



PURCHASING DEPARTMENT
2820 Clark Avenue
Norco, California 92860
(951) 736-5050

REQUEST FOR PROPOSALS
REGARDING
CHILD NUTRITION SERVICES
POINT OF SALE SYSTEM
RFP NO. 2023/24-214

| | |
|------------------------------|--|
| Proposal Advertisement Dates | Tuesday March 5, 2024, and Tuesday, March 12, 2024 |
| RFI Due Date | Friday, March 15, 2024 at 1:00 PM |
| Addendum Issued by District | Tuesday, March 19, 2024 by 4:00 PM |
| Proposal Due | Friday, March 22, 2024 at 1:00 PM |

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Notice to Vendors Calling for Proposals

The Corona-Norco Unified School District (hereinafter referred to as “District”) is located approximately 45 miles southeast of Los Angeles in western Riverside County. The DISTRICT consists of thirty-one elementary schools, eight intermediate/middle schools, five comprehensive high schools, a middle college high school and three alternative schools. The District serves over 53,000 students in the diverse communities of Corona, Norco and Eastvale. The District is the largest school district in Riverside County and the tenth largest district in California and has been providing quality education to the students of the Corona, Norco and Eastvale areas for over 120 years. Of the 53,000 students, approximately 43% receive a free or reduced priced lunch and approximately 74% are minority students from diverse cultural backgrounds. The general fund-operating budget for the fiscal year 2018 – 2019 is approximately \$594,000,000.00. The District’s administrative offices are located at 2820 Clark Avenue, Norco, CA 92860. In addition, other District’s, Support Services, Child Nutrition, Print Shop and Warehouse are located at 300 Buena Vista Avenue, Corona, CA 92882.

The District’s Child Nutrition Services makes a large number of scratch cooked items daily to support the 38,000 plus meals served each day. Child Nutrition is committed to supporting student and employee success by providing access to nutritious meals and extraordinary programs that create opportunities for all to lead healthy and productive lives.

This notice is hereby given that the District, is soliciting pricing proposals (hereafter called “proposal”) for a Child Nutrition Services Point of Sale System per the specifications described below and the requirements attached hereto and incorporated as the vendor questionnaire hereinafter referred to as Exhibit A.

Submission of all proposals shall be made **electronically** via the Bonfire E-Procurement Platform, available at <https://cnusdk12.bonfirehub.com/>, **no later than 1:00 p.m. on Friday, March 22, 2024.** Proposals received after the deadline will not be considered and will be returned unopened. Bids shall be electronically un-sealed and publicly read aloud at the above stated date, time and place.

All submittals will become the property of the District. The information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submissions of qualifications, for this RFP are solely the responsibility of the candidates.

Instructions to Vendors

1. Vendors interested in responding to this RFP are directed not to make personal contact with members of the District's Board of Trustees or Cabinet. Any contact will constitute grounds for disqualification of consideration. Any questions concerning the request for proposal must be made in writing, and emailed to Jonathan Rico, Purchasing Supervisor at the jonathan.rico@cnusd.k12.ca.us, **no later than Friday, March 15, 2024 at 1:00 PM.** Responses to questions will be issued as an addendum to the RFP.
2. The District reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal or to waive any irregularities or informalities in the proposals or in the proposing.
3. No proposer may withdraw their proposal for a period of ninety (90) days after the date set for the opening of proposals.
4. Vendor shall not, under penalty of law and immediate disqualification of the Proposal offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
5. The successful Vendor shall hold the District, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented invention, article, or appliance, furnished or used, under this proposal.
6. This Request for a Proposal does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Proposal. The District further reserves the right to accept the response that it considers to be in the best interest of the District.
7. Discussions/negotiations may be conducted with Vendors who are deemed to be within the final competitive range; however, the District reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by District and will include only those initial proposal that are determined to have a reasonable chance of being selected.
8. All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Occupational Safety and Health of the State of California and Safety and Health Codes of the State of California (Cal Code).
9. As part of the proposal evaluation, the District will conduct reference checks to confirm information provided as part of this proposal, in order to ascertain the Vendor's qualifications and ability to perform. In the course of performing its due diligence, the District may perform investigations of Vendor's that extend beyond contacting references identified in the proposal.

10. Vendor shall offer one firm, fixed price for each item offered. Prices should be proposed net of all applicable rebates, discounts, allowances and credits. Errors in price computation of the Cost Proposal do not relieve the Vendor from holding price. Veracity of prices submitted in this Proposal is the sole responsibility of the Vendor.
11. Successful proposer shall maintain during the life of this contract a Comprehensive Liability Insurance policy with an insurance carrier with no less than an A-7 rating, unless agreed to by the District. The insurance will serve to protect the successful proposer and the District from all claims for personal injury, including accidental death, as well as from all claims of property damage arising from the operations under this contract. The minimum amounts of such insurance shall be as hereinafter set forth. Successful proposer will be required to furnish certificates of insurance with endorsement of the policy naming the District as an additionally insured party prior to start of contract.
 - i. Limits of Insurance: Comprehensive General Liability insurance will have limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - ii. Automobile liability insurance is required for any vehicle on District sites. Limits of automotive liability shall be no less than \$1,000,000 per occurrence.
 - iii. Insurance certificate must name Corona-Norco Unified School District as additional insured.
 - iv. An endorsement must be issued by the successful proposer's insurance carrier amending the proposer's policy and naming the Corona-Norco Unified School District as an additionally insured party. The endorsement must be on ISO Form CG 20 1185 or equivalent.
12. The request for this RFP is for a Point of Sale System based on a three (3) year-term with the option to extend services for two (2) additional one-year terms. The system is to be implemented tentatively on July 1, 2024, and include technical support and maintenance for the duration of the term. The District has the right to terminate a resulting contract for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the Proposer of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

Scope of Services

Specifications:

The District is accepting RFPs from qualified Vendors to provide a Point of Sale System for Child Nutrition Services. Included with this request is the District's requirements for functionality but the District is interested in additional functionality that includes Inventory, Purchasing, Meal Application/Alternative Income Funding (AIF) form processing, Menu Planning/Nutrient Analysis, Accounting (Accounts Payable, Accounts Receivable, and check writing), Food Production, Online Web Payment System, Meal Accountability & Fully Integrated Front Office, Online Pre-Ordering, Central Supply Distribution Warehouse, Web-Based Hosted Solutions and adaptability to our Digital Menu Boards, Menu Planning and Automated Email Menus by ISITE software. Agreement also includes a complete implementation solution including software, data conversion, installation, training, and ongoing technical support and maintenance, which is to be hosted by the successful provider.

Evaluation Criteria:

The District reserves the right to utilize the following matrix to select candidates for the interview process.

The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFPs, (iii) reject any and all submittals, and/or (iv) provide mechanisms for vendors to become Pre-Qualified to provide services for the District. The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected.

This proposal will be evaluated on the following factors: mandatory requirements met, pricing, functionality and compatibility with District requirements, training and support, reference, typical implementations schedule, and vendor information.

| EVALUATION CRITERIA | MAXIMUM POINTS |
|---|-----------------------|
| Mandatory Requirements Met | Pass/Fail |
| Pricing | 30 |
| Functionality and Compatibility with District Requirements | 25 |
| Training and Support | 20 |
| References | 10 |
| Typical Implementation Schedule | 10 |
| Vendor Information: Name, Address, Telephone Number and District point of contact | 5 |
| TOTAL POINTS | 100 |

Policies Applicable to Contract Awards:

Acceptance by the District of any proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, the CDE and all other governmental agencies with jurisdiction.

Questions Regarding the RFP Process:

Please email jonathan.rico@cnusd.k12.ca.us if you have any questions. All questions must be submitted **no later than Friday, March 15, 2024, at 1:00 PM** as per the Preliminary Schedule. Questions and answers will be issued as an addendum to the RFP.

NOTE: Responders are cautioned to not contact members of the District’s Board of Education or any District staff except as indicated in the RFP. Failure to observe this criteria will result in responder disqualification.

Submission of the proposal shall be made electronically via the Bonfire E-Procurement Platform, available at <https://cnusdk12.bonfirehub.com/>, **no later than Friday March 22, 2024, at 1:00PM.**

The District thanks you for your interest in providing services to the District and invites your Response hereto in accordance with the terms of this RFP.

Preliminary Schedule:

All dates are preliminary and subject to revision.

| Date | Description |
|-------------------------|---|
| Tuesday, March 5, 2024 | Release RFP |
| Friday, March 15, 2024 | Deadline for submission of questions |
| Friday, March 22, 2024 | Deadline for all submissions in response to the RFP |
| Tuesday, April 16, 2024 | BOE Award of Selected Vendor |

PROPOSAL FORM
CORONA-NORCO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL
RFP No. 2023/24-214 POINT OF SALE SYSTEM

PROPOSER NAME: _____

PROPOSER ADDRESS: _____

PROPOSER PHONE: _____

PROPOSER EMAIL: _____

PROPOSED COST SUBMITTED BY PROPOSER (IN WORDS AND NUMBERS)

(\$ _____)

(Proposer must provide a cost breakdown to the proposed cost in the submitted proposal)

Signed by Proposer: _____ **Date:** _____

Attached proposal after this page