



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	January 25, 2023	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, grant approvals etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing <input type="checkbox"/> Board Committee
Title (Subject):	RFP 23FS2, School Nutrition Services Software Solution	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies)	<input type="checkbox"/> Information (e.g., grants under \$50K, *grants over \$50K are Information/Discussion/Action) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input checked="" type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 23FS2, School Nutrition Services Software Solution	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? <u>1</u> Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____
<p>Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org, amelia.ross@fcps.org, jeremiah.johnson@fcps.org, brandon.oland@fcps.org and Eric.Phillips@fcps.org.</p>		

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: The recommendation is to establish a contract with a qualified source(s) to provide a platform solution for School Nutrition Services for Frederick County Public Schools.

Staff recommends that RFP 23FS2, School Nutrition Services Software Solution be awarded to EMS LINQ, LLC. of Wilmington, NC.

PRESENTER(S) & TITLE(S):

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
 Robert Kelly, Director, Food and Nutrition Services

SUBMITTED BY:

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
 Leslie R. Pellegrino, CPA, Chief Financial Officer

RFP 23FS2
SCHOOL NUTRITION SERVICES SOFTWARE SOLUTION

FACT SHEET

A. **Overview:** This recommendation is to establish a contract with qualified source(s) to provide a platform solution for School Nutrition Services for Frederick County Public Schools.

1. **Bid participation:**

9 proposals downloaded
3 companies submitted a proposal

2. **Bids were received from:**

Data Business Systems, Inc. (Virginia Beach, VA)
EMS LINQ, LLC. (Wilmington, NC)
Horizon Software International, LLC. (Duluth, GA)

3. **Other Facts:**

- The initial contract term shall be for a five-year period, with the first period beginning on the date of award through June 30, 2024, and continuing through June 30, 2028. The contract may be renewed for three additional two-year renewal periods, at the discretion of the Board of Education.
- A committee of FCPS staff independently reviewed and evaluated each proposal. The cost proposals for the two firms with the highest technical score were evaluated. Selection was based on the total score of each bidder's technical and cost proposals.
- The contract will be administered by Robert Kelly, Director, Food and Nutrition Services.

4. **Source of Funding:** FY23 Approved Food and Nutrition Services Operating Budget and contingent upon FY24, FY25, FY26, FY27, and FY28 Food and Nutrition Services Operating Budgets.

B. **Recommendation:** Staff recommends that RFP 23FS2, School Nutrition Services Software Solution be awarded to EMS LINQ, LLC at a cost of \$350,200.00.

C. **Action taken by the Board (Purchasing use only):**

<u>BM/mg</u> Approved	_____ Denied	_____ Deferred	_____ Other	BM/mg
<u>1.25.23</u> Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 01.25.23

RFP 23FS2, SCHOOL NUTRITION SERVICES SOFTWARE SOLUTION

Scoring Summary

Firm	Technical Score (80 Points Maximum)	Fee Score (20 Points Maximum)	Total Score
EMS LINQ LLC	67.5	16.4	83.9
Data Business	59.7	20.0	79.7
Horizon Software	51.0	N/A	

Scoring Criteria

- Specific Approach - Proposed program plan and firm qualifications
- Specific Approach - Description of the System
- Specific Approach - Listing of equipment necessary
- Specific Approach - Implementation strategy and timeline
- Capability and Skill - Organization Background
- Capability and Skill - Vendor qualifications
- Capability and Skill - Key Personnel
- Capability and Skill - Acquiring/Merging
- Capability and Skill - Financials
- References

Bid Tabulation

Firm	Total Amount
Data Business	\$ 288,025
EMS LINQ LLC	\$ 350,200
Horizon Software	N/A