

## **REQUEST FOR QUOTE (RFQ)**

### **Cafeteria Point of Sale (POS) System**

**District:** Southwest Local Schools

**Issue Date:** February 17, 2026

**Response Due Date:** March 6, 2026 at noon

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#### **1. Introduction**

The Southwest Local School District (“the District”) is requesting quotes from qualified vendors to provide a **USDA/NSLP compliant Cafeteria Point of Sale (POS) System**. The system must support the District’s Food Service operations, comply with relevant State of Ohio requirements, integrate with existing systems, and support Ohio Department of Education (ODE) reporting requirements.

This RFQ is issued in accordance with State of Ohio procurement guidelines, allowing the District to solicit competitive price quotations while evaluating functionality, compliance, and value.

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#### **2. Scope of Work**

The District seeks a POS solution that supports daily cafeteria operations across all school buildings, including meal service, Free/Reduced eligibility management, reporting, financial accountability, and integration with State of Ohio systems.

The selected vendor will provide:

- Software licenses
  - Implementation and configuration
  - Data migration (if applicable)
  - Staff training
  - Technical support
  - Ongoing maintenance and updates
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#### **3. Functional & Technical Requirements**

Vendors must confirm compliance with each requirement below. Additional explanation or supporting documentation may be requested.

### 3.1 System Requirements

- **SOC Report Compliant** (SOC 1 and/or SOC 2 audit documentation must be provided)
- **Cloud-based architecture** with no local server dependency
- **Secure synchronization** to ensure data integrity across sites (real time or overnight)
- **Offline POS capability** to process transactions when the network is unavailable
- **Compatible with District hardware**, including but not limited to existing:
  - Touchscreen POS terminals
  - Pin pads
  - Barcode scanners

### 3.2 Student Identification & Account Management

- **Student photographs** must display automatically during transactions
- **Free and Reduced Meal Eligibility Module**
  - Ability to import data from **DASL/SIS (Student Information System)**
  - Maintain year-over-year eligibility history for audit purposes
- **Direct Certification integration** compatible with ODEX/ODEXX
- **Prepaid account tracking**
- **Low balance notification tools**, including automated emails/letters

### 3.3 Compliance

- **USDA/NSLP compliant**, including:
  - Edit checks
  - Accurate meal counting by student eligibility category (Paid/Reduced/Free)
  - Daily deposits
  - Required production and participation reports
- **Controls to prevent second meals** when disallowed
- **Audit-ready reporting** including daily, weekly, and monthly claims reports

### 3.4 Support & Vendor Services

- Clearly defined **technical support process** with phone, email, and ticketing options
- **Installation and configuration** assistance
- **Staff training**, offered onsite or virtually
- **Transition support** for implementation during the current school year

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## 4. Evaluation Criteria

A weighted evaluation matrix will be used to score vendor responses. Categories include:

### 4.1 Compliance & Functionality (Primary Weighting)

- Alignment with requirements listed in Section 3
- Quality of SOC documentation
- Offline capability reliability
- Free and Reduced Lunch Eligibility System
- Availability and ease of use in reporting
- SIS and ODEXX integration functionality

#### **4.2 Vendor Experience**

- References from **Ohio school districts** of similar size
- Demonstrated experience supporting USDA/NSLP operations

#### **4.3 Implementation & Training**

- Availability of onsite vs. virtual training
- Implementation timeline and transition plan
- Data migration support
- Ongoing technical support

#### **4.4 Price & Value**

- Transparent pricing model (per terminal, per site, or enterprise license)
  - Upfront vs. ongoing costs
  - Total cost of ownership
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### **5. Required Submission Contents**

Vendors must include the following in their RFQ response:

1. Company overview and history
  2. Completed compliance checklist (Section 3)
  3. SOC 1/SOC 2 documentation summary
  4. Detailed implementation plan and timeline
  5. Description of training services
  6. Pricing proposal (all-inclusive, with options clearly marked)
  7. Three (3) references from K-12 school districts—Ohio references preferred
  8. Sample contract or terms of service
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### **6. Submission Instructions**

Responses must be submitted by:

**Date:** March 6, 2026

**Time:** 12:00pm (noon)

**Format:** Email or sealed envelope

**Submit to:**

Adam Lohbeck, Director of Operations

Email: [Adam.Lohbeck@southwestschools.org](mailto:Adam.Lohbeck@southwestschools.org)

Address: 10800 Campbell Rd. Harrison, OH 45030

***Questions regarding this RFQ must be submitted no later than March 2, 2026.***

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## **7. Timeline**

- Issue RFQ: February 17, 2026
  - Vendor Questions Due: March 2, 2026
  - Quotes Due: March 6, 2026 by noon
  - Estimated Board Approval Date: April 16, 2026
  - Full Implementation by: July 1, 2026
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## **8. Reservation of Rights**

The District reserves the right to:

- Reject any or all responses
  - Waive informalities
  - Request additional information
  - Award in whole or in part
  - Select the vendor deemed to best meet the needs of the District
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## **9. Authorization**

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*\*This institution is an equal opportunity provider, employer, and lender.*