

REQUEST FOR QUOTATION
CHESTERFIELD COUNTY PURCHASING DEPARTMENT
9842 LORI ROAD, SUITE 101, P. O. BOX 51
CHESTERFIELD, VIRGINIA 23832-0001
Voice Number: (804) 748-1913
Fax Number: (804) 717-6378
Email: kingb@chesterfield.gov

QUOTE NUMBER: 12-0360
ISSUE DATE: January 10, 2012

**All freight, delivery costs, and incidental charges shall be included in prices quoted. All prices shall be F.O.B.:
Reply shall be addressed, emailed or faxed to Bridgette King, Sr. Contract Officer on or before: Tuesday, January
24, 2012 @ 11:00 a.m.**

Price quotations are being requested on the attached goods or services. This purchase is subject to
Chesterfield County's terms and conditions which can be found at:
www.chesterfield.gov/ManagementServices/Purchasing/bidder.asp
or by contacting the Chesterfield County Purchasing Department.

There will be no public bid opening.

The County reserves the right to increase or decrease quantities at the quoted unit price.

Basis of Award: To the lowest responsive and responsible bidder on the "Grand Total Price".

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for
payment. Discounts for prompt payment will not be considered in the evaluation of quotations. Discounts for prompt
payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the
stipulated time frame. If discounts are not offered payment shall be made thirty (30) days after receipt of an accurate
invoice by the County.

Finance charges imposed by the vendor on any invoice shall not be paid by the County.

This request for quotation, signed by an individual who has authority to bind the partnership or corporation, shall be
considered an offer on the part of the bidder and shall be deemed accepted upon approval by the Chesterfield County
Purchasing Department.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Company Name_____ **Delivery:**_____ **Calendar Days**_____

Order Address_____ **Terms of Payment**_____

_____ **Phone No.**_____

Remit To Address_____ **Fax No.**_____

_____ **E-mail Address**_____

Name_____ **Fed. Tax ID#**_____

(Print or Type)

Official Title_____

Signature_____ **Date**_____

We hereby provide the following information to Chesterfield County regarding our business. We understand that it is
provided for statistical purposes only and all firms submitting quotes will receive equal consideration.

Minority-Owned Business :	YES _____	NO _____
Women-Owned Business:	YES _____	NO _____
Chesterfield Business:	YES _____	NO _____

PURPOSE:

The purpose of this Request For Quotation (RFQ) is to solicit competitive quotes to establish a contract to obtain Free and Reduced Meal Application Scanning Software and pertinent Hardware.

The resulting contract will be used primarily by Chestfield County Public Schools' Food and Nutrition Department however, the right is reserved to extend the use of the contract to all county departments and school locations.

ADDENDA:

Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at: www.chesterfield.gov/purchasing. Each bidder is responsible for obtaining all addenda posted at the Purchasing Department website or by calling 804-748-1617. Acknowledgement of receipt of all addenda shall be in the space provided below or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda issued shall become part of the solicitation and all resulting contract documents.

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

INSURANCE REQUIREMENTS:

The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a Certificate of Insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect Chesterfield County Public Schools, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

The Contractor shall maintain during the initial term and any additional terms of this contract the following coverage and minimum limits, with insurance companies with no less than a financial strength rating of "A" and a financial size category of no less than "VII" as determined by A.M. Best Company:

1. Commercial General Liability \$1,000,000 Combined Single Limit per occurrence

The insurance certificate must state that the Commercial General Liability policy names Chesterfield County Public Schools as an **additional insured** by endorsement to the policy. This requirement may be met by placing the following language on the Certificate:

- a. "Chesterfield County Public Schools by endorsement to the policy is an additional insured"; or
- b. "Chesterfield County Chesterfield County Public Schools by endorsement to the policy is an additional insured with respect to General Liability" or

c. The Contractor may provide a copy of the actual endorsement to the policy

2. Automobile Liability \$1,000,000 Combined Single Limit per occurrence
3. Workers' Compensation Virginia Statutory limits
4. Employers' Liability \$100,000 each accident, each disease
5. Cancellation notice. The insurance policies must be endorsed to require notice of cancellation or other change in coverage to the County. The Certificate statement, which is required by the contract documents, shall read as follows:

a. "By endorsement to the policies, the insurers will provide 30 day written cancellation notice to Chesterfield County"; or

b. The contractor may attach a copy of the endorsement to the certificate.

The Certificate holder should be listed as:

Chesterfield County
c/o Purchasing Department
P. O. Box 51
Chesterfield, VA 23832-0001
RFQ No. _____

Certificate of Insurance must have an authorized signature.

REFERENCES:

All bidders must provide a minimum of three (3) references in accordance with the Bidder Data Sheet as provided herewith

Renewal of Contract for Maintenance

The resulting contract may be renewed by CCPS for four (4) successive one year periods under the terms and conditions of the original contract. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

INQUIRIES:

Inquiries regarding this RFQ may be directed to Bridgette King of the Chesterfield County Purchasing Department via email kingb@chesterfield.gov or via fax "804-748-1913" on or before Tuesday, January 17, 2012.

SPECIFICATIONS:

The proposed software solution shall meet the following requirements:

1. Automate free/reduced meal application processing by scanning applications
2. District license with multiple operators at no additional cost
3. 24/7 customer support
4. Include initial length of time and cost for support
5. Renewable annual support agreement with current annual cost estimate
6. Built-in USDA and VA DOE guidelines
7. Must provide initial onsite set-up and installation of software and any hardware involved
8. If hardware is purchased, must provide next-day replacement if unit fails
9. Must provide onsite training of key employees involved in scanning/validating process
10. Must provide automatic software downloads and installation of updates current with all USDA and VA DOE regulations at no cost above annual maintenance/support fee
11. INR character recognition

12. Must provide image viewer for viewing scanned applications from within WinSnap
13. Scanning at a page per minute speed that is compatible with the Fujitsu VRS scanner.
14. Detect and correct any pages scanned upside down
15. Prefer ability to use software for other departmental purposes (creating new forms, etc.)
16. Automatically assign batch and application numbers to all scanned applications
17. Track all meal applications during and after scanning
18. Flag any application that is incomplete or inaccurate
19. Route incomplete/inaccurate applications for further evaluation
20. Automatically attach editable sticky note to incomplete/inaccurate applications, to include date, time, error description and reviewer name
21. Ability to attach sticky note for tracking
22. Ability to electronically make notes on application such as family contacts, information changes
23. Detect Directly Certified students
24. Detect new and returning students
25. Detect students who are not in database and place in holding queue; notify when student appears in database
26. Do not hold a student who is in the database while waiting for a student not in database when they are on the same application
27. Skip/ignore non-required data fields based on type of application
28. Will accept scanned application that does not have student ID on it
29. Find and automatically imprint student ID number on application
30. Ability to add additional students to an application during and after validation
31. Provide an application that meets USDA and VA DOE regulations and can be photocopied and can still be scanned
32. Ability to use multiple reviewing stations
33. Ability to view and search applications immediately after scanning
34. Ability to search for students by various means (ID number, name, etc.) immediately after scanning and before and after validation
35. Maintain a searchable database to allow searches by name, ID number, date of birth, school, guardian, SNAP/TANF case number, scan date, application and batch number
36. Maintain and track applications for minimum of 3 years plus the current year
37. Application form in English and Spanish; form shall be a State of Virginia form with pre-defined recognition zones, signature zone, constrained print areas, automatic export to School-Link and look-up id income calculation.

Must be fully compatible and fully integrate with School Link Technologies currently in use:

- Must communicate with WinSnap as often as is needed
- Must create export file for uploading into WinSnap
- Scan and upload scanned applications to WinSnap
- Must flag applications scanned and not received or accepted by WinSnap
- Scan and upload any supporting documents during and after application scanning
- Electronically attach supporting documents to correct application
- Scan color and black and white documents
- Scan and recognize multiple language applications
- Ability to make corrections and add students or information during validation
- Ability to view current and past years' applications
- Recognize and alert to duplicate applications
- Ability to ignore scratch-outs, cross-outs and x-outs
- Ability to recognize students/applications selected for verification
- Ability to manipulate data, i.e. move student from adult section to student section of application

Must have ability to produce various reports:

- Create self-executable audit CD to include all data used by state reviewer:
 - Application and batch number, student name and ID number, school, grade, date of birth, meal status, scan and export dates
- Create self-executable CD with all applications or by selected filters (school, date range)
- Create historical reports from scanned applications (by processor, number/percentage of students found/scanned/exported into WinSnap and near processing deadlines)
- Notification that incorrectly interpreted applications are being corrected by processors
- Notification that scanner(s) require maintenance, if applicable

Ability for scanning software to integrate with future electronic online application submissions.

Your firm is requested to provide pricing for “**FREE AND REDUCED MEAL APPLICATION SCANNING SOFTWARE SYSTEM**” as follows:

ITEM #	DESCRIPTION	EST. QTY	UNIT PRICE	TOTAL PRICE
1	FREE AND REDUCED MEAL APPLICATION SCANNING SOFTWARE & HARDWARE	1 LOT		
2	APPLICATION FORMS	60,000		
3	ON-SITE TRAINING	2 DAYS (8 STAFF MEMBERS)		
	TOTAL SYSTEM BID AMOUNT: _____			

ANNUAL HARDWARE AND SOFTWARE SUPPORT AFTER YEAR ONE:

YEAR 2 \$ _____

YEAR 3 \$ _____

YEAR 4 \$ _____

YEAR 5 \$ _____

TOTAL SYSTEM SUPPORT AND MAINTENANCE YEARS 2 – 5: \$ _____

GRAND TOTAL BID AMOUNT (TOTAL SYSTEM BID & SUPPORT THRU YEAR 5):

\$ _____

CONFIRMATION OF SUBMITTALS: The following submittals are included with the submission:

BIDDER DATA SHEET
TO BE COMPLETED AND SUBMITTED WITH RESPONSE

QUALIFICATIONS OF BIDDER: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Chesterfield County Public Schools.

Indicate the length of time you have been in business as a company providing the type of commodity and service required for this contract.

_____ years _____ months

Provide a minimum of three (3) references of school districts using the proposed product and having a demonstrated ability to integrate with and be fully compatible with School Link Technologies Software.

Company Name, Address, Phone Number and Contact Person's Name and Email Address:

1. _____

2. _____

3. _____
