Board Agenda Item #	Agenda # II C - Action Item
Date:	April 6, 2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Nanie Montijo, CFO/David Yilmaz, Chief Accountability Officer
RE:	Meals Plus Food Service Management Software Agreement

Proposed Board Recommendation

I move that the board approve the Meals Plus Food Service Management Software Agreement for fiscal year 2017-18.

Background

- Currently 8 of 10 MSAs utilize the CoolSIS meal program software in order to track daily meal counts, student balance data and generate monthly report submitted for student meal reimbursement.
- CoolSIS provides minimal data tracking and does not support online application submissions nor online meal payments.
- Coolsis does not generate balance due letters, provide families with options to select low balance notifications, and cannot retrieve CALPADS direct certification eligibility data to ensure free meal eligible students are coded accurately.
- A new meal management software will increase accountability and monitoring will be available at the CMO level.
- A new meal management software will track meal fees paid, deduct cost from student account and generate amount due letters for each student.
- An automated system will streamline office staff meals related tasks, projects and reporting.
- Online payment capability will reduce the cash deposit as school site levels. Free or Reduced Meal Application tracking can link family members at MSA's and potentially MPS wide.
- An automated system provides online documentation to meet the needs of auditors.
- A student meal data management system will provide administrators and office managers access to student information, point of sale data, free and reduced applications and local and state reports.

RFP PROCESS

The compliance department discussed a need for a food service management software with the CFO and COO that would support school efficiency, increase meal fees received at school sites and support reimbursement report claims.

RFP EVALUATION

All qualified, responsive proposals were evaluated using the following factors and weights.

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor: qualifications, credentials, certifications, experience, references	20%
Contract terms and conditions	10%
Total	**100.00%**

RFP Evaluation Timeline

RFP announcement: March 24th, 2017
RFP Submission Deadline: March 30th, 2017 5pm
RFP Evaluation Committee Meeting: March 31st, 2017, 10am
MPS Regular Board Meeting to finalize the selection of the vendor, April 6th, 2017

Notified the following of our interest in a food service management software:
Meal Time, Meals Plus Software, Preferred Meals, Food Service Solutions, PrimeroEdge, My School, EZ School Apps, K12 Enterprise, Lunch Time, and Horizon Software.

Meal Software Program Presentations

Meal Time: March 10, 2017 – Attended by MPS office managers, Chief Accountability Officer and

Executive Office Manager during a Professional development session.

Meals Plus: March 20, 2017 – Attended by Chief Accountability Officer, Data Manager/SIS

Coordinator and Executive Office Manager.

Lunch Time: March 29, 2017 – Attended by Chief Accountability Officer, Data Manager/ SIS

Coordinator and Executive Office Manager.

The following vendors provided bids
1. Meals Plus
2. Food Service Solutions
3. EZ School Apps
4. Primero Edge
5. Meal Time

Budget Implications

- The use of a meal software program would facilitate the transition from using a company to submitting reimbursement claims for MPS saving the fee to process claims.
- Program will assist by providing firm confirmation of meals served, and paid for leading to reduction of unnecessary waste and over ordering.
- Accurate meals served totals will increase reimbursement amounts and decrease loss.
- Will be included in all site budgets for fiscal year 2017-18.

Meals Plus Software

One-Time Cost: $29,247 / Approx. cost per student $7.67
Annual Fee: $6,185 / Approx. cost per student $1.63   (*Annual fee is waived the first year.*)

MPS ENROLLMENT TOTALS ON 3/23/2017		Meals Plus Quote	
School	Students	1st Year Fee	Annual Fee
Magnolia Science Academy-1	534	$4,095.78	$870.42
Magnolia Science Academy-2	454	$3,482.18	$740.02
Magnolia Science Academy-3	428	$3,282.76	$697.64
Magnolia Science Academy-4	197	$1,510.99	$321.11
Magnolia Science Academy-5	188	$1,441.96	$306.44
Magnolia Science Academy-6	173	$1,326.91	$281.99
Magnolia Science Academy-7	290	$2,224.30	$472.70
Magnolia Science Academy-8	496	$3,804.32	$808.48
Magnolia Science Academy-San Diego	419	$3,213.73	$682.97
Magnolia Science Academy-Santa Ana	634	$4,862.78	$1,033.42
TOTALS	3813	$29,245.71	$6,215.19

How Does This Action Relate/Affect/Benefit All MSAs?

- A meal software program with broader functionalities will increase school office productivity, decrease cashiering functions, receipt tracking and decrease cash at school sites.
- Increased meal fee collection, decreased waste and over ordering will increase revenue by an estimated $8,000 MPS wide.
- The one-time cost will be $29,245.71 covering all MSA's and can be invoiced in July 2017.
- For the 2017-2018 the $6,215.19 Meals Plus Annual fee is waived the first year.
- For the 2018-2019 and subsequent years the Meals Plus Annual fee will be $6,215.19.

2015-2016 Reimbursement/Fees for MSA 1, 2, 3, 4, 6, 7, Santa Ana and San Diego

        Average monthly fee to MSAs from current SFA: $3,061.88

        Average cost per student: $2.80

        Total Annual Fees: $30,618.80

        Total Reimbursements for the year: $779,481.71

Evaluation

- Meals Plus Software exhibited the strongest customer service orientation, help desk responsiveness and module and report functionalities. Meals Plus are based in Costa Mesa, CA and have experience working with CMO's.
- Green Dot Public schools in Los Angeles and Santa Ana Unified School District are clients. Meals Plus demonstrated the most user friendly system and interface, training options and transition support as compared to the other softwares.
- Meals Plus has the capacity to provide notifications in dual languages, English and Spanish which would be highly useful at MSA's.
- Meals Plus has exportable reports used for CNIPS meal reimbursement claims making it possible to transition to becoming an authorized "School Food Authority" (SFA) eliminating the $30,618.80 annual fee due to our current SFA.
- Meals Plus Software has additional functionalities including the capacity to provide schools with online payment options for parents. Online payments can be made for school fundraisers, PTF sales/events and fees including prom, senior due and other local school events.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer
Nanie Montijo, Chief Financial Officer

Attachments

- RFP Documents
- Agreement with Meals Plus

Magnolia Public Schools
Meals Plus Quote

3.20.2017

I. <u>Executive Summary</u>

Meals Plus Software, a product of Education Management Systems, is a feature-rich, full function K-12 Child Nutrition Food Service Management software. It is our desire to work with Magnolia Public Schools (MPS) to provide our hardware, software, service, and support for the upcoming 2017-2018 school year.

Established in 1989, Education Management Systems has directly installed Meals Plus in over 5,000 schools. With a corporate office located in Wilmington, NC, Education Management Systems has developed and maintained a strong foothold in the Southeast of the United States. In 2010, it became a natural fit for Education Management Systems to open a Western United States office in Costa Mesa, CA, managed by John Nelson. While managing the Western US office, John has directly installed Meals Plus in over 1,000 school sites. Our combined nation-wide coverage allow us to support the Meals Plus customer with support agents for fifteen hours per day, 5 days per week, with weekend support available for seven hours per day. Our direct customer support team consists of over 20 representatives, who are further supported by an additional 15 team members.

John Nelson is assigned to MPS and will take the lead in managing a successful installation of Meals Plus.   Contact information is:

> John Nelson
> 3183 Airway Avenue, F-125
> Costa Mesa, CA 92626
> o. 714-544-0574 x0328
> c. 714-396-9531
> f. 714-464-4372
> jnelson@MealsPlus.com
> www.MealsPlus.com

Meals Plus has established a competitive advantage in both technology and customer service. Written in .Net, using a SQL database, Meals Plus includes a thorough software suite of products: Point of Sale, Student Eligibility Management, Inventory, Menu & Nutritional Analysis, Financial & Accountability Management, and Time Clock. We have a "built in" Online Eligibility Application module, Scanning and Vending Machine interfaces, as well as a seamless online payment partner in eFunds, as well as other online providers.   Our commitment and daily focus are on K-12 software, service, and solutions. We do not work in other industries. In short, we eat, sleep, and breathe K-12 and have done so for our entire company history.

The following Meals Plus team will be assigned to Magnolia Public Schools:

John Nelson	Project Manager
Dolly Whittington	Project Training Manager
Miguel Rodriguez	Project Hardware Integration/Configuration Manager

II.   Proposed Solution

Software Modules Offered

Meals Plus offers a complete software suite that includes the following modules/components:

- Point of Sale

- Student Eligibility (Free & Reduced Management) *PLUS* Online Applications

- Menu Planning

- Nutrient Analysis

- Inventory Management

- Time Clock

- Financial and Statistical

- Accountability

- Online Payments

Meals Plus continues to develop, enhance, and grow. Enhancements are released at a minimum of twice per year. In the event of state or federal changes, Meals Plus will immediately work to meet/exceed the standard requirement. Districts are entitled to receive software updates with the subscription to Annual Software Support. Updates are received by the district on the district's Meals Plus server, which in turn updates each of the school site terminals. It is a complete "hands-off" approach when receiving updates!

Point of Sale

Our POS system was designed by software engineers with direct experience in school settings. We've used that know-how to create foolproof technology with benefits that'll satisfy anyone working in a cafeteria.

- Built of speed
- Easy for cashiers to learn and use
- Single database allows visiting students to have a regular meal account
- Multiple input options - PIN Pad, Barcode and Fingerprint
- Two ways to enter data - touch screen or standard keyboard
- A dietary restriction feature means fewer mistakes
- The "serve by teacher" function makes it easy to group students

Reports include:
- Monthly participation
- Accuclaim edit check
- Daily cashier activity summary
- Daily cafeteria close-out (daily deposit)
- Item sales summary
- Checks report

Student Eligibility

We understand that tracking student eligibility for NSLP - and accurately processing reports - is a major concern. That's why our Free & Reduced accounting component lets you identify and track students easily and accurately.

- Centralized database means real time update to Point of Sale. Click 'save' and you're ready to serve
- Import direct certification data
- Generate letters in multiple languages
- Automatically crosscheck to eliminate duplicate applications
- Define your verification protocol: Basic, Alternate Random or Alternate Focused
- Expand your capabilities to accommodate **scanning and Online Applications**

Reports include:
- Date-driven rosters
- Notification Letters
- Verification Letters
- Temporary list
- Demographic report

LunchApplication.com

Online free & reduced applications
- Allows parents and guardians to apply for meal benefits online
- Speeds application processing
- Makes it easy to administer - no more dealing with messy handwriting
- Eliminates the need for paper files
- Utilizes SSL security protocol (Network Solutions)
- Integrates with Free & Reduced program to accurately update eligibility

Superior CAFETERIA MANAGEMENT TECHNOLOGY

Menu Planning

Our menu planning system helps standardize and streamline your district menu planning, while maintaining compliance with USDA nutrition guidelines.

- USDA Child Nutrition Database
- NSMP or Food-based planning and tracking
- Ability to build and add custom recipes
- Accommodation for HACCP guidelines
- Post-production and record keeping
- Fully integrated with inventory management component

Reports include:

- Production Planning Sheets
- Print Menus Daily, Weekly, or Monthly
- Recipes by ingredients or step by step
- Nutrient analysis reports by item & menu
- User-defined custom reports

Nutrient Analysis

Our Nutrient Analysis component is easier than manual systems or other software programs. You'll find it's also:

- USDA Child Nutrition Database
- Approved by USDA for NSMP weighted analysis
- Food-based weighted analysis
- Ability to build and add local ingredients
- Allows for age or grade analysis
- Accessible from central office or school site

Reports include:

- Nutrient Analysis by item & menu
- Ingredient profile
- Recipe profile
- RDA listMeals Plus is written in .Net using an application interface. Meals Plus operates on a SQL database. Meals Plus is installed on a central server along with client terminals. Each machine is configured to communicate on the district WAN using a static IP Address.

Inventory Management

With Meals Plus, you get a centralized ordering and management system that helps you keep track of commodities, purchased foods, supplies and more - and maximize the efficiency of your inventory operations.

- Fully integrated with menu planning component
- Capable of tracking a true perpetual inventory system
- Includes Bid Analysis component
- Enables electronic ordering
- "FIFO" valuation method includes all items for an unlimited number of sites
- Tracks an unlimited number of user-defined categories (USDA, supplies, processed, etc.)
- Allows for limited item access by site

Reports include:

- Item Listing
- Open Items/Orders
- Physical 'worksheet'
- Transaction History
- Inventory on Hand
- Ending Inventory Count
- Summary/Close Report
- Bid Analysis (bottom line & cost per serving)Reporting Tools

Time Clock

Take the hassle and paper overload out of keeping track of employee time, leave and professional certification.

- Integrated into Meals Plus system and accessible from the enterprise portal
- Capable of tracking multiple job assignments
- Tracks leave balances
- Tracks employee certification hours
- Automates vacation/leave request and approval process
- Full security- unique user id and passwords
- Employees can view and print time sheets
- Tracks comp time
- Allows employees to clock in and out wherever the Meals Plus program is running
- Lots of built in management tools
- Comprehensive report functions
- Capable of exporting data for import into payroll software system

Reports include:

- Time Sheets
- Leave Tracking
- Comp Time
- Discrepancies

Financial and Statistical

Meals Plus delivers a powerful systems integration and financial management tool that enables automated sharing of information between schools and the district office.

- Gives you the capability to stay on top of the money side of your operation
- Exchanges data (import/export) with your district accounting system
- Accommodates district-specific account codes
- Handles performance calculations using industry norms and NFSMI concepts
- Uses up-to-date expense information to help analyze the financial health of your district

Reports include:
- Operating Statement
- Trial Balance
- Balance Sheet
- Plate Costs
- Indirect Costs
- MTD/YTD Summary
- Profitability
- Breakfast & Lunch Counts
- Meals per Labor Hour
- Sales by Category

Accountability

One of the tastiest features of the Meals Plus system is the way it centralizes all of your district's data. So what you get is real-time access to accurate data on a school-by-school or district-wide basis. And what you don't get are inconsistencies between schools and the central office.

- Implement true centralized data management
- Gain real-time access to school-by-school Point of Sale data
- Update Point of Sale pricing from Central Office
- Update student data
- Exchange data with the district student information system - automated or manual import
- Setup and edit user profiles
- Export data in a range of formats, to share information with other district software systems

Reports include:
- Daily sales/collection
- Accuclaim Edit
- Monthly Claim Form
- Reimbursement
- Participation: Daily by attendance, by status
- Meals Per Labor Hour
- Daily Participation Listing
- Revenue Summary
- Unclosed dates

Superior CAFETERIA MANAGEMENT TECHNOLOGY

III.   <u>Implementation</u>

Implementing Meals Plus is a scheduled process, led by an assigned Project Manager. We begin each project by conducting a Pre-Install meeting. Coming out of this meeting our team will provide MPS with a Project Timeline, complete with ***<u>Scheduled Installation Processes</u>***, ***<u>Training Dates</u>***, and a ***<u>Go-Live Calendar</u>***. Our Project Manager will interview the MPS Project Lead to better understand the culture of MPS and the operating procedures in the district.

The outline below is an example of the steps that will be taken. Based on the desired start date from the district, we will insert the effective dates.

Date	Action	Result
	Install Meals Plus software on server, Configure/ Schedule file import(s). Train IT Department on Meals Plus	Meals Plus software is installed on the server and all sites, students, and status' are accurate.
	Train: Security Groups, User Setup, Products & Pricing	Complete training for initial setup and schedule a date to follow up for completion. This is a combined effort of MP and MPS towards completion.
	Install / Configure School Terminals	Install / Configure Meals Plus on all admin office and school site computers and terminals.
	Train Student Eligibility	Teach how to enter and manage the Free and Reduced Application Process, including all notification letters.
	Review Meals Plus File Imports	As new students are being enrolled, confirm that data is accurately communicating.
	Point of Sale Training	Cashier/Manager Point of Sale Training
	Go Live	Support MPS with a successful Go Live

IV.   Proposal

DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	COST
Meals Plus Point of Sale Software	10	$ 1,995.00	20%	$ 15,960.00
Meals Plus Free & Reduced Management Software	1	$ 3,995.00	20%	$ 3,196.00
Meals Plus Online Applications	1	$ 595.00	100%	$ 0.00
Meals Plus Accountability & District Reporting Software	1	$ 1,995.00	20%	$ 1,596.00
Meals Plus Online Payments	1	$ 595.00	100%	$ 0.00
SUBTOTAL				**$ 20,752.00**
Meals Plus Remote Installation / Configuration / Training: Includes two certified trainers conducting onsite training and Go-Live Support for 3 days.	1	$ 5,995.00		$ 5,995.00
Meals Plus Web Training / Configuration Hourly Labor	4	$ 125.00		$ 500.00
Meals Plus Travel: Includes Airfare from NC-LAX / Hotel / Rental Car	1	$ 2,000.00		$ 2,000.00
SUBTOTAL				**$ 8,495.00**
Meals Plus Point of Sale Annual Support: Includes telephone support, remote connectivity support, free monthly training webinars, advance replacement on all hardware	10	$ 350.00		$ 3,500.00
Meals Plus Student Eligibility Annual Support: Includes telephone support, remote connectivity support, free monthly training webinars, advance replacement on all hardware	1	$ 925.00		$ 925.00
Meals Plus Online Application Annual Support: Includes telephone support, remote connectivity support, free monthly training webinars, advance replacement on all hardware	1	$ 1,295.00		$ 1,295.00
Meals Plus Accountability Annual Support: Includes telephone support, remote connectivity support, free monthly training webinars, advance replacement on all hardware	1	$ 465.00		$ 465.00
Meals Plus Online Payments Annual Support	1	$ 0.00		$ 0.00
2017-2018 School Year Meals Plus Annual Support Discount	1			$ (6,185.00)
SUBTOTAL				**$ 0.00**
SALES TAX				**N/A**
TOTAL				**$29,247.00**

REQUEST FOR PROPOSALS FOR A MEAL PROGRAM SOFTWARE

(Due Date – March 30th, 2017)

PURPOSE

The Magnolia Public Schools(MPS) is accepting proposals for a meal program management and accountability software system for sites below.

MPS Central Office	250 East First St., Suite 1500, Los Angeles, CA 90012
MSA-1	18238 Sherman Way, Reseda, CA 91335
MSA-2	17125 Victory Blvd., Van Nuys, CA 91406
MSA-3	1254 East Helmick Street, Carson, CA 90746
MSA-4	11330 West Graham Place, Los Angeles, CA 90064
MSA-5	18230 Kittridge St., Reseda, CA 91335
MSA-6	3754 Dunn Dr., Los Angeles, CA 90034
MSA-7	18355 Roscoe Boulevard, Northridge, CA 91325
MSA-8	6411 Orchard Ave., Bell, CA 90201
MSA-Santa Ana	2840 W. 1st Street, Santa Ana, CA 92703
MSA-San Diego	6365 Lake Atlin Ave., San Diego, CA 92119

GENERAL TERMS AND CONDITIONS FOR RFP PROPOSAL GUIDELINES

1. Each item request and guideline in the RFP must be known and properly addressed in the proposal.

2. All equipment in proposal must conform to specifications provided in the RFP.

3. The Vendor must provide terms of warranty on all products

4. The Vendor shall provide a clear breakdown of equipment and services costs including one time, setup and annual costs.

5. The Vendor must provide an estimated timeline for product delivery.

6. Proposal must be valid for 60 days.

All questions regarding the RFP should be addressed in writing to David Yilmaz, Director of Accountability, dyilmaz@magnoliapublicschools.org.

PROPOSAL SUBMISSION

Proposals are to be submitted no later than 5:00 PM PST, Thursday, 03/30/2017 with options below:

- Email price quote to dyilmaz@magnoliapublicschools.org

- Mail to: David Yilmaz, MPS Meal Program Software

Magnolia Public Schools, 250 East First St STE 1500, Los Angeles, CA 90012

ACCEPTANCE/REJECTION OF PROPOSAL SUBMISSIONS

The Magnolia Public Schools reserves the right to accept or reject any and all proposals or any portion of any and all proposals at their discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a Vendor. Payments will not be made nor orders submitted until after the Magnolia Public Schools Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will exist between the Magnolia Public Schools and the Vendor upon selection of the winning proposer.

COMPENSATION

Payment 60 days after invoice date. The payment will not be issued until after both the Vendor and Magnolia Public Schools agree that the project is complete and meets all requirements.

RFP Revisions

The Magnolia Public Schools reserves the right to modify or issue amendments to the RFP at any time. The Magnolia Public Schools also reserves the right to cancel or reissue the RFP at any time. Notices will be posted to http://magnoliapublicschools.org/apps/pages/index.jsp?uREC_ID=284296&type=d. It is the sole responsibility of the proposer to monitor the URL for posting of such information.

RFP EVALUATION

All qualified, responsive proposals will be evaluated using the following factors and weights.

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor: qualifications, credentials, certifications, experience, references	20%
Contract terms and conditions	10%
Total	**100.00%**

RFP EVALUATION COMMITTEE and EVALUATION TIMELINE

RFP Evaluation Committee

The RFP Evaluation committee members are as follows:
Suat Acar, Chief Operations Officer
Nanie Montijo, Chief Financial Officer
David Yilmaz, Director of Accountability

RFP Evaluation Timeline

RFP announcement: March 24th, 2017
RFP Submission Deadline: March 30th, 2017 5pm
RFP Evaluation Committee Meeting: March 31st, 2017, 10am
MPS Regular Board Meeting to finalize the selection of the vendor, April 5th, 2017

EQUIPMENT & SERVICES SPECIFICATIONS

- **Item 1:** Meal Program Management Software
  Quantity: 1
  Description:
    - ✓ Track point of sale transactions and accurate reporting
    - ✓ Student debit/balance account management
    - ✓ 11 Locations listed in this RFP

Delivery/Shipping

NOTE: No dock at this location.

Ship to Address:

David Yilmaz

Magnolia Public Schools, 250 East First St., Suite 1500, Los Angeles, CA 90012