



---

**Colby Community College (CCC) – Point of Sale System  
RFP (Submission deadline is noon on 5 May 2023)**

**Overview and Background:**

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964; it is a dynamic institution of more than 2,400 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

CCC is seeking bids for our Point of Sale System. This will cover replacement of the existing terminal, printer, cash drawer, and handheld barcode scanner.

**Project Goals:**

CCC is seeking competitive, sealed bids to purchase a Point of Sale System for the Campus Cafeteria.

**Current Operational Overview:**

The current register is a simple cash drawer. We have five meal session types: Breakfast, Lunch, Dinner, Brunch, and Steak night. We allow the public to purchase meals with cash, credit card as well as purchasing a 10 meal punch card that allows for 10 meals with no expiration date. The pricing is different for each meal session as opposed to previous years where the pricing was fixed. The overall price of the card does not account for the total cost of 10 meals. The total price of a 10 meal card is \$69.95+tax. Our county tax is 8.25%. The meal pricing is as follows:

Breakfast: \$5.80 + tax=\$6.28

Lunch: \$7.95 + tax=\$8.61

Dinner: \$8.85 + tax=\$9.53

Brunch: \$7.95 + tax=\$8.61

Steak Night: \$12.25 + tax=\$13.26

Meal Card (10 meals): \$69.95 + tax=\$75.72

The Campus Cafeteria currently utilizes paper punch cards which slow down the process and has no reporting capability after the initial sale. The POS system should utilize existing campus cards as well as a gift card type approach for off campus patrons. The POS system should deduct a meal card transaction deduction for each use as well as displaying the remaining balance on the receipt. Example: A user has purchased a meal card and uses three meals. On the fourth transaction, a transaction is noted in the register report that a meal card was used. The receipt prints "6 meals remaining. "

## **Meal Plans**

Students living on campus in our residence halls have an 18 meal plan/week included in the semester. This information is stored in our student information system, Ellucian Powercampus. Powercampus is a multinational student information system solution with clients in Canada, United States, and Mexico.

A SQL query gathers the StudentID, FirstName, LastName, and meal plan (18m) into a csv file. This file is uploaded via sftp to the server host destination hourly. The hosted server imports this data hourly. The meals plans are configured to automatically reset at midnight on Sundays each week. This completes the student data import process.

The register has a barcode scanner attached to the existing terminal. Student ID's have the StudentID number printed on the front in numerical and UPC format. This provides manual entry if the barcode scanner fails. Once a member scans a student ID, the current application will deduct 1 meal from the 18 meal plan balance.

If a member scans a student ID that isn't on a meal plan, we receive the "student not found" message. The staff member typically will allow them to eat however there's no official log of this. It would be nice to have an "exception" option that one could provide commentary that includes the StudentID, Full Name, and name of the person logged into the register for later reporting.

## **Caterings and Special events**

The cafeteria has multiple catering events throughout the year. Different entities reserve rooms on campus and request a variety of dishes. The POS terminal needs to be capable of handling these types of payment transactions of the event to assist in the monthly reconciliation reports.

## **Register Accountability**

The POS System needs to have the capability to audit users and groups. This will allow visibility through the audit trail to track changes, transactions, as well as any other actionable data.

## **Reporting**

The POS System will need to be able to reconcile all cash/credit/meal voucher transactions as well as report on the meal plan usage. The meal plan report would show the date, time, meal plan balance, student ID number, full name, deduction (-1), and new balance. It would be helpful to have a report breakdown that would allow us visibility into walk-in sales, meal voucher, event/caterings, and meal plan usage. It would be much easier to see the trends and allow us more flexibility to see what is working as well as implement changes to become more effective.

## **General Information:**

CCC is requesting Point of Sale System equipment to replace our existing terminal in our Campus Cafeteria.

- The Provider should provide PCI-DSS 3.0 compliance.
- POS System must automatically batch and settle credit cards at the end of the night with no human interaction.
- POS Units must be able to record the receipt of payment in cash, credit card, or other tenders that may be used.
- POS Units must connect to an automatic cash drawer that opens when the sale is complete, and which prevents the cashier from making additional sales when the drawer remains open. The cash drawer **MUST NOT** require manual intervention
- If a printer is available, the POS Unit must be able to locally print a sales report detailing the quantities of each item sold and the total sales extended.
- All sales information must be available on the POS Unit and the central database system on demand for reporting purposes.
- POS Units must support multiple report printing of selectable reports.
- All POS Unit keys should be capable of being protected by selective access, the job description, or password control.
- Provider shall provide all cables for power and connectivity

- POS Units shall have the capability for mobile payment including:: Credit Card, Apple Pay, VISA Pay, and MDX.
- POS Units must operate independently, capable of running and storing data as a freestanding unit; Must function in full operation with the POS server or network down
- POS Units must be able to maintain menus, pricing, and store summary transactions with POS server down
- All devices must include a three-year term support and warranty. Any questions can be directed to Douglass Mc Dowall, Information Technology, at (785) 460-5484 or [douglass.mcdowall@colbycc.edu](mailto:douglass.mcdowall@colbycc.edu).
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded from there directly as of 5:00 p.m. on 21 April 2023.

### **Project Timeline:**

The Point of Sale System bids proposed **MUST** include an ETA for delivery to CCC before June 30, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

### **Submission of Proposals:**

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on 5 May 2023 to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email at [sheri.knight@colbycc.edu](mailto:sheri.knight@colbycc.edu).

- The proposals will be opened by the Vice President of Business Affairs and the Accounting Administrative Assistant.

### **Anticipated Selection Schedule:**

All submitted proposals will be reviewed and evaluated, and then CCC will recommend to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on 17 June 2023. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

### **Elements of Proposal:**

A submission should, at a minimum, include the following elements:

1. Manufacturer and model of units being proposed.
2. All additional options.
3. Please disclose the Manufacturer's Suggested Retail Price (MSRP).
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Timeframe to secure and deliver items.

### **Mandatory Disclosures**

#### **Tax Exempt:**

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax included in the final submission.

#### **Exclusions:**

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

#### **Sub-Contracted Work (if applicable):**

If any of the scope of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

#### **RFP Questions (if applicable):**

Vendors should only direct inquiries and questions to the following individual(s) at CCC. Any communication received by anyone else at CCC should not be included in the proposal.

#### **Point(s) of Contact:**

Sheri Knight, sheri.knight@colbycc.edu or contact her directly at (785/460-5407

#### **Statement of Disclosure:**

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the

scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).