



MEMO

TO: President Paul Widdison

FROM: Candace Parr

DATE: Mar 1, 2023

SUBJECT: Requesting Special Approval of New Eligibility and Point of Sale System for Child Nutrition Department Selection

A Request for Proposal (RFP) for a New Eligibility and Point of Sale (POS) system for the WSD Child Nutrition Department was opened on January 25, 2023 and closed on Feb 15, 2023 . We received two proposals. On Feb 28, 2023 the evaluation committee, consisting of Child Nutrition personnel, Tech Services personnel, WSD Purchasing Agent, and select administrators and unit managers met to evaluate the proposals and view demonstrations of the proposed products.

Because of the due date for items to be submitted and placed on the Board Meeting agenda, we are unable to present a selection at the March 1st board meeting. However, due to the length of time needed to integrate and train on the selected system, we are asking that the Board give special approval to the selected system before the next board meeting on April 12, 2023. This would allow us to be prepared for the new school year by beginning the integration process immediately once board approval is granted.

We anticipate proposing our selection to the Board in writing no later than Friday Mar 3, 2023 . We are also willing to meet in person or via conference call outside of the normal Board meeting schedule to answer any questions the Board may have.