OCT 1 3 2004

SUBJECT: School Districts and Federal Procurement Regulations

TO: Regional Director
Special Nutrition Programs
All Regions

In a memorandum, same subject, dated October 4, 2001, we asked that you remind State agencies that the Department's regulations (7 CFR Part 3016.36(b)) prohibit awarding contracts to any entity that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other procurement documents. While schools have broad discretion in gathering information for use in connection with procurements, information from potential bidders must be appropriately modified to develop tailored specifications, otherwise these bidders must be excluded from competing for such procurements. We also asked that you advise State agencies to carefully review school district compliance with these federal regulations and take appropriate actions.

Based on recent complaints of continuing noncompliance with Departmental regulations, we have reviewed 10 requests for proposals (RFPs) for school food service (SFA) software that have been issued within the last 2 years. The specifications in 8 of these 10 proposals bear a striking resemblance to a list of features offered to SFAs by Horizon Software LLC (Horizon). In more than one proposal, the specifications listed contain the same typographical and formatting errors contained on Horizon's features list.

Our October 2001 memorandum, copy enclosed, was issued because some SFAs were not drafting their own specifications and procurement documents for certain software acquisitions but instead used those written by Horizon. In response to our concerns, Horizon, in May 2002, provided us with a memorandum directed to school business and food service personnel. Horizon's memorandum accompanied a list of its software features. Horizon's memorandum, as well as its list of features, is enclosed. Horizon, in that cover memorandum, informs readers that its list of features "is not a Bid or RFP Specification form and should not be used as such."

Any action which diminishes open and free competition seriously undermines the integrity of the procurement process and may subject the SFA to bid protests. Further, in failing to fulfill its responsibilities to draft its own specifications and procurement documents, an SFA which copies a list of features drafted by a potential contractor has rendered that potential contractor ineligible to compete for the contract pursuant to 7 CFR Part 3016.60(b).

We are also concerned that SFAs may not be properly responding to protests and concerns raised by potential contractors. Pursuant to §3016.36(b)(12), SFAs must have

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

protest procedures in place to handle and resolve disputes relating to their procurements and must in all instances disclose information regarding a protest to their State agency.

Please notify your State agencies that any SFA that elects to use a potential contractor's information instead of developing its own procurement documents and processes cannot use nonprofit school food service funds for the resulting contract if that potential vendor is permitted to compete for the award, whether or not the contract is awarded to that potential vendor. In addition, please remind State agencies that SFAs must have protest procedures in place and disclose information regarding a protest to the State agency.

We are again requesting that State agencies monitor SFA procurement practices, including the SFA's protest procedures, and initiate corrective actions when violations of Department regulations are identified. In particular, State agencies should pay close attention to software acquisitions given the continuing level of noncompliance identified in this memorandum. If you have any questions, please contact Terry Hallberg at (703) 305-2590.

ORIGINAL SIGNED BY
STANLEY C. GARNETT

STANLEY C. GARNETT
Director
Child Nutrition Division

Enclosure

October 4, 2001

United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive
Alexandria, VA
22302-1500

SUBJECT: School Districts and Federal Procurement Regulations

TO: Regional Director
Special Nutrition Programs
All Regions

Enclosed is a letter from Mr. Marshall Matz dated July 11, 2001, regarding school districts compliance with federal procurement regulations. Mr. Matz is concerned that serious violations of these regulations may be occurring in the procurement of computer software used in school meal programs. Specifically, Mr. Matz addresses school districts issuing procurement documents drafted by potential bidders.

Please remind State agencies that the Department's regulations prohibit awarding contracts to any entity that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents. While schools have broad discretion in gathering information for use in connection with procurements, information from potential bidders must be appropriately modified to develop tailored specifications, otherwise these bidders must be excluded from competing for such procurements.

Please advise State agencies to carefully review school districts compliance with these federal regulations and take appropriate action. If you have any questions, please contact Terry Hallberg at (703) 305-2600.

STANLEY C. GARNETT
Director
Child Nutrition Division

Attachment

HORIZON
SOFTWARE INTERNATIONAL, INC.

May 3, 2002

Stanley C. Garnett, Director
Child Nutrition Services
United States Department of Agriculture
3101 Park Center Drive
Alexandria, VA 22302-1500

Dear Mr. Garnett,

Please see the attached sample letter and corresponding documentation, pursuant to our conversation. As we discussed, I would appreciate your review of this information and responding with your assessment of its compliance with the law governing this area.

Again, thank you for your attention to this matter.

Sincerely,

Bob Williamson

Bob Williamson
President/CEO

CC Terry Hallberg
Chief, Program Analysis and Monitoring Brach

HORIZON

SOFTWARE INTERNATIONAL, INC.

NOTICE: To all school Business official and Food Service Personnel

As part of the information in this packet we are enclosing a copy of our Horizon Software Features and Functionality along with our Hardware Specifications and a description of our services.

We have previously discussed many of these features with you, in either personal presentations or phone meetings, but there is almost not enough time in a day to cover all the features that we provide in a meeting. This list can serve as a handy checklist or reference for you to review. You can also share our confidence in knowing that the wide range of services and functions your District needs can be found with Horizon Software.

Please understand that this is **not a Bid or RFP Specification form** and should not be used as such. The USDA has asked all vendors to make this known when we provide you with this information. Horizon's system does contain many features that our competitors may or may not have. If any feature is important to the district, there is nothing wrong with requesting that the district's desired system contain that certain feature. We recommend that you only include those features that are important to the district in your Request for Proposal. If you do not need a certain feature and will not be using it in your district, we do not recommend that you put it in your proposal to avoid any appearance of trying to exclude a vendor.

By law, no vendor can help the district prepare Requests for Proposals and later receive the contract. It is entirely within the law for Horizon to supply a potential customer with a complete listing of functionality and the feature set contained within our system. Additionally we can provide you with information about our services such as setup, account management, technical support, training etc. After reviewing this material the district may decide to request some of the features and services similar to those provided by Horizon, but must do so entirely on their own.

In summary, the list and other materials provided to the district by Horizon are done so in order to give you an idea of what Horizon has in the way of products and services, not to assist with developing a proposal. If you have any questions regarding this please contact your sales representative or call Mr. John Tatham, VP for sales. We would be pleased to help you.

Sincerely,

Horizon Software International, LLC

VISUAL BOSS FASTLANE 2000

5835 Hwy.20 • Loganville, GA 30052 • 800-741-7100 • Fax 770-554 6331 •www.horizon-boss.com

HORIZON

Software
Feature Listing

General - Systemwide/Communications

1. Provides fully documented, printed training workbooks for every module.
2. Each field in each screen is explained by a context sensitive, on-line help system. On-line help can be accessed by pressing one key at any time. User can also search the help system by typing in the desired text and pressing [Enter] to make the help screen for that function appear.
3. All enhancements and updates are fully documented including on-line help.
4. Special function keys and their use are displayed on all screens.
5. Has a users group that meets (at least) annually and actively seeks input into enhancements.
6. Has a Training Center equipped with LCD projector and computer workstations for hands-on training.
7. Maintains a help desk in operation from 7:00 am - 8:00 pm EST weekdays via toll-free number.
8. Provides quarterly newsletter for active users.
9. Provides on-site training and installation of software.
10. Provides complete data transfer system which permits central polling, data file transfer from Central Site to satellite school and vice versa electronically by telephone modem, diskette, or by wide area network (WAN). Can set, in advance, electronic transfers by time and date for automatic modem transfer at predesignated times from menu. No special computer commands are necessary.
11. Provides a report of Central polling (data exchange) results, i.e., whether or not the polling was successful, and if not, which schools did not get polled.
12. Transfers data from one module to another electronically. Maintains transaction audit checks which prevents accidental duplicate transfer of identical information and will not duplicate it in the database.
13. All reports are printed on standard-width printers.
14. Accommodates multiple printers (up to 12) at each location.
15. Can assign passwords to any menu option. Can assign different password levels to any menu. No computer commands are necessary. Assigning passwords can be performed from the menu.
16. Contains zip codes for each state. Computer automatically will insert city and state when zip codes are entered. Provides for editing or entering additional zip codes into the database.
17. All reports in system can be output by using one keystroke to: display the report on the screen, print it on a printer, or output it in ASCII format to a file.
18. Provides internal data backup system and restore option for all data in all modules.
19. Entire system is totally menu driven - no computer commands necessary.
20. Will automatically correct for upper/lower case when entering names and addresses.
21. Provides for user to perform reindexing of entire system or selected files with one keystroke. (No computer commands).
22. Multiple computers can be used to perform central polling in large districts.
23. Can automatically purge old data from the menu with one keystroke.
24. Can send E-Mail messages from the Central Site to the school and vice versa.
25. Company can provide instant on-line tech-support via telephone modem. User chooses option from menu. No computer commands necessary.
26. Implements true multi-tasking functions on multi-user installations.
27. Totally integrated with all other modules including: Inventory Management, Order Processing, Bid Analysis/Procurement, Production, Menu Planner/Nutrition Analysis, Personnel Management, Asset Management, USDA Commodity Management, Central Distribution Center, Central Kitchen, and Central Production Facility.
28. Provides for a custom report writer module that enables users to custom design reports of their design using any field in any module to obtain data.
29. Provides for "real time" or end of day processing of data input into individual school site databases by the Central Site location.

30. Provides for starting reference order numbers at any desired number.
31. Vendor must own all source code to the software.
32. System must have a graphical user interface utilizing 32-bit technology.
33. System must have the ability to operate on Windows 98, 2000, NT and Novell operating systems.
34. System has a "Goto" feature, which allows quick access to any menu in the software.
35. System has an on-screen calculator and calendar.
36. System has a "troubleshooter" software component that will diagnose system problems "on-line" and recommend solutions.
37. System has large "easy to read" buttons with detailed explanations as to the operation of each.
38. Each menu has a unique number, which allows quick reference for tech support purposes.
39. Vendor has an Internet training program to learn all modules of the system.
40. Vendor has regional "branch" offices for local support.
41. System options availability to expedite data entry. Default values for certain data fields may be selected.
42. Allows for employee I.D. codes to be setup and used throughout the system.
43. Allows for "area setup" for larger districts, which provides area specific inventory and ordering information for regional supervisors.
44. Allows the setup of "site types" for schools, warehouses, and production facilities.
45. Allows for the setup of Chart of Accounts.
46. Ability to print employee lists by site or all sites consolidated.
47. Ability to confirm exit upon leaving certain portions of the system.
48. System has an "on-screen" clock that displays hours, minutes, and seconds.
49. Ability to purge old data by specific module or group of modules.
50. Ability to backup and restore data by module only.
51. System must run in a centralized ASP environment. Software is installed on a single server where Central Office Staff and Sites connect in through the Internet. The only requirement at the Site level is a web browser to run the software.
52. Software must run an Internet browser by using Internet Explorer version 4.0 and above.
53. System supports real-time data updating for all back office functionality in a centralized ASP configuration.
54. There is no daily synchronization or upload/download procedures to synchronize data between sites and the Central Office.
55. Central Office Staff or Technical support staff can monitor or "shadow" server connections to walk users through problems or do additional training directly from the server console.
56. Propagate updates to programs over WAN automatically eliminating need to physically install updates at every location.
57. Support browser like features to enhance ease of use in back office functions:
    A. Favorites drop down arrow/button, where user can capture their own favorite functions that can then be recalled anytime at a click of a button.
    B. Related processes drop down arrow/button, where users are automatically given a drop down list of program functions related to what they have just finished doing, that allows the user to immediately jump to the next process.
58. All programs must be able to be installed on a central server, in-house or through a service provider.
59. Service provider, if used, must provide 100% uptime guarantee with fault tolerant systems, redundant power, communications, and security systems.
60. The ASP version must provide centralized updates, upgrades, fixes, and year end roll-over.

61. Support Windows CE operating system for hand held and tablet computer devices.
    A. Support scanner, slot reader, or PIN pad
    B. POS functions
    C. Inventory functions
    D. Asset Management Functions
    E. Battery operation
    F. Wireless operation
    G. Infrared synchronization
    H. Network operation
62. Support Symbol type hand held devices:
    I. Built-in scanner
    J. Inventory functions
    K. Asset Management functions
    L. Battery operation
    M. Infrared synchronization

Inventory Management

1. Maintains usage history by month for each food and nonfood supply item in inventory including USDA commodities. Maintains multiple years (up to ten years) inventory history for each inventory item by school and/or district wide.
2. Purchased USDA food commodities and nonfood supply items are *preloaded* with categories, class, stock number and bid specifications.
3. Provides for separate inventory category and class fields which enable user to classify inventory items.
4. Keeps a consolidated perpetual inventory of entire district as well as individual perpetual inventories for each individual school.
5. Executes a search by product number or description to find any inventory item that is located anywhere in the district and lists quantities on-hand by individual school.
6. Prints an inventory adjustment audit report by your choice of any or all schools, select date range and it prints all adjustments to inventory. Log denotes the purpose of the adjustment date and the person making it.
7. Generates a rebate report by range of dates. Displays school order number, receiving date, amount of rebate that is due. Subtotals by vendor and provides a grand total.
8. Allows choice of accounting method used for inventory valuation (FIFO, LIFO or Weighted Average).
9. Maintains perpetual inventory by school for each item and location for food, supplies, and commodities.
10. Stores historical costs for each inventory item and generates comparative cost change analysis report for the same.
11. Generates inventory valuation report of purchased foods, supplies, and USDA commodities
12. Prints lists of inventory from menu by stock number, category/class, location, USDA commodities, bid items, vendor number, rebate, nutrition analysis, specifications or alphabetical order.
13. User designates desired number of day's supply of inventory and computer will identify overstock by site or district. Indicates current day's supply and month's usage average.
14. Identifies zero quantity on hand or other designated quantity of items by site or district.
15. Generates physical inventory forms customized for each school site and allows manual entry of same into database by location, stock number, category, class, vendor, or alphabetical order.
16. Provides report comparing perpetual inventory on hand figures to physical inventory.
17. Provides "inventory movement" audit report that details every transaction made to any site including receipts of purchased goods, commodity allocations, site transfers, manual and automatic adjustments.
18. Allows automatic (menu driven) import/export of all inventory data into other databases.
19. Allows unlimited number of inventory items.
20. Central Site can interface with unlimited number of individual school sites, Central Distribution Center, Central Kitchen, or Central Production Facility. Central Site can edit/view consolidated or individual sites inventory on-hand balances for any inventory item.
21. Can take physical inventories using handheld bar code scanner computers with electronic updating of physical inventory and automatic valuation extensions.
22. Provides for inter-school transfers of stock. Issues transfer orders, receiving tickets and reports of dollar transfers by school and district for same.
23. Can enter unlimited number of vendors. Can set up unlimited number of alternate vendors for each inventory item.
24. Vendors can be flagged for exclusion from bid list and/or Order Processing functions.
25. Vendors can be set up with minimum order dollar amounts and/or case quantities.

26. Vendor database mail merges with the bid analysis/procurement process.
27. Provides for field to indicate user definable vendor status., i.e., minority, handicapped, veteran, etc.
28. Provides for entering/editing usage history by month and year for any inventory item for any school.
29. Provides for recording UPC Codes for each inventory item and printing bar code labels for the same.
30. Provides for schools to order from Central Distribution Center or Central Production Facility and Central Distribution Center/Kitchen to be able to ship to schools and provide necessary paperwork for audit trail.
31. Costs may be entered as fixed fee, cost plus fee or cost plus percentage.
32. Provides on-screen viewing or printed report of nutrition analysis for every inventory item with a CNP number.
33. Inventory control minimum reorder points may be set up for each inventory item by school.
34. Individual inventory items can be flagged at the Central Site for exclusion from Order Processing functions by individual school site.
35. Automatically generates an estimated receiving date based on vendor lead time. Posts estimated receiving date whenever an order is placed.
36. Satellite Schools cannot change prices, vendor, etc. Only Central Site can perform these functions.
37. Physical inventory and perpetual inventory discrepancies can be automatically reported after physical inventory to Central Site.
38. Keeps up with spoilage/breakage amounts by school for comparison.
39. The Inventory Management module is fully integrated with System Manager/Communications, Order Processing, Menu Planner/Nutrient Analysis, Production, Procurement, Bidding, USDA Commodity Management and Asset Management.
40. Provides for setting up custom categories and classes for inventory items. Provides for outputting inventory reports by category/class order.
41. Keeps up with UPC Code for each inventory item. Allows for multiple UPC Codes for several vendors.
42. Provides for automatic gram weight calculation of inventory container net weights. Will convert container quantity and measure automatically.
43. Provides on screen summary by inventory valuation of district or individual school.
44. Preloaded with editable bid specifications.
45. Bid specification screen provides USAGE history display for calculating estimated usage for vendors.
46. Provides for menu plan forecasting of menu plan items to determine editable estimated usage quantities for bid specifications and automatic importation option of same to insert usage figures into bid specifications.
47. Provides report that compares leftover discard amounts and dollar value among schools.
48. Provides for setting up individual site maximum case quantity for items with limited storage space.
49. Provides for setting up equivalent of commodities and purchased goods including a conversion factor for different pack sizes
50. Provides for printing 10 year usage analysis history for each inventory item by school.
51. Central Site can view consolidated inventory for district or individual school.
52. Provides for setting up retail prices in addition to wholesale cost for inventory items.
53. Provides for automatic updating of prices, vendors, vendor numbers, brands, UPC Codes, etc., when bids are updated.
54. Physical inventories and inventory adjustments may be entered manually or faxed/scanned to the Central Site.
55. Allows inventory items of like kind to be grouped together, which provides inventory group quantity on hand figures for order processing.
56. Maintains usage history by month for "groups" of like items in inventory.
57. Tracks "shelf life" of inventory items allowing the user to determine when to serve leftovers.
58. Allows for identification by "HACCP Category" for inventory items.

59. Ability to designate "preferred" vendor status to inventory items indicating the most often used vendor for that item.
60. Allows the use of Windows CE "handheld" terminals for taking physical inventories.
61. Provides for the setup of two levels of volume discounts. When these volumes are purchased, the appropriate discount is applied to the item.
62. Allows for Chart of Account numbers to be used with inventory items.
63. Allows for the identification of inventory items that are "catered" items.
64. Allows for identification of inventory items that are bid items displaying packs and broken units on hand, and packs on order.
65. Provides bid amount and bid expiration date for inventory items.
66. Tracks "bid quantities ordered to date" and "bid quantities remaining" for inventory items.
67. Can track which items are rebate eligible, the rebate amount per case, and rebate expiration date for all purchased goods.
68. Provides scrollable on-screen information on cost changes displaying new cost and date changed for all purchased goods.
69. Allows for entry of estimated usage of inventory items for the bid period or identifies inventory items for which the bid quantity is unknown.
70. Bid specification entry screen is scrollable providing unlimited size for bid specifications.
71. Allows for identification of food group for "traditional food-based" production purposes.
72. Inventory information is arranged in sections that are tabbed for quick user access to these areas.
73. Sites can view "outstanding orders" and estimated receiving dates for those orders.
74. "Quick cost entry" feature provides an easy utility that allows the user to expediently go through inventory items to change costs.
75. Physical inventory entry screen provides perpetual inventory amounts for packs and broken units.
76. "Express entry" feature for physical inventory provides ability to use "numeric keypad" for data entry to expedite the process.
77. "Bookmark feature" indicates last inventory item entered for physical inventory in case the data entry operation is interrupted for a meeting, phone call, etc.
78. Provides Overstock Report that compares expected need of inventory items and the quantity on hand.
79. Allows for update of general ledger receiving, physical inventory file, and purchase requisition files.
80. Generates perpetual inventory adjustment worksheets on which to record inventory adjustments made throughout the day.
81. Provides user-easy "inventory adjustments wizard" to assist in the data entry of inventory adjustment information.
82. Provides "stock transfers easy entry" to assist in the stock transfer process.
83. Ability to edit stock transfers before they are issued.
84. Ability to enter existing inventory usage history during inventory setup.
85. Ability to setup delivery templates for inventory items indicating which day of the week items should be delivered.

Order Processing

1. System provides for placing individual school site orders from the Central Site or the satellite school or both, i.e., Central Site can place (or review) the order(s) from the Central Site or individual manager(s) can place orders from their individual school site or a combination.
2. Provides for assigning schools to areas enabling area supervisors to edit their assigned school's orders.
3. Central Site or managers can order using a computer-generated shopping list reflecting their individual inventory. The list can be printed in stock number, storage location, vendor, or category/class order. The order may be entered into the computer in the same format as the computer-generated shopping list.
4. Provides for ordering without regard to vendor. Computer will separate the orders by vendor or Central Production Facility.
5. Allows automatic ordering feature which displays previous 6 months' usage history and upcoming 6 months' history from previous year *(by item)*. Includes 3 month average. Keeps ongoing dollar amounts for each vendor as well as cumulative figures.
6. Provides for ordering manually by vendor.
7. Provides for ordering from inventory forecast based on individual school menu plans that have been scheduled using the Menu Planner/Nutrition Analysis module.
8. After placing order, computer automatically generates and prints orders and receiving tickets by vendor for each of the individual schools.
9. Automatically consolidates all school inventory requisitions into separate orders by vendor. Prints consolidated district wide order and financial summary by vendor, consolidates orders by vendor for entire district, and issues order tickets and receiving tickets for each individual school. Print date is controlled by Central Site.
10. Receiving program automatically updates inventory by taking the item(s) received off order and adding to school's inventory when the delivery is received into the computer.
11. Receiving program enables user to receive purchase orders, USDA commodities and school stock transfers separately. Produces separate reports by range of dates as to what was received in each category by individual school site.
12. Produces Backorder report of any item on backorder.
13. Produces Past Due report by estimated receiving date of anything that is past due.
14. Produces Open Purchase Order report by vendor, estimated receiving date, or purchase order number.
15. Provides report for cost changes. Reflects current price versus previous price. Indicates dollar amount difference as well as percentage.
16. Provides rebate report indicating the rebate amount due, date received and order number. Can be output consolidated, school by school, or by individual school.
17. Allows editing of school orders by Central Site or school site.
18. Central Site can edit school orders prior to and after consolidation.
19. The Order Processing module is fully integrated with System Manager/Communications, Inventory Management, Menu Planner/Nutrition Analysis, Production, Bid Analysis/ Procurement, and USDA Commodity Management modules
20. Provides for ordering just the items that are equal to or less than a pre-established inventory control minimum (reorder point).
21. Provides for printing lists of inventory items and their monthly usage by individual school site for ordering purposes.
22. Automatically puts items on order in the inventory module whenever an order is placed.
23. Provides report for automatically calculating all rebates by receiving date and order number by vendor.

24. Keeps up with back orders, past due items and open purchase orders.
25. Custom modes of Order Processing for each inventory item can be set up for each school site by Central Site, i.e., shopping list, automatic ordering, menu plan, Order Processing, obtained from Central Distribution Center or Central Production Facility.
26. Central Site may exclude items from Order Processing for individual school sites.
27. If desired, individual sites may view the Central Distribution Center quantities on hand and quantities on order.
28. When placing an order, if the quantity on hand plus the order quantity exceed maximum warehouse storage capacity, the computer will prompt you with a warning.
29. Orders can be entered manually or faxed/scanned.
30. Allows for the viewing of "group" and "ordered" items when entering a shopping list order.
31. Ability to add vendor comments to a purchase order.
32. "Shopping list easy entry" feature for ordering provides ability to use "numeric keypad" for data entry to expedite the process.
33. "Bookmark feature" indicates last ordered item entered for shopping list ordering in case the data entry operation is interrupted for a meeting, phone call, etc.
34. Ability to enter orders for a menu plan from a Central Production Facility.
35. Receiving program records who received the order, operated the computer, and bought the items.
36. Allows for comments to be recorded when items are received.
37. Receiving program allows the user to add a line item or to substitute for a line item.
38. Receiving program displays items to be received and the respective order quantity, received to date, open quantity, and status figures.
39. Orders to be received are displayed by descending order number displaying vendor, order date, and estimated receiving date.
40. Ability to edit the consolidated orders for all sites for a particular vendor.
41. Ability to print a receiving report for selected vendors based on the key codes assigned to the chart of accounts codes.
42. Ability to establish delivery templates for the Central Distribution Center which allows the user to decide which day of the week to deliver freezer, cooler, dry storage, paper goods, equipment, and other items.

Bid Analysis and Procurement

1. Provides self-contained program for vendors to enter their bids onto diskettes from their floppy drive, or printed forms.
2. Provides for automatic uploading of vendor diskette bids electronically into the Central Site computer after vendors have entered their bids on them.
3. Analyzes and awards bids automatically (bottom line/low bid), manually (line item) or strictly by low bid.
4. Has built in word processor. Can set up and store commonly used letters such as Bid Invitation, Bid Award and Notification letters, forms, and has mail merge function with vendor file.
5. Outputs bids in low bid sequence, automatically calculates individual unit price regardless of number of units per pack.
6. Produces bid audit report showing all bids and to whom the bid was awarded. Allows for printing of comments if low bid vendor did not get the award.
7. Displays vendor bid variations to specifications for bid analysis.
8. Automatically updates master inventory changing vendors, vendor stock numbers, costs, brand, UPC Code, and weights after awarding bids.
9. Automatically prints envelopes, mailing labels, bid award notifications, award letters, specifications and award lists.
10. Produces cost analysis report detailing dollar and percentage changes after bid awards.
11. Produces bid summary report showing total bids and how many items were awarded.
12. Allows automatic purging of old bids.
13. Prints bid item lists of all inventory or a range of inventory items.
14. Prints bid specification list by specified category/class or all items.
15. Integrated with System Manager/Communications, Inventory Management, Order Processing and Menu Planner/Nutrition Analysis modules for inventory usage forecasting based on scheduled menu plans.
16. Integrated with Inventory Management module for printing/viewing bid specifications.
17. Provides for users to enter several bids simultaneously.
18. Provides for entering date for bid to take effect. Will automatically update inventory on that date.
19. Integrated with menu plan module to forecast inventory requirements according to scheduled menu plans and import forecast into bid specifications.
20. Ability to mail merge letters with bid specifications, product award list, and bid audit report.
21. Line item bid award program displays broken unit price, pack price, unit description, brand name and variance information.
22. Bid specifications and variance information can be accessed easily while awarding bids.
23. Bottom line bid capability that will compare all items or individual items in the bid.
24. Can update master inventory with the new vendors, vendor numbers, costs, UPC Codes, brands, units per pack, etc. from menu selection.

Production

1. Provides for generating production worksheets for menu plan recipes by selected dates, worksheets detail recipe instructions, location order, ingredients, quantities list and yield information.
2. Provides for the computer to analyze the scheduled menu plan and checks the inventory on hand quantity to see if it is adequate to meet requirements. Generates a list of shortages that can automatically be placed on order.
3. Provides for allowing simple (three keystroke) substitutions for out-of-stock menu plan ingredients, feeding figures, or projected quantities.
4. Allows for editing production worksheet after production to record how long production took and what was actually used, served, and left over.
5. Will integrate with System Manager/Communications, Inventory, Order Processing, Bid Analysis/Procurement, Menu Planner/Nutrition Analysis, Personnel and USDA Commodity Allocation modules.
6. Provides for Auto-delete of all inventory items used after day's production.
7. Provides for recording personnel's hours worked and producing reports for quantity of hours worked by employee and costs for same to provide total labor hours and cost figure daily.
8. Maintains history of items produced each month, and calculates their cost.
9. Provides total cost analysis of production by day or date range. Can generate daily profit and loss statement by consolidated district or individual site.
10. Provides for comparing production and costs from one date range to another.
11. Provides for manager setting up work schedules for all employees in the department. Can schedule by employee and/or task.
12. Can assign start times to scheduled tasks.
13. Standard tasks such as clean-up assignments can be set up one time and assigned without having to repeatedly type them.
14. Leftovers can be automatically costed and added to inventory.
15. Provides for generating an ID label for leftover items (bar code or standard).
16. Provides for costing out individual recipes and entire menu plans based on actual costs.
17. Provides for generating a list of leftovers currently on hand in "use-by" date order.
18. Provides for outputting a leftover value report.
19. Can compare leftover production, usage, and disposal by individual school site(s).
20. Provides for setting up and adding an overhead figure to be included in calculating production costs *by school*.
21. Provides for production report detailing meals produced per hour, cost per meal, labor, overhead, commodities, supplies, food, etc., used and cost of same.
22. Ability to create manual production records for sites indicating reimbursed meals, item description, food group, portion size, projected servings, amount prepared, amount used, and amount leftover.
23. When entering manual production information, the ability to substitute or add an item to the day's production.
24. Ability to print manual production worksheets.
25. Provides report that will list the production costs and production efficiency information over a range of dates.
26. Provides report that will list the profit and loss dollar amounts for each production day within a date range.
27. Provides report that will list the cost per meal for a specified date range.
28. Provides report that will list the commodities used for production purposes over a date range.
29. Provides report that will list the discrepancies in production costs and production efficiency between two date ranges.
30. Provides report that will determine the amount of meals over-produced at the site locations.

31. Provides report that will indicate the cost per meal, site by site.
32. Provides report that will provide the pre-preparation instructions assigned to any recipe during a specified date range.
33. Allows the setup of "production areas" to directly assign recipe responsibilities.
34. Provides "daily overhead for production" report that displays daily overhead per school, and the percentage applied to breakfast and lunch.
35. Provides setup to calculate labor hours allowing for hourly wages and salary. Provides default settings for breakfast, lunch and other totals. These default settings can be divided by the minute and by the hour.
36. Ability to add customized special instructions to employee work schedules.
37. Provides employee work schedule that list each employee, tasks to be performed, task start times, and special instructions.
38. Allows user to adjust feeding figures before creating tickets to maximize production efficiency.
39. Can easily add (one keystroke) recipes, food items and leftovers to projected production.
40. Leftovers are grouped together in "use by date" order for easy addition or substitution into the daily production.
41. Provides a "production area pull ticket" which list the inventory needed to produce recipes.
42. Provides a "production area pull ticket summary" which lists in a consolidated format all items that need to be pulled from inventory to produce the recipes for the day. Also lists "non-recipe" items needed for the day's production in a consolidated format.

Menu Planner/Nutrition Analysis

1. Comes pre-loaded with all USDA CNP food items and recipes including new team nutrition recipes.
2. Comes preloaded with over 15,000 brand food items that can, at user's option, be activated and included in the USDA database.
3. Provides for using either the school's inventory codes or the USDA database codes for setting up recipes or menu planning.
4. When setting up Recipes and/or Menu Plans, can switch from accessing complete USDA database to school's inventory by pressing one key.
5. Can set up Recipes or Base Menu Plans in a file one time without scheduling them. They can be repeatedly scheduled without having to re-enter them.
6. Provides editable pre-loaded groups, categories and classes for all inventory items, USDA food commodity items, recipes and menu plans.
7. Provides for customizing pre-loaded recipe or menu categories and classes.
8. Provides for assigning custom age groups, feeding figures, service days, types, and serving lines to individual schools
9. Provides for setting up custom tables to analyze selected nutrients and values.
10. Prints calendar on 8 1/2 x 11 paper by month or week.
11. Provides for printing calendar style or report format and scheduled menu plans with or without accompanying analysis. Can be output from Central Site or individual school site.
12. Individual school site Menu Plan scheduling can be set up and implemented from your choice of the Central site or individual school site.
13. Provides for recipe and menu plan cost analysis that is integrated with school's inventory.
14. Provides for uploading updates from software vendor with no more than two keystrokes.
15. Provides for entering food items into USDA database by simply filling in the blanks and answering yes or no questions.
16. Provides for outputting USDA database by an assigned number, category, alphabetical or locally assigned CNP number order with or without nutritional analysis of each item.
17. Can "Quick Search" any CNP database item, inventory item, recipe or menu plan for selected nutrients and nutrient values. The computer will supply a list of items fitting into the selected parameters.
18. Provides for yield factor method or moisture fat change to be implemented *by entering only one recipe.*
19. Can change any recipe yield and output the adjusted portions of the ingredients.
20. Can run a recipe production report that can be output by all or individual categories that includes recipe yield, serving size ingredients and nutrient analysis.
21. Will integrate with Inventory Management module to provide menu costing without having to manually put costs in the Menu Planner/Nutrition Analysis module.
22. Can search recipes or menu plans for specified ingredients. Can automatically add, delete, or substitute items to recipes.
23. Can run menu plan reports detailing all applicable information including ingredients that can be output by group, category/class, cycle description or menu number ID.
24. Can schedule menu plans by actually viewing a calendar.
25. Can automatically copy menu plan by day, week, month, cycle or range of dates. Can copy a single menu plan schedule into multiple schools by type, i.e., elementary, middle, high school.
26. Can automatically copy menu plans from one individual school to another as well as one serving line to another.
27. Can perform nutrient analysis of food ingredients, recipes, or menu plans with one keystroke.
28. Can automatically add or delete recipes or food items to scheduled menu plans.

29. Can schedule an entire cycle to another period of time by simply highlighting the beginning and ending days.
30. Provides for recording actual servings and running nutrient analysis reports by projected or actual servings.
31. Set up unlimited amount of recipes, inventory items and menu plans.
32. Fully integrated with System Manager/Communications, Inventory Management, Order Processing and Production modules, but can be used as stand alone as well.
33. Assigns separate calendar description to each menu plan.
34. On screen calendar can be set for multiple months/years.
35. Assign menus to calendar by serving lines.
36. Standard menus and calendar descriptions can be edited from calendar program.
37. Allows multiple serving line switching when assigning menu plans to calendar.
38. Prints individual serving line's menu plan comparison by week or entire month by serving line.
39. Provides for setting up and customizing groups and classes for each menu.
40. Outputs reports for menus to enable you to print them out by group, class, alphabetical order, or menu number.
41. Provides for unlimited number of serving lines.
42. Displays actual calendar with day to be scheduled flashing. Can move to other days with arrow keys. Can change months with one keystroke.
43. Can set up to display or not display any CNP items in the database.
44. Provides for adding and/or deleting items automatically to any school(s) menu plan(s).
45. Provides for computer to automatically change projected quantities of menu plan when feeding figure is changed or if a school is scheduled that has a different feeding figure than the base menu.
46. USDA approved software for school foodservice nutrition analysis.
47. When entering items into the database, capability to add food category, manufacturer, product code, HACCP category, and food base group for each item.
48. When entering items, ability to view food includes, food subcodes, buying guide, and nutrition analysis.
49. Ability to distinguish between a USDA or recipe measurement when entering or editing food items.
50. Recipe entry screen provides information on hot/cold, HACCP, recipe category, source of recipe, standard yield, batch quantity, serving size, measure, serving description, and food codes.
51. Can access nutritional analysis, recipe instructions, moisture/fat changes, food base groups, and all HAACP instructions from recipe entry screen.
52. Recipe production information entry screen includes setup for the production area, cooking temperature, cooking time (in hours and minutes), and days to start pre-prep.
53. Recipe production information entry screen includes instructions for pre-prepare, preparation, and serving.
54. Moisture/fat change analysis allows for a moisture gain or loss factor, fat gain or loss factor, and identification of the type of fat.
55. Can print recipe production worksheet, which will display all stock numbers or CNP numbers. Have the option to print the yield section before the ingredients section.
56. Can "Quick Search" recipes and menu plans for specific ingredients.
57. Ability to print or view a list of recipes by category.
58. Provides a substitute food item utility that will automatically substitute one item for another in all recipes or base menu plans.
59. Ability to refresh finished goods information for all recipes changed by allowing the user to add a dollar amount or percentage to account for increases in item costs.
60. Ability to define production and non-production recipes.
61. Can edit menu plans for USDA compliance on the screen and notice changes to nutrient content as changes are made to the menu plan. Nutrient values that are out of compliance are indicated in red

and values that are in compliance are indicated in blue, which allows for quick identification of problem areas.

62. When editing menu plans for nutrient content, displays the difference from the standard and nutrient values per serving for each food item.
63. Can perform a nutrition analysis by menu plan or weighted nutrition analysis for a group of menu plans. For a weighted analysis, the user can select age groups, and the report will output by menu ID or by cycle.
64. Ability to identify items as food, nonfood, and ala carte for menu plan forecasting purposes. Nonfood and ala carte items do not interfere with the nutrition analysis, but allow the user to order based on scheduled menu plans.
65. Ability to print base menu plans by group, category, cycle, and menu ID.
66. Menu plan cost analysis indicates cost per serving, weighted cost per student, and the total cost of the menu plans.
67. Ability to copy cycles of base menus to edit it as needed or assign it to another age group.
68. Ability to view CNP items or inventory items when scheduling menu plans.
69. Ability to do a USDA compliance check while scheduling menu plans.
70. Ability to review menu plan analysis history for a selected site over a specified date range.
71. Provides food item report that lists the nutrient analysis of food items by CN number, category, alphabetical order, local CN, or manufacturer.
72. Provides recipe nutrient composition report that list recipe ingredients and the nutrient composition of each individual ingredient.
73. Provides missing food items report that identifies recipes and menu plans that are missing information necessary to perform nutrient analysis.
74. Ability to output a list of all food subcodes used in the system.
75. Ability to add holidays and workdays to the calendar and have menu plan scheduler account for those days off when cycles are scheduled.
76. Import update feature that will automatically update the system with new CN information sent out by the USDA.

USDA Commodity Management

1. Provides for entering unlimited number of schools.
2. Provides for analyzing participation by school and automatically allocating commodities according to participation percentages.
3. Provides for updating allotted quantities of commodities from a list of all commodities.
4. Creates allotment by participation for each school, but user can edit or override computer generated allotment.
5. Keeps up with issued versus unissued commodities by school.
6. Will create allocation delivery tickets for vendor/Central Distribution Center as well as receiving tickets for individual schools.
7. Prints report for commodities issued by school.
8. Fully integrated with System Management/Communications, Inventory Management, Order Processing and Production modules.
9. Can receive commodity shipments through the Order Processing module automatically taking them off order and adding them to stock.
10. Keeps up with commodity shipments by USDA reference numbers.

Central Distribution Center

1. Routes and predesignated stop designations for each school may be set up for school delivery.
2. Pick tickets can be output in school route order by stop number. Items to be pulled will be output in warehouse location order.
3. Areas may be set up for school orders, area supervisors can view/edit orders for the schools in their area.
4. Individual school site orders may be entered at the school level, Central Site or Central Distribution Center.
5. Multiple orders for each school may be entered by date.
6. Rapid entry of orders can be accomplished by entering code number and quantity.
7. A projected shipping report of the district's consolidated orders can be output to denote inventory shortages prior to shipment.
8. An exception report denoting shortages can be output by vendor.
9. Exception report can be edited and then automatically imported into the shopping list and/or the automatic order processing function.
10. Substitutions can be automatically performed using preset equivalents such as commodities or manually with minimal keystrokes.
11. The projected shipping report can be edited by consolidating all the orders by district or area, or by individual school.
12. Substitutions can be automatically made for the entire district, area, or individual school.
13. Add-ons can be automatically performed for every school in the district, area and/or individual school.
14. Pick tickets can be output by date, location, route, area, all schools and/or individual school order.
15. Delivery tickets can be created after the pick tickets have been processed.
16. If desired, Central Distribution Center on-hand figures can be accessed by schools.
17. Shipping errors can be tracked by order puller and checker.
18. Shipping reports can be generated indicating dollar amounts and/or inventory items shipped to school, area, or district.
19. Shipping report can be sorted by school, category, and commodity and can be subtotaled separately with summary for range of dates.
20. Backorders can be left open or canceled.
21. Warehouse inventory is totally integrated with Central Site inventory and Order Processing modules.
22. Receiving tickets can be issued for warehouse deliveries and receipts can be automatically added to inventory.
23. Fully integrated with Central Office, satellite schools, System Manager/Communications, Inventory Management, Order Processing, Shipping and Order Entry.
24. School can track refused shipments.
25. Can generate an order summary report detailing all open order quantities, stock numbers and descriptions totaled for each individual stock item.
26. Last minute add-ones (hot shot) orders can be entered, inventory automatically deleted, and picking ticket issued in one minute or less.
27. Provides report for any order that has not been fully processed and classified as incomplete.
28. Pick ticket summary is automatically printed at the end of the pick ticket.
29. Provides for automatically printing frozen, cooler, dry goods supplies or small equipment on separate pick tickets.

Central Kitchen

1. Provides for setting up and assigning school delivery routes in predesignated stop order.
2. Provides for importing feeding figures and projected quantities of menu plan ingredients from each satellite's menu planner module. Provides for on-line editing of individual school site feeding figures and projected quantities.
3. Provides for automatically forecasting order requirements for consolidated schools of entire district or processing orders initiated by site managers or Central Site.
4. Provides for forecasting inventory requirements for Central Kitchen consolidated orders.
5. Provides for forecasting production requirements of Central Kitchen by comparing consolidated menu plan to on-hand inventory.
6. Contains scheduler that enables user to schedule production for each employee based on the daily menu plan.
7. Pre-assigned tasks such as cleanup of equipment may be set up for regular assignment in scheduler.
8. Totally integrated with Central Office package, System Manager/Communications, Inventory Management, Order Processing, Production, Menu Planner/Nutrition Analysis, Shipping, Order Entry for Schools, Asset Management and Personnel Manager.
9. Custom overhead figures can be set up by individual site.
10. System compares on-hand to inventory requirements - provides for substitutions where required.
11. Generates detailed production ticket complete with preparation instructions for each recipe on menu plan.
12. Automatically adds finished goods into stock after production.
13. Automatically costs each serving using labor, overhead, and ingredients to cost by serving.
14. Provides for automatic deletion of inventory items used after production.
15. Production reports can be run to determine costs, efficiency, etc.
16. Maintains history for each menu item's production and cost.
17. Provides production reports for efficiency, cost control, USDA Commodities, labor profit and loss, monthly cost comparison, leftover "use by" date.

Personnel Management

1. Records employee's personal data including name, address, phone number, fax number, emergency contact, social security number, birthday, etc.
2. Records education including all continuing education courses taken, maintains chronological list of all disciplinary and meritorious comments, sick time and vacation.
3. Generates employee lists of home phone numbers and addresses.
4. Produces office telephone extension lists of all personnel.
5. Generates employee review reports detailing personal data, comments, payroll data, attendance, and continuing education.
6. Generates report detailing when employees need additional continuing education credits.
7. Generates report detailing when employees need an evaluation or salary review.
8. Automatically keeps up with attendance updating remaining sick time and vacation.
9. Provides for entering unlimited comments to record discrepancies or meritorious activity. Automatically dates each comment.
10. Provides for clock-in/clock-out by typing in employee password.
11. Fully integrated with System Manager/Communications and Production module.
12. Provides for payroll report that details hours worked extended times rate of pay.
13. Employees can be monitored consolidated by district or by individual school site.

Asset Management

1. Keeps up with all assets (equipment) by individual school or district.
2. Records model numbers, serial number, warranty, date of purchase, chart of account number and other pertinent information for all assets.
3. Generates bar code or standard labels for all assets.
4. Automatically calculates depreciation values for each asset. Details original price paid, date of purchase, depreciated value and remaining months depreciation.
5. Provides for recording maintenance and comments for all equipment.
6. Prints lists of assets by district or individual school sites by control number, location, vendor, or category class.
7. Generates valuation report for assets by chart of account number by date.
8. Produces worksheets detailing all assets for the site by location for physical inventories.
9. Provides for recording transfers of assets from one school site to another.
10. Provides for taking electronic physical inventory of assets with hand-held bar code computer scanners or manual inventories using computer generated worksheets.
11. Keeps up with and generates lists for important documents and insurance policies.
12. Allows for import or export of asset information by site or Central Office from menu. No computer commands.
13. Keeps up with warranties and warranty expirations for all equipment.
14. Fully integrated with System Manager/Communications and Inventory modules.

Free and Reduced

1. General System Requirements
   A. Developed for the Windows platform supporting operation under M.S. Windows 98/2000/NT
   B. Supports multiple users accessing the same database at the same time with record locking
   C. Supports network operation under Windows 98/2000/NT and Novell
   D. Has large buttons for menu choices with descriptions of program options
   E. On-line help available
2. System Setup
   A. Global Settings
      1) Set default city, state, zip, or area code to auto-fill fields during data entry
      2) Define School Official
      3) User-definable income guidelines for eligibility by household size
      4) User-definable notification letters supporting header, body, and footer information and multiple languages
3. User's Choice Application Data Entry Options
   A. Preset for family or individual application entry
   B. Automatically builds household size
   C. Require reason for changes
   D. Require entry of student grade
   E. Require entry of student homeroom
   F. Require entry of student social security number
   G. Require entry of student I.D. number
   H. Carry student social security number as student I.D
4. User-definable Temporary Approval Duration
   A. Temporary income approval duration
   B. Grace period temporary approval duration
5. User's Choice for Optional Student Fields
   A. Student age
   B. Student birth date
   C. Student calendar track
   D. Student homeroom
6. User's Choice Optional Household Fields
   A. Household home phone
   B. Household business phone
   C. Household address
   D. Household apartment
   E. Household city
   F. Household state
   G. Household zip
   H. Household race
   I. Retain application history for next year's applications
7. Application Processing
   J. Single screen application entry
   K. Start by selection of student from enrollment database, automatically entering student
   L. biographical and guardian information
   M. Start by selection of guardian from household database, automatically entering student
   N. biographical and guardian information

O. Start with blank form
P. Process individual or family applications
Q. Process at schools, central site, or both
R. Keep history and track changes for multiple years or purge history
S. Retrieve applications by student name, guardian name, household ID, application
T. status, guardian social security number, address, or phone number

8. Letters
   A. User-definable Header, Body, and Footer for each type of notification letter
   B. Selectable fields to include in notification letters for mail-merge
   C. Unlimited number of languages
   D. Lookup table in household record for language of choice and automatically print
   E. notification letters in that language for that household
   F. Notification of status for the year
   G. Notifications of temporary status
   H. Other user-definable types of letters
9. Verification
   A. Random or Focus selection for Verification
   B. Choice to exclude from verification those verified previous year
   C. Choice to exclude from verification applications with same address
   D. Easy addition to verification list
   E. Automatic verification notice
   F. Automatic notification of verification of status
   G. Automatic update of application with verification status
10. Reporting
   A. Report Query Selection Criteria
      1) Only processed applications
      2) Only processed applications for a date range
      3) Only applications with changes
      4) Date range of changes
   B. Report Groupings
      1) All applications
      2) Active applications
      3) Inactive applications
      4) Withdrawn applications
      5) Denied applications
      6) Selected for verification
      7) Selected for verification and no reply
      8) Directly Certified
      9) Foster
      10) Approved including temporary approvals
      11) Approved temporary
   C. Report Display Options
      1) Display to screen
      2) Save as text
      3) Save as MS Word RTF
      4) Send to Printer
      5) Export – Excel, Lotus, ASCII Text, DIF, DBF

D. Standard Reports
    1) Student/household address report
    2) Student rosters
    3) Daily activity report
    4) Eligibility summary report – showing number of Free, Reduced, Denied, Withdrawn, Temporary Free, Temporary Reduced, Food Stamp, Directly Certified, and Foster per school and total for district
    5) Household race report
    6) Application productivity report by operator –
        a.) Created or edited items
        b.) Both created or edited items

11. Enrollment Interfaces
    A. Adds and edits student and guardian information based on student information system records
    B. Compare full download file and make appropriate adds and edits or take incremental changes
    C. Verify enrollment, identifying students in the database as household members but no longer in attending school
12. POS Interface
13. Automatically downloads enrollment changes to point of sale system
14. Automatically downloads eligibility changes to point of sale system
15. Database Utilities
    A. Yearend rollover utilities
    B. Option to purge or reuse applications
    C. Option to set all eligibility status to temporary status with expiration date for the beginning
    D. of the year grace period
    E. Option to move students to the next grade, when not provided by download
    F. Option to graduate students in the highest grade, when not provided by download
    G. Option to purge data, such as empty applications, based on user-defined criteria
    H. Re-index data files to correct corrupted data
    I. Backup and Restore
16. Direct Certification
    A. Import database of students directly certified as free and automatically create approved free applications for each student
    B. Provide user-definable import utility to map direct certification data to existing database
17. Quick Entry Application Screen.
18. Comment section on Application screen.
19. Ability to view full reason for application change on the History screen.
20. Search by phone number to locate application.
21. Allows for changing of signing member when setting a new member as the signer.
22. Ability to edit pending status effective date and record reason for editing pending status effective date change.
23. Check-off roster, five day and twenty day, for schools without POS.
24. All eligibilities in applications selected for verification with no response can be automatically set to deny eligibility.
25. Verification Reports show which are food stamps and non-food stamps/TANF.
26. Cross Reference Report will cross-reference the students by their guardians.
27. Special programs report for up to three user defined eligibility related programs.
28. Enrollment summary report displaying percentages of each eligibility category.
29. Ability to exclude Pre-K and/or Kindergarten grades from enrollment summary reports.
30. Ability to set different Temporary Expiration dates based on tracks for year-round students.
31. Quick Entry Application Screen.

32. Comment section on Application screen.
33. Ability to view full reason for application change on the History screen.
34. Search by phone number to locate application.
35. Allows for changing of signing member when setting a new member as the signer.
36. Ability to edit pending status effective date and record reason for editing pending status effective date change.
37. Check-off roster, five day and twenty day, for schools without POS.
38. All eligibilities in applications selected for verification with no response can be automatically set to denied eligibility.
39. Verification Reports show which are food stamps and non-food stamps/TANF.
40. Cross Reference Report will cross-reference the students by their guardians.
41. Special programs report for up to three user defined eligibility related programs.
42. Enrollment summary report displaying percentages of each eligibility category.
43. Ability to exclude Pre-K and/or Kindergarten grades from enrollment summary reports.
44. Ability to set different Temporary Expiration dates based on tracks for year-round students.

Point of Sale

1. Runs on Windows 98/2000/NT and includes Windows CE platform support for tablet and hand-held Point of Sale (POS).
2. Provides multiple methods for identification.
3. Provides for bar-coded ID card.
4. Provides for light pen or wand.
5. Provides for key pad-input device.
6. Allows for ID to be entered by cashier.
7. Provides for on-line query by name, PIN or ID.
8. Supports ID number from one to nine digits.
9. Provides touch screen option at point of service.
10. Provides keyboard option with ability to assign menu items from screen to keyboard.
11. Display 24 main menu buttons per meal, per serving line (breakfast, lunch, snack, dinner) with unlimited menu item lookups by category.
12. Automatically detects second reimbursable meal and charges a la carte or second meal price.
13. Support offer vs. serve for component based and new menus.
14. Charge the a la carte price for items over the component limit.
15. Support preset default to include most or least expensive components as part of meal when more than the limit of components is reached.
16. Support a special item key for ad hoc pricing.
17. Support bulk entry of multiple sales for any item and any category of eligibility.
18. Automatically detect ID entry from students from other schools and process and claim meals according to their eligibility at the other school.
19. Log reimbursable sales to students not in the database without leaving the sales screen, for audit purposes.
20. Support No ID sales to any cash paying student or adult.
21. Leave balance information for last student's transaction on the screen so that operator/cashier can answer questions regarding remaining balance of last student while moving on to next student.
22. Provide drag and drop menu graphical menu planning for placement of menu buttons.
23. Define graphically an unlimited number of menu categories and buttons.
24. Display scrolling query for any menu item, even if not on the current menu.
25. Create daily menu plan, defining menus per serving line and meal.
26. Over-ride menu selection at serving line.
27. Build menu cycle from daily menu plans graphically on grid of days and weeks.
28. Schedule menu cycle graphically on calendar.
29. Support multiple Point of Service terminals per school.
30. Block multiple reimbursable meal sales for facilities having multiple Point of Service terminals and detect multiple reimbursable meal sales for facilities with remote POS terminals.
31. Allows cash, check or charge for each transaction when appropriate.
32. Supports prepayment at the Point of Service.
33. Apply change to account without leaving sales transaction.
34. Receive check and enter check number without leaving sales transaction.
35. Provide multiple accounts with options to protect balances for use in meals only, a la carte or bonus.
36. Allocate money received during sales transaction to meal of general account.
37. Provides option for student and/or teacher to charge up to a specified limit.
38. Allows each school to set charge limits per category of eligibility and over-ride per student.
39. Provides option to allow only meals to be charged.
40. Set spending limits on a la carte per eligibility category with over-ride per student.

41. Provides capability of pre-payment at other locations (office, homeroom, etc.)
42. Provides prepay documents, listing all students and account information, for notation of amount prepaid.
43. Interface with Production Reporting module to post-cost meal service, considering USDA commodities, purchased foods, labor and other expenditures.
44. Displays and prints a detailed report of student's daily, weekly, monthly and yearly activity.
45. Tracks and records menu items taken by each patron.
46. Provides ability to upload Point of Service information to the central office via communications.
47. Determines participation percentage by eligibility category.
48. Determines overage and shortage for each cashier.
49. Provides Point of Service reporting of daily student activity and daily collections showing cash sales, charges collected and student/adult prepaid collections: daily, weekly, and monthly summary reporting of cash and meal count information and daily, weekly, and monthly summary reporting per student.
50. Updates student information and eligibility status from central office computer via communication.
51. Provides user security and access restriction by identification of system operator.
52. Can conduct edit checks as required by Accuclaim requirements and produces complete report for both lunch and breakfast.
53. Provides ability to download menu items from central office via communication.
54. Include picture I.D., nickname, notes (dietary note), message alert, name, I.D., and account balance in student information sales display.
55. Provide audible electronic voice responses and warning.
56. Support fast item sale where only enter key is pressed.
57. Support very fast meal sale where transaction is processed upon entry of student PIN or card swipe, unless money is due.
58. Support sales by class roster on screen.
59. Support right and left handed screen for cashiers.
60. Includes sales journal lookup from sales screen.
61. Allow correction voiding and correction of sales transactions, password protected.
62. Supports free and reduced price meal application eligibility updating at each school location.
63. Include history of Free and Reduced status.
64. Interface with Free and Reduced application processing program or enrollment system for updating eligibility status automatically.
65. Support grade, student, and adult sensitive pricing.
66. Support unlimited eligibility categories and classes.
67. Messages and notes regarding each individual student can be displayed at the POS.
68. Can compute the percentages of meals served by category to the number eligible by category.
69. In year round or multi-session schools, tracks can be assigned, activated and deactivated.
70. Point of Sale hardware specifically designed for school food service.
71. Utilizes Windows® based computers as POS terminals.
72. Keeps a "pop up" electronic journal of all transactions.
73. A low balance letter is generated automatically to encourage parents to keep the account current.
74. Utilizes industry standard (ethernet or token ring) and wireless networking at multiple terminal sites.
75. Has the ability to capture a patron's picture at any terminal.
76. Prints bar-coded roster sheets by homeroom.
77. Prints bar-coded patron labels.
78. Prints picture ID card on paper or card stock.
79. Prints emergency roster with coded meal status for manual sales during long-term power outages and the like.

80. Prints State and Federal reports and forms.
81. Database supports up to 30,000 patrons per school.
82. Database supports unlimited number of items.
83. Supports electronic cash drawers.
84. Supports standard as well as premium-priced meals.
85. Ability to display patron picture at any terminal during sales for ID verification.
86. Allows user to maintain patron eligibility confidentiality.
87. Menu plans, items, and prices can be set at the Central Office and transferred to the sites.
88. Letters can be created at the Central Office and sent to the sites.
89. Money can be received at the Central Office and sent to the sites.
90. Reports can be generated consolidating information over selected schools.
91. Student accounts can be updated at the Central Office.
92. Transferred students can be transferred between schools centrally.
93. Point of sale tablet size or handheld hardware has the capability of utilizing Windows CE technology supporting full color and touch screen operation, with picture I.D.'s.
94. Point of sale cashier operations can run entirely on tablet size or handheld hardware with Windows CE platform.
95. Prepayments and refunds can be made on a tablet size or handheld device utilizing Windows CE technology.
96. The tablet size or handheld POS device can run stand-alone, networked or run on a wireless network.
97. The tablet size or handheld POS can run stand-alone and update the server at the school or district office via serial connection, infrared, LAN, or WAN.
98. POS tablet size or handheld device can operate for eight hours on one battery charge.
99. The POS server does not need to be dedicated to POS operations during mealtime.
100. The POS server machine does not need to be dedicated to the POS system so other applications can be running concurrently.
101. Each POS contains the full database and will continue operation without interruption when the server is down, providing redundancy and increased uptime.
102. A dedicated server is not needed as any POS station in a multi-serving line configuration can be the server.
103. Any POS station in a multi-serving line configuration can replace a downed server, providing added redundancy.
104. Reports provide display or print for graphically defined date range or today.
105. Reports include: Adjustments, Bank deposit, Bar-code Input Roster, Charge List, Checks Collected, Detailed Account Report, Emergency Roster, Items Sold by Day, Items Sold Consolidated, Transaction Journal, Summary per serving line, meal, eligibility, student vs. adult, reimbursable vs. non-reimbursable, counts, Menu Items Listing, Prepayment Collections, Principal's Account, Participation, Status Change, Track Out, Voids.
106. Letters support any user definable language.
107. Letters support built-in word processor with mail-merge template creator for unlimited user definable letters for account status, low balance, charge, etc.
108. Letters support display and printing by single student/adults or all, or category of students/adults, alpha or by homeroom, grade, by eligibility, active or inactive, within user definable range of temporary expiration, total account balance, or individual meal or general account balance, greater than or less than a given amount or defined low balance for the category.
109. Set eligibility status and temporary eligibility status expiration within point of sale program when not interfaced with Free and Reduced.
110. Print letters for eligibility status notification and expiration from within the point of sale program.
111. Support eligibility expiration warning prompt to user upon entering system.

112. Support sales by homeroom (no scanner or PIN pad needed) with display of up to 60 students per page (scrollable, including pictures) and additional pages for homerooms with more than 60 students.
113. Support display of students who have eaten in the past week for any meal period, to enhance selection by picture for meals where students to not enter by classroom.
114. Sales tender screen automatically anticipate possible amount to be tendered based on the sale amount and display buttons to press for amount tendered ($5.00, $10.00, $20.00).
115. User definable buttons for switching between menus grids on touch screen allowing the user complete freedom to define types of menu grids; entrees, vegetables, and beverages, or breakfast, lunch, and snack, or just additional items.
116. Support special function buttons that can be placed by the user graphically on the menu grid in any user defined position for Tax, Special Item (for ad hoc pricing of item not in the database), PLU (price lookup of any item in the database), Link to additional menu grid.
117. Support combined and separate tracking and reporting on different profit centers within the same school site, such as; NSLP, Head Start, Charter School, vending, catering, and satellite schools.
118. Support default profit center for school site or individual point of sale devices.
119. Display Profit Center button on screen (if Profit Centers have been defined) allowing cashier to switch between profit centers at a touch of a button, even between two customers.
120. Display special button for charging items to a "principal's account".
121. Display a special button for tracking "earned meals".
122. Automatically detect students from another school site (if using unique district-wide ID as PIN) count meal toward claim, deduct money from account, and update account in home school.
123. Support screen text for different languages.

Central Office Point of Sale Management

1. Support central menu item and menu creation and maintenance.
2. Provide unlimited number of cycle menus to be defined.
3. Provide unlimited length of menu cycle.
4. Provide drag and drop graphic design of menu grids.
5. Provide easy grouping of schools (elementary, jr. high, high, adult ed) for communication of menus to schools.
6. Allow school site managers to edit menu or block editing.
7. Support receiving prepayments at central location, automatically depositing payments to account at school site.
8. Support manual and automated transfer of account and balance on account from one school site to another.
9. Define groups of schools for download such that each site within the group will recognize any student from that group.
10. Control year end roll-over from central office, if on WAN.
11. Propagate software program updates from central office to every site computer and POS computer, if on WAN.

Accountability

1. Run on Windows 98/2000/NT
2. User-definable data entry screens to match worksheets and daily reports
3. Multiple data entry screens for elementary versus secondary schools and different profit centers such as vending, catering, and concessions
4. Enter information print reports at school sites
5. Enter information for school sites at a Central Office
6. Quick entry mode for key-punchers designed for 10 key pad
7. POS interface to capture POS data
8. Consolidation of information schools with or without POS
9. Reimbursement rate tables including "severe need"
10. Define sites a "severe need" site or not, and city, county and state tax
11. Provision 2 support
12. Data entry lines displaying the result of math operations on other lines
13. User-defined grouping and totaling of data entry lines
14. Capture any kind of data for daily reports
    A. Counts, i.e., meals, prepaid meals, tickets
    B. Values, i.e., dollars
    C. Revenues and expenses
    D. Reimbursable meals
    E. A la carte sales
    F. Adult sales
    G. Prepayments and tickets
    H. Refunds
    I. Support multiple profit centers – NSLP, catering, vending
15. On-line meals per labor hour calculation with user-definable meal equivalents per site
16. Enter membership and enrollment automatically from POS or manually
17. Reports and exports for any date range
    A. Edit check and reimbursement claims
    B. Customized forms for state reporting
    C. Participation and Revenues
    D. User-definable meal reporting categories
    E. Profit/loss reporting
    F. Display reports to screen
    G. Send Reports to files in user-selected formats
    H. Custom Report generator
    I. Export to spreadsheet and databases
18. Communications – Automated dial-up, WAN, FTP, or diskette
19. Support snack programs.
20. Support milk programs.
21. Allow enrollment figures to be entered by site and by profit center within a site (NSLP, Charter School, Head Start, Satellite Site).
22. Prevent duplicate export files to third party accounting systems.
23. Support up to 32 characters in Chart Of Accounts number for interface with accounting systems.
24. State reimbursement Claim Report per state.