement Equipment	86,625
(4010) Office Supplies (Software)	<u>109,390</u>
Total	<u>\$365,775</u>

CERTIFICATION OF FUNDS:

Fund Descriptions

- (06) Food Service Fund (FY 2003-2004, FY 2004-2005)
- (663901) Food Service Administration
- (664100) Elementary Kitchens
- (664200) Middle School Kitchens
- (643000) High School Kitchens
- (3010) Contracted Services-Administration (FY 2003-2004, FY 2004-2005)
- (3080) Contracted Services-Buildings (FY 2003-2004, FY 2004-2005)
- (4010) Office Supplies
- (5410) Replacement Equipment

Fund Source:

<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
06	663901	3010	\$ 9,760
06	663901	4010	8,795
06	664100	3010	110,000
06	664100	4010	60,695
06	664100	5410	36,000
06	664200	3010	30,000
06	664200	4010	23,940
06	664200	5410	21,150
06	664300	3010	20,000
06	664300	4010	15,960
06	664300	5410	<u>29,475</u>
Total			<u>\$365,775</u>

The following are attached for review: Abstract of Bids (Attachment A) and Tabulation of Bids (Attachment B).

CC/GV/PKC/wn

Attachments

Prepared by: Pamela K. Chenier, Director, Purchasing/Warehouse  
Brent Rock, Director, Student Nutrition

Approved by: George Vakalis, Assistant Superintendent, Support Services

ABSTRACT OF BIDS

Commodity or Service:	<u>Point of Sale Software</u>
Proposals Submitted On:	<u>2:00 P.M., Anchorage Time December 3, 2004</u>
Budget Fund:	<u>Food Services</u>
Number of Request for Proposals Sent:	<u>32</u>
Number of Responsive Proposals Received:	<u>Three (3)</u>
Number of "NO BIDS" Received:	<u>Two (2)</u>
Number of "NON-RESPONSIVE PROPOSALS" Received:	<u>Two (2)</u>
Advertising Date:	<u>Anchorage Daily News November 5, 2004</u>
Preproposal Conference Held:	<u>10:00 A.M., Anchorage Time November 16, 2004</u>
Addendum Issued:	<u>Three (3)</u>

ANCHORAGE SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
4919 Van Buren Street  
Anchorage, Alaska 99517-3188

TABULATION OF BIDS

Opened: 2:00 p.m. Anchorage Time, December 3, 2004

Proposal: Point of Sale Software

VENDORS

- |   |   |  |
|---|---|--|
| 1. Data Business Systems<br>8223 Quebec Street<br>Englewood, CO 80112 | 2. PCS Revenue Control Systems, Inc.<br>560 Sylvan Avenue<br>Englewood Cliffs, NJ 07632 | 3. School-Link Technologies<br>P.O. Box 2410<br>Santa Monica, CA 90407 |
|---|---|--|

<u>PROPOSERS RATINGS</u>	<u>TOTAL POSSIBLE POINTS</u>	1	2	3
Qualifications and Experience of Offeror	700	480	630	600
Implementation Approach/Delivery Schedule	700	470	580	560
Technical Specifications	3500	2350.5	2993	2686
Proposal Quality, Responsiveness	350	220	315	295
<b>Total Technical:</b>	5250	3520.5	4518	4141
<b>Total Cost:</b>	2800	1519	2800	1442
<b>Total:</b>	8050	5039.5	7318	5583