



**BATAVIA
PUBLIC
SCHOOL
DISTRICT 101**

Request for Proposals

Payment Services

September 20, 2019

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SECTION 1: INSTRUCTIONS

1.1 Purpose

Batavia Public School District 101 is accepting proposals for payment services, including mobile, online and in-person payments for various school-related fees purchases.

1.2 Pre-Proposal Meeting

A pre-proposal meeting/ conference call will be held on September 27, 2019 at 10:00 a.m. at Batavia Public School District 101, Rosalie Jones Administration Center, 335 W Wilson St, Batavia, IL 60510 to provide information and answer questions regarding proposal requirements. Participants may call (630) 937-8890 to participate.

1.3 Proposal Submission

All proposals shall be sealed, marked, and submitted to:

Payment Services RFP
Attn: Lindsay Jannotta, Director of Finance

All proposals shall be received no later than 10:00 a.m. on October 25, 2019 at Batavia Public School District 101, Rosalie Jones Administration Center, 335 W Wilson St, Batavia, IL 60510, at which time and place they shall be opened publicly.

1.4 Questions

All questions shall be submitted in writing to Lindsay Jannotta via email at lindsay.jannotta@bps101.net **no later than October 9, 2019**. Any addenda will be issued to all Companies that attend the pre-proposal meeting.

1.5 Terminology

Hereinafter:

- A. The "District" and "Board" shall refer to Batavia Public School District 101 and its Board of Education.
- B. The "Company" shall refer to the company or organization responding to this request for proposals.

SECTION 2: PROJECT DESCRIPTION

2.1 Owner Information

The District is a public K-12 school district, consisting of eight (8) schools that serve approximately 5,700 students in pre-kindergarten through twelfth grade. The District currently processes over \$1.6 million in student fees and payments annually.

2.2 Project Description

The District is seeking to upgrade its credit card and echeck processing systems and unify lunch payments, registration fees, school online sales, activities, and event concessions.

SECTION 3: SCOPE OF SERVICES

3.1 Scope of Services and Responsibilities

The District is seeking a payment processing solution that integrates and supports the following functions:

- A. Lunch payments
- B. School registration fees
- C. Online sales
- D. Event concessions
- E. School store

3.2 Requirements

Proposed services eligible for consideration shall include the following:

- A. Mobile, online, and in-person payment processing
- B. Processes student accounts, including ID cards and/or PINs
- C. Unified interface for parent/guardian account management
- D. PCI compliance
- E. Technical support
- F. Tokenized and encrypted customer data
- G. eCheck processing
- H. Card present payments and card processing terminals
- I. Credit card updater services
- J. Reporting and business analytics
- K. Recurring payments
- L. Automated integration (writebacks) with PowerSchool (student information system)

3.3 Preferred

The District is also interested in services that offer the following:

- A. Support for PayPal, Google Pay, Apple Pay
- B. National School Lunch Program (NSLP) applications and processing

3.4 Proposal Types

The District will consider proposals for services of the following types:

1. **Single Solution.** Company will provide a single solution interface. Pertinent requirements include:
 - a. Responsive design for mobile devices

- b. SSO/integrated sign in from PowerSchool parent portal
- c. General ledger account coding and reconciliation

2. Developer API. Company will support payment processing through a custom interface developed by the District. Pertinent requirements include:

- a. Robust application programming interface (API) with documentation
- b. Fully functional test environment to process sample transactions

SECTION 4: SCHEDULE

4.1 Schedule

The anticipated schedule for selection is:

Issue RFP:	September 20, 2019
Pre-proposal meeting:	September 27, 2019
Questions due:	October 9, 2019
Proposals due:	October 25, 2019
Project award:	TBD

SECTION 5: FORM OF PROPOSAL

5.1 Required Elements of the Proposal

Proposals must consist of the following information in order indicated below:

- A. Team.** Provide a list of all key personnel and consultants for the project. Identify the District's primary, daily point of contact for this project and provide their resume.
- B. Similar / Relevant Experience.** Identify completed projects or accounts of similar size and scope to this assignment. Include at least three (3) references from completed projects.
- C. Features.** Describe how the proposed solution would be the most beneficial for the District relative to the goals and scope defined herein.
- D. Fees.** Provide a detailed description of all proposed fees with a projected total annual expense. Include a proposed contract or key contract terms.

SECTION 6: EVALUATION CRITERIA

6.1 Acceptance or Rejection of Proposal

The District reserves the right to reject any and/or all Proposals when such rejection is in the interest of District to reject the Proposal of Company who has not met the prerequisites of this Request for Proposals, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Company who is, in the opinion of the District, in a position to perform the contract. District also reserves the right to waive any information and technicalities in proposals.

6.2 Criteria

Contract will be awarded on the basis of five factors which are described herein. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the Proposal receiving the highest number of points. District reserves the right to award contract to its best interest.

- A. Price.** The highest number of points in this category will be given to the lowest responsible proposed price.
- B. Capacity.** Points will be awarded on the basis of prior experience in performing similar work produced in each of the previous three years; and record of the past job performance.
- C. School Experience.** Points will be awarded on the basis of experience of the Company working with K-12 public schools.
- D. Alignment.** Points will be awarded according to the alignment with the project goals and scope of services as defined herein.