

Licking Valley Local School District

1379 Licking Valley Road, N.E. • Newark, OH 43055

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www.lickingvalley.k12.oh.us



Scott Beery, Superintendent
beerys@lickingvalley.k12.oh.us

Andrew Douglass, Treasurer
douglassa@lickingvalley.k12.oh.us

Request For Proposals

School Nutrition Software

January, 2024

To: All Interested Proposers

The Licking Valley Local School District is soliciting proposals for School Nutrition Software. Pricing will remain firm as per the terms of any contracts executed. The Licking Valley Local School District is tax exempt. The contract term is for the period **April 15, 2024 through June 30, 2026**.

The RFP Closing is: February 23, 2024 2:00PM

Responses to this Request for Proposal must be marked with your Company Name and the note "School Nutrition Software Proposal". Please allow ample time for delivery. Proposals received after the Closing date and time will not be considered. Proposals may be submitted electronically, mailed or hand delivered to the following address:

**Licking Valley Local Schools District Office
ATTN: Mr. Scott Beery, Superintendent
1379 Licking Valley Rd NE
Newark, OH 43055**

Respectfully,

A handwritten signature in black ink, appearing to read 'Scott Beery', written over a light blue horizontal line.

Scott Beery
Superintendent

Key Dates and Timeline

Pre-Proposal Conference: A meeting with interested proposers to review the proposal requirements and clarify any questions will be held on Friday, February 9, 2024 at 9:00 AM at the Licking Valley District Office, 1379 Licking Valley Road NE, Newark, OH 43055. Attendance is optional.

- Submit questions regarding the RFP in writing by 12:00 Noon EST on Friday, February 2, 2024 to Scott Beery, Superintendent via email at beerys@lickingvalley.k12.oh.us.

Proposal submission deadline: Not later than 2:00PM Friday, February 23, 2024

Anticipated Proposal Evaluation and selection: Monday, February 26, 2024 through Friday, March 1, 2024

Anticipated Contract Negotiation: Monday, March 4, 2024 through Friday, March 29, 2024

Anticipated approval by Licking Valley Board of Education Monday, April 8, 2024

Service commencement: Monday, April 15, 2024

NOTE: All installation, training, conversion, and data loads must be completed not later than August 1, 2024 to ensure that systems are ready for use on the first day of the 2024-2025 school year. Existing school nutrition software applications in use by Licking Valley Local Schools shall remain in operation for the remainder of the 2023-2024 school year.

GENERAL TERMS AND CONDITIONS

1.0 PREPARATION OF PROPOSALS

- Proposals must be on Forms furnished with this Request for Proposal. They must be submitted electronically, mailed or can be hand delivered in an envelope marked with your company name and “**School Nutrition Software Proposal**” clearly marked on the outside of the envelope.
- Vendors are instructed to carefully read all terms, conditions, and specifications as set forth in the Request for Proposal. Proposal forms must be completed in their entirety. Responses must be typed. Any correction made on the proposal form (white out or strike through) must be initialed by an authorized representative of the company submitting the RFP or the proposal may be rejected by Licking Valley Local Schools. Each vendor is required to furnish all information requested in the Request for Proposal
- Each vendor is responsible for having knowledge and understanding of any applicable State of Ohio Code and Licking Valley Local Schools regulations or policies pertaining to Licking Valley Schools procurement.
- Licking Valley Local Schools Purchasing Regulations are hereby acknowledged, understood, and agreed to by both parties and are hereby fully incorporated into the RFP and Proposal Contract.
- **Conditional RFP’s** – Proposals that in any way qualify or vary the terms and conditions of this RFP may be considered non-responsive and disqualified.

2.0 COMMUNICATIONS WITH LICKING VALLEY LOCAL SCHOOLS STAFF

- All communications concerning this RFP must be submitted **in writing** to Scott Beery, Superintendent of Licking Valley Local Schools. Email to beerys@lickingvalley.k12.oh.us is the preferred method of communication. Only written questions submitted via email will be accepted. No response other than written, distributed by Superintendent Beery will be binding upon Licking Valley Local Schools. User departments may be called upon for clarification based on their area of expertise at the discretion of Superintendent Beery.
- From the issue date of this Proposal until the completion of the selection process and the award notification are announced, vendors are not permitted to communicate with school district employees and/or contracted agents related to this RFP for any reason except as authorized by Superintendent Beery. Violation of this provision may result in rejection of the response.

3.0 SUBMISSION OF PROPOSALS

- The Submission of Proposal must be received at the Licking Valley Local Schools District Office, Attention Scott Beery, Superintendent, 1379 Licking Valley Road NE, Newark, Ohio 43055 no later than the date and time set forth in the Request for Proposal. Responses are due electronically, by mail or hand delivery no later than that date and time. Proposers are advised to consider that hand delivery or electronic submission assures timely receipt.

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- **Any proposal received after the designated time will be deemed late and will not be considered by Licking Valley Local Schools.** Telephone, fax, or email quotations in lieu of the RFP Form will not be accepted. Licking Valley Schools cannot be responsible for lateness of receipt due to delivery delays.
- Verify your quotation before submission to ensure that all specifications are accurately addressed.

4.0 SPECIFICATIONS

- Any deviation from the specifications must be clearly identified in a letter accompanying the RFP. The furnishing of cuts, catalogs, or printed descriptions will not relieve the vendor of this requirement. Licking Valley Local Schools shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the Request for Proposal. If Licking Valley Local Schools determines that the modifications or deviations from the specifications are not in compliance, the offer may be rejected.
- All products and materials furnished must comply with all applicable federal, state, and local laws, codes, and regulations.

5.0 PRICES QUOTED

- Prices must remain firm for a period of two years from the award date unless specified otherwise in the Special Terms and Conditions.
- For Goods: RFP's must include all delivery and/or installation charges. Delivery and/or installation requirements will be as specified in the Special Terms and Conditions.
- Proposals must include itemized costs by item based on the Special Terms and Conditions, Purpose, Objective and Qualification section of the RFP (Section 1.0). Costs should also be broken down by initial implementation cost and annual recurring maintenance/licensing cost.

6.0 AWARDS

- Licking Valley Local Schools reserves the right to accept or reject any part of a submitted proposal, to accept the entire proposal from one vendor, to accept portions of the proposal from several vendors, or to reject all proposals submitted or waive any minor irregularity.
- Licking Valley Local Schools reserves the right to award by line item to more than one vendor and/or to award by group or any combination thereof.
- Award will be made to the responsive and responsible vendor based on price, past vendor experience, references, and compliance with the proposal specifications and requirements as outlined in the evaluation criteria included in this solicitation. Award of proposal will be made in the best interest of Licking Valley Local Schools.
- A determination of competitive range may be made after initial submission of proposal and after any additional revisions. Proposers not in the competitive range of being selected for award shall be eliminated from further discussion.

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- During the evaluation phase, discussions may be conducted with vendors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarifications, and to ensure full understanding of and responsiveness to the solicitation requirements. Proposers will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. Licking Valley Local Schools may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, Licking Valley Local Schools reserves the right to re-solicit the item(s) involved.
- Purchases made by Licking Valley Local Schools are not subject to Federal Excise Tax or State and Local Sales Tax. No taxes should be included in this RFP.

7.0 **CONTRACT**

- **THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THIS PROPOSAL IN ITS ENTIRETY.**
- It is understood and expressly agreed that, upon proper acceptance of any or all items by Licking Valley Local Schools, a contract shall hereby be created.
- Failure to observe and of the general or special terms of this contract may constitute for rejection of award and removal from the bidders list.
- Unless otherwise stated in the Special Terms and Conditions, Licking Valley Local Schools requires that all prices quoted will be firm for two (2) years from award of contract.
- By signing of contract, vendor confirms responsibility as an authorized agent to sell and distribute all products and services as proposed. In addition, vendor confirms ability and responsibility to provide all manufacturer warranties for the items proposed. This includes additional warranty items that may be included in the Special Terms and Conditions.
- **Choice of Law and Venue** – The Laws of the State of Ohio shall govern this contract in all respects. Any lawsuit or action based on claims arising from this contract shall be brought in a court or other forum of competent jurisdiction in Licking County, Ohio.
- **Entirety of Contract** – All documents submitted in response to the RFP, including any attachments and appendices are incorporated into the contract between Licking Valley Local Schools and the vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof. If any language of the RFP Response by the vendor conflicts with the language of the RFP, the language of the RFP shall govern and control for all purposes, unless consented and agreed to by Licking Valley Local Schools in writing.

8.0 **SHIPPING**

- All prices are to include delivery to the location(s) specified in the Proposal or the Purchase Order.

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- In the event of damage, shortage, or other loss resulting from shipment to any Licking Valley Local Schools facility by common carrier, any claim for such damage, shortage, or other loss shall be a matter between the vendor and the carrier.
- Licking Valley Local Schools reserves the right to cancel the purchase of the bid items/services and/or any other vendor pending purchase orders to the same vendor and/or permanently remove the vendor from the vendor list if the items/services have not been delivered/completed by the specified delivery date and no written extension of such delivery date has been granted by Licking Valley Local Schools.

9.0 **INVOICING**

- Payment will be made by Licking Valley Local Schools after final delivery and acceptance of all items/services. However, final acceptance will not be made until after inspection and approval by Licking Valley Local Schools authorized representatives.
- **Invoicing Procedure** – Invoices must be original. Copies or facsimiles are not acceptable. Invoices must not be altered in any way from the original by handwriting or by machine. Invoices will be paid within 30 days of receipt of invoice and within 30 days of notification receipt of goods and services by receipt. Computer-produced invoices are preferred. Invoices must contain the company name, the remit to address, and the Licking Valley Local Schools purchase order number.

10.0 **ASSIGNMENT, DELEGATION, OR SUBCONTRACT**

- Except as may be specifically permitted by the RFP, vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than the vendor's personnel to perform any of the work required under this contract, or assign any of its rights or obligations hereunder, without written consent of Licking Valley Local Schools, which consent may be withheld at its sole discretion.

11.0 **INDEMNIFICATION**

- The successful vendor shall be liable for any injury, damage or loss occasioned by negligence of the successful vendor, its agents, or any other person the successful vendor has designated to visit Licking Valley Local Schools property and shall indemnify and hold harmless the Board, its officers, employees, agents, and volunteers from any liability arising in the performance of this contract. Vendor's obligation under this section shall not extend to any liability caused by the sole negligence of Licking Valley Local Schools or its employees.

12.0 **TERMINATION**

- **Termination** – If Licking Valley Local Schools or the successful vendor(s) wish to cancel this contract, written notice thirty (30) days in advance will be required by either party. In addition, either party may terminate this contract in the event the

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other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. Licking Valley Local Schools reserves the right to terminate without warning in the event of a critical and/or material breach of contract.

13.0 ADDENDUM

- Addendum(s) issued in writing during the time of solicitation will be incorporated in the subsequent contract and supplied to vendors.

14.0 SPECIAL TERMS AND CONDITIONS

- Should the General Terms and Conditions be in conflict with the attached Special Terms and Conditions, the Special Terms and Conditions will control.

SPECIAL TERMS AND CONDITIONS

1.0 PURPOSE, OBJECTIVE, AND QUALIFICATION

- Licking Valley Local Schools (LVLS) School Nutrition Program (SNP) is searching for a vendor(s) to supply School Nutrition Software programs that are approved by the U.S. Department of Agriculture (USDA) for use in certification of compliance with the National School Lunch Program (NSLP) and approved by USDA for Nutrient Analysis.
- The program would also need to be designed for use in a school system.
- The software must offer a comprehensive, affordable, and easy to use solution that can fulfil the LVLS Food and Nutrition Services' needs for accurate local and state reporting, nutrient analysis, inventory management, recipe building, meal pattern, and meal production record compliance.
- The program would need to include provisions for:
 - Integration with our student information system (SIS), Progress Book for the purpose of:
 - Transfer of student demographic and school fee data from Progress Book to the School Nutrition Software and online fee payment portal;
 - Transfer of online school fee payments back to Progress Book.
 - Online entry by parents of free and reduced lunch applications;
 - Import of direct certification data using data files generated by the Child Nutrition Direct Certification module within the Ohio Department of Education ODDEX site;
 - Online payment by parents of student school and lunch fees;
 - The ability for parents to see historical food purchasing data for their students;
 - Production of all reports needed for compilation of data used for monthly reimbursement filings and food service audit requirements from the Ohio Department of Education.
- The application must be built on flexible and customizable technology that adapts and grows, as the school system's needs change.
- The program must fully comply with industry standards to ensure information technology security and student data privacy.
- The solution(s) selected MUST be operational with all data loaded and staff trained NO LATER than August 1, 2024.
- **The proposal format will ensure that Cost is not the sole determinant of award, but that LVLS is seeking the most qualified vendor that demonstrates the best "value" proposition as determined by the evaluation committee in accord with the RFP, applicable law/code, and industry best practices.**

2.0 BASIC RFP AND CONTRACT GUIDELINES AND REQUIREMENTS

- **Evaluation** – Award will be made based upon the evaluation criteria published in this RFP. It is also disclosed that LVLS may use information from any

corresponding meeting with vendors pre-proposal or during the evaluation as it relates to the published evaluation criteria.

- **Award Period** – Awarded contract will be valid for two years from the date of award with option to renew annually.
- **Price Modification** – Prices must remain firm for the contract period. Vendor can request a price modification at the beginning of each contract period, but must be accompanied by documentation supporting the increase. Request to modify must be submitted directly to LVLS a minimum of 90 days prior to the beginning of the new contract period. Please note: this is not an opportunity for across the board increases as it must be directly correlated to data specific to product or product group. Nor is it an opportunity to alter profit percentage, as costs (if accepted) must be passed on proportionate to the original contract cost and actual increase. LVLS reserves the right to accept, negotiate, or deny and re-solicit any request for price escalation.
- **Clarification** – LVLS may seek written clarification at any point during the evaluation process. Vendor is responsible to provide information to the best of their ability within the format and time parameters provided by the evaluation committee.
- **Presentation/Meetings/Demonstrations** – LVLS, at its sole discretion may invite finalists for a verbal presentation, meeting, conference call and/or a web demonstration.
- **Terms and Conditions** – LVLS expects the terms and conditions of this RFP and all LVLS related documents to be the prevailing contract agreement. LVLS will not sign any document that forfeits control or supersedes this contract. If you request different or supplemental contract language to be incorporated into this contract, please provide it with your initial submission. LVLS will consider all reasonable requests and will attempt to negotiate in good faith to provisions offered in good faith. However, if mutually accepted language cannot be reached, LVLS may deem your offer non-responsive. In addition, any document that materially alters the terms and conditions of this agreement or places undue burden on LVLS **may be deemed non-responsive and removed from consideration.**
 - **Any contract language that you request MUST be provided with your initial response, as it will not be possible to supplement contract language later.** If you submit supplemental contract language, it is the responsibility of the vendor to detail differences in contractual language at the time of response.
 - Preference may be given to an organization whose offer complies with all LVLS terms and conditions herein.
 - The provisions made for negotiation herein deal with contractual language governing the legal elements of this contract. It does not pertain to mandatory contract specifications such as scope of work, cost, delivery, customer service etc.

3.0 QUALIFICATIONS AND SCOPE OF WORK

Please remember that your solution will be evaluated by the content, thoroughness, and clarity of your responses to the following criteria and the

specifications as detailed in this RFP. Respond concisely to the specific topic by providing this info on separate pages, clearly labeled in your response.

- **Vendor Qualification**
 - In addition to the information requested, Contractor must submit the document entitled “**Vendor Questionnaire**” included in this solicitation document. Information included in this document will be evaluated and utilized in award decisions.
 - **Staff** – Vendor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc. (Key members roles, responsibilities, and qualifications)
 - **Single Contact** – Submit with your response the name of a **single point of contact** that is responsible for making decisions as it relates to this contract. LVLS requires a single point of contact that will be available to answer questions and resolve any issues during the entire contract period.
 - **Customer Service** – Please detail customer service protocol and processes, including but not limited to, hours of operation, staff hierarchy and escalation of resolution, and any other pertinent customer service related elements.
 - **References** – A reference form is located within this solicitation document. Provide **three references** as requested for K-12 entities preferably within a 50 mile radius of the LVLS campus. Preference may be shown to references of school systems with five or fewer kitchens and/or 2,100 students. References should include Name of Entity, Name and contact information or representative, scope of work, dates of contract and any other pertinent information.
 - **Additional References/Expertise** – LVLS reserves the right to evaluate additional references than those submitted including experience with Licking Valley Local Schools.
- **Scope of Work** – Please address how your proposal and solution will address the following topics. Be as detailed as possible and highlight strengths of your solution. Be sure to identify any capabilities that may not be available at this time and if they are currently on the roadmap with a timeline.
- **USDA Certifications**
 - Is software currently USDA approved for certification of compliance tools software?
 - Is software currently USDA approved nutrient analysis software?
 - Please provide copies of USDA approval.
 - Please provide sample copy of Production Record and Nutrient Analysis reports as end-user would see them.
- **Platform will support Front of House Operations**
 - Please provide detailed description of Point of Sale functions.
 - Please provide detailed description of the Free & Reduced Module/Student Eligibility capabilities of the software, including safeguards against overt identification of student status (coding of students so as not to disclose their eligibility status).
 - Are House Accounts (aka Angel Fund Accounts) supported?

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- **The platform will support Back of House Operations from inventory items to recipe scaling and menu cycle plans.**
 - Describe Inventory Management Process (enter, edit, update, meal pattern coding).
 - Describe Menu Planning and Cycle Planning Processes.
 - Describe sales and usage reporting capabilities.
- **Platform will support integration with LVLS current Student Information System, Progress Book**
 - Must be able to accept an automated connection to Progress Book for daily import of student data from Progress Book to vendor's platform.
 - Must be able to include a process for transfer of data from the ODDEX CNDC online application provided by the Ohio Department of Education into the vendor's platform for processing of direct certification data.
- **Platform will include a module for online payments of students' school fees as well as allowing for online deposits into students' lunch accounts**
 - Must be able to accept an automated connection to Progress Book AND the vendor's platform allowing parents/guardians to access students' school fees and lunch balances online and make online fee payments and deposit funds into students' lunch accounts. Transfer of online fee payments and lunch deposits must be able to be posted back to both Progress Book and the vendor's POS platform using an automated process that is executed on a minimum daily basis if not more frequently.
- **Platform will support integration of Free & Reduced applications completed online with the vendor's POS platform**
 - Must include an automated process for the transfer of free and reduced applications completed online to update students' free and reduced status in the POS platform.
- **The platform should provide Administrative and Management capabilities for individuals at the school and district level**
 - Ability to impersonate users
 - Send announcements to the district and/or school as needed
 - Allow for different profiles/roles, all configurable by the school district
 - Create policies that override profile/role settings for individuals
 - Track access and usage for users at the district and school level
 - Describe any additional features that may be useful (eg. Employee hour tracking)
 - Ability to send communications for outside recipients (parents, vendors, etc.) while adhering to data privacy requirements
- **The project must include conversion of all existing data from software products currently in use by LVLS**
 - Nutrikids Version 18.01
 - NutriCloud Online Free and Reduced Application
 - PaySchools Central Online School Fee Payments/Lunchroom Deposits
- **Technical Specifications**
 - Accessible on personal computer, tablets, phone, and other devices as well as commonly used browsers (Microsoft Edge, Google Chrome, Firefox, Safari)

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- Adhere to accessibility guidelines and provide option for alternate views to ensure accessibility
- All data is hosted in the United States in redundant data centers
- Adhere to industry standards for security and data privacy and make available the latest SOC 2 report when requested
- Who is the Cloud-Based hosting provider?
- Ability to support all users during peak traffic times
- Please describe how the software would handle internet connection issues and how software will communicate to central servers once connection is restored
- Capable of Multi-factor Authentication (MFA)
- Capable of using federated authentication via SAML
- Cloud hosting providers should have multiple ingress/egress internet circuits, capable of providing adequate bandwidth should up to half of the ISPs capacity be unusable
- Is the data encrypted in transit? At rest?
- Is data accessible via API (or some comparable connection) for the purpose of integration into another platform for further analysis?
- **Project Management**
 - Please provide a detailed description of project management and support team
 - Please provide a description of how technical issues are handled (tiered support, guaranteed response times, etc.)
 - Please provide disaster recovery provisions/plans and return to service times
 - Please describe method for return to service
 - Please provide an incident response plan in the event of a breach
- **Client Side Issues**
 - Is the local computer required to download or install any local client?
 - If browser-based, does it require a plug-in or browser extension? What browsers and versions are compatible?
 - Is any info cached on the local computer?
 - Does it require a particular client OS?
 - For mobile devices, how often is the app updated (historically speaking) necessitating an upgrade on the client? Would a mandatory upgrade potentially prevent anyone from accessing the application until the all was updated?
 - What is the minimum access level on the client computer required to ruin the software?

4.0 **COST**

- All cost considerations must be included with your response. LVLS will not consider any costs not disclosed and agreed upon at Award.
- **Cost Format** – LVLS is requesting cost based on a comprehensive biannual cost for all LVLS schools and central office support. All cost should be itemized and include all aspects and related options for a 24-month award.

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- **Years 3 And Thereafter** – This contract may be renewed annually if mutually agreeable after the initial 24-month contract. Therefore, LVLS requests a not to exceed cost for year 3. Please note that LVLS may consider these costs in the evaluation.
- **Cost Evaluation Disclosure** – In anticipation that there is not a universal standard for cost submissions, LVLS will evaluate cost considerations in the manner most advantageous. LVLS will make every attempt to reduce to an “apples to apples” figure, but remains sole discretion in the evaluation of cost as it relates to this project.

5.0 **PRICING FORMATS**

- Describe your general pricing structure to include license fees, maintenance fees and optional hardware.
- Describe how upgrades would be handled throughout the life of the contract.
- Include costs for renewal year 3.
- Include training/travel related costs.
- Detail and describe implementation cost.
- Detail any other miscellaneous cost.

6.0 **PROPOSAL EVALUATION**

- **Organization and Completeness of Proposal**
 - Proposal must provide straightforward, concise proof of bidder's capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or stipulated in the RFP. Each section should be labeled and any additional documents provided by the vendor must reference the appropriate section of the RFP. All requested information must be included and all forms completed in entirety (All spaces must be completed on all requested documentation). Any proposals that do not include all required information may be considered non-responsive and disqualified.
- **Evaluation Procedures – Review of Proposals**
 - A committee comprised of representatives from multiple departments will evaluate the proposal responses based on qualifications, relevant experience, responsiveness of proposers, as well as the estimated cost of the engagement. Cost will not be the sole determining factor in the award. Each proposal will be reviewed for completeness to ensure that all requirements are addressed satisfactorily. The committee will determine any areas requiring additional clarification/information and request this information from the responding vendor.
- **Presentation/Demo** – LVLS may require a presentation/demo for the purpose of evaluation.
- **Evaluation Criteria**
 - The selection of a solution for School Nutrition Software will be based on the review of several key elements in the proposal that include but are not limited to qualifications, scope of work, organization and completeness of proposal, presentation if applicable and cost.

THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE BIDDER AND RETURNED WITH THE PROPOSAL PACKAGE.

CONTRACT AGREEMENT

We have carefully examined and fully understand the General and Special Terms and Conditions and related documents in providing **School Nutrition Software** to the Licking Valley Local School District and do agree to all terms and conditions by so signing this document.

Withdrawals, cancellations, etc., will not be accepted unless Licking Valley Local Schools gives authorization. In the event vendors fail to comply, they may be removed from the vendors' list.

Company Name: _____

Address: _____

City, State, and Zip Code: _____

Date: _____

Terms (net 30 if not indicated): _____

Representative's Signature: _____

Representative's Name: _____

Email Address: _____

Telephone Number/Extension: _____

Fax Number: _____

Lead Time On Receipt of PO: _____

Signing the Contract Agreement affirms that the original RFP document has not been altered in any way.

Upon notice of Award, this page will become the prevailing Contract Agreement between your organization and Licking Valley Local Schools.

Signature of this Contract Agreement confirms that Bidder acknowledges and complies with all applicable USDA requirements associated with the products and services of this contract.

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VENDOR QUESTIONNAIRE

Questionnaire information will be utilized in the evaluation of this Bid. Vendors must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive" and eliminated from consideration.

Company Name: _____

Years in Business: _____

of Permanent Employees: _____

of Employees Assigned to LVLS for this Contract: _____

How many Comparable Contracts do you currently have in Ohio? _____

How many of these contracts are K-12 Education? _____

Please provide the name and contact information for the Project Manager assigned to this Contract:

Has your company ever failed to comply with any Government contract awarded?
Explain if Yes.

Has your company ever lost a contract to any local, state, or national government entity based on poor performance or breach of contract? Explain if Yes.

Is your company currently suspended or debarred from any government entity? Explain if Yes.

VENDOR QUESTIONNAIRE (CONTINUED)

Are there any judgements, claims, legal proceeding or law suits pending or outstanding against your company or of any of its officers? Explain if Yes.

Is your company currently in bankruptcy proceedings or has it filed for bankruptcy in the past five years? If Yes please explain.

Please list any additional certifications, awards, or recognitions that you feel would benefit LVLS in the award and execution of this contract:

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REFERENCE SHEET

References will be utilized in the evaluation of this proposal. Vendor must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed “non-responsive” and eliminated from consideration. It is not the responsibility of LVLS to pursue and obtain incomplete and/or inaccurate reference information, to ensure that references respond to our reference request, or to consider references not listed on this form.

School District or Organization	
Address, City, State, Zip Code	
Telephone/Email	
Name of Contact Person	
Scope of Work	

School District or Organization	
Address, City, State, Zip Code	
Telephone/Email	
Name of Contact Person	
Scope of Work	

School District or Organization	
Address, City, State, Zip Code	
Telephone/Email	
Name of Contact Person	
Scope of Work	

