REQUEST FOR PROPOSAL (RFP)
FOR
Point of Sale (POS) System for Food Service at Saint Paul College

Addendum #1 – Vendor Questions and Answers

1. In Section 1 – Nature of the RFP and Section III – Vendor Requirements, “Installation of 4 registers” was repeated twice in the list. Can you please confirm if 4 or 8 registers will be required?

Installation of 4 registers.

2. In Section 1 – Nature of the RFP, it was mentioned that additional consideration given the ability to integrate across campus to add a Campus Card, Print & Copy, Vending, online ordering, and Bookstore software integration. Can any additional details be provided regarding the intended/planned time frame for the said integration.

The timeline is undefined for the additional integration across campus.

3. Can you provide details regarding the current SIS environment used on campus?

The current SIS environment is a home grown system, but the campus is moving to Workday and the timeline is undefined.

4. What is the campus’ current card technology? Contactless or Mag stripe or both used on hardware products?

We currently use Skidata for parking, the card also integrates with GoPrint for copy/print. This RFP leaves the campus card as an option to integrate or incorporate a new system with the POS for Food Service.

5. Who is the current food service company? How involved are they with reporting?

Saint Paul College operates all dining services, page 4 of the RFP.

6. Who is the current processor for credit card/debit transactions?

The campus utilizes both Shift4 and Elavon.
7. Do you have a preferred CC gateway?

No, see Appendix B of the RFP for POS requirements.

8. RFP states “1-2 mobile registers tablets” Can you please define the use case for these tablets? Will these be mounted/stationary tablets or mobile?

The 1-2 register tablets to be used in the City View Grille, see page 4 of the RFP for more information about the City View Grille.

9. Would these tablets require a payment device?

Yes, see page 4 of the RFP for more information.

10. What orders would be going to KDS?

The orders in the City View Grille, see page 4 of the RFP for more information about the City View Grille.

11. Question 6.1 - Do you currently use a menu management system or food production system? If so, are you looking to keep it, and have the new system integrate with it?

No, see Appendix B of the RFP for POS requirements.

12. Would you like mobile ordering included in the cost quote? If so, will mobile ordering be available for all locations?

Yes, see Appendix B of the RFP for POS requirements.

13. Is each location its own profit center?

There are 3 profit centers, City View Café, Espresso Shop as well as City View Grill, see page 4 of the RFP.

14. Questions 8.2 to 8.5 refer to Inventory. Is this an area that will need to be included in the quote?
Yes, see Appendix B of the RFP for POS requirements.

15. **What is your current POS system?**

MICROS, see page 4 for the nature of the RFP.

16. **Are you looking to retain current menus? Data Base?**

No, see page 4 for the nature of the RFP.

17. **Is it your intention to be hosted or on-premise?**

Undetermined, see Appendix B of the RFP for POS requirements.

18. **Is the new system being deployed in one building or multiple buildings?**

One building, see page 4 of the RFP for additional details.

19. **Question 7.7 references scales, would you like those included in the cost quote?**

Yes, See Appendix B of the RFP for POS requirements.

20. **Regarding inventory, is Saint Paul College currently using a food/recipe inventory system to which vendors should integrate?**

No, See Appendix B of the RFP for POS requirements.

21. **Configuration of 4 Credit Card Terminals. Are these existing terminals that you plan to keep? If so, can you provide more details about them?**

No, See Appendix B of the RFP for POS requirements.

22. **What is your existing bookstore software? Is it up for bid to replace?**

*MBS is the current bookstore software, see page 4 for the nature of this RFP.*
23. **Online Ordering – Is Online Ordering to be supplied by the new POS provider or integrated with an existing Online Ordering vendor? If existing, who is the vendor?**

*Online Ordering is to be supplied by the new POS, see Appendix B of the RFP for POS requirements.*

24. **What is your implementation timeline? Will this be a phased project, or will everything need to be implemented at once?**

*Phased project beginning with the POS for Food Service.*

25. **What equipment is included in the workstations noted in the RFP? Can you provide a list of all of the equipment that will be impacted by this project?**

*No equipment is included in the POS for Food Service, see appendix B of the RFP for POS requirements.*

26. **How many dining locations do you currently provide?**

*There are 3 locations in one building, City View Café, Espresso Shop as well as City View Grill, see page 4 of the RFP.*

27. **Who manages your vending?**

*State Services for the Blind, Mary Kay Vending.*

28. **Does your campus today utilize Apple Pay or Google Wallet?**

*Apple Pay, see Appendix B of the RFP for POS requirements.*

29. **How many students are issued a physical ID card?**

*All students and staff are issued an ID card, additional information about Saint Paul College can be found here [https://www.saintpaul.edu/aboutus/Documents/quickfacts.pdf](https://www.saintpaul.edu/aboutus/Documents/quickfacts.pdf)*

30. **What SSO are you using?**

*We are not currently utilizing SSO in all areas of the college.*
31. What are the current meal plan rules that are supported? i.e. unlimited meal credits, declining balance, 30 meals per month.

We do not have meal plans see page 4 of the RFP for additional information.

32. On the TGB Form it states that we must meet the following requirements:
1. Completion of the below TGB Form.
2. Be at least 51% owned, operated, and controlled by a woman- and/or racial minority on a daily basis.
3. Certified by at least one of Minnesota State’s recognized certifying agencies:
   a. State of Minnesota – Department of Administration
   b. Central CERT Certification Program (CERT)
   c. North Central Minority Supplier Development Council (NCMSDC)
   d. Women’s Business Development Center (WBENC)
4. Attach a copy of TGB Certification.

If we do not meet any or all requirements will we be disqualified or just be deducted points for this section?

Criteria and their identified weight will be used by Saint Paul College to evaluate the responses can be found on page 8 of the RFP.

33. Can we take the questions out of the Appendix B – Technical Requirements spreadsheet and put them into our Word response document? It would make the responses easier to read as screenshots will be included which are difficult to insert into Excel.

Please respond in Appendix B (Tabs 1-8) and C, you may supply additional attachments as supporting documentation.

34. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Any company that is not prohibited from doing business with the State of Minnesota may respond.

35. Whether we need to come over there for meetings?

See page 4 for the nature of the RFP, the entire scope of work can’t be done remotely.
36. Can we submit the proposals via email?

Yes, see page 13 of the RFP on how to submit a proposal.