

Re: Single source request

Carla Smith (Finance) <carla_l_smith@dekalbschoolsga.org>

Wed 5/26/2021 3:33 PM

To: Kehinde Bodunrin (School Nutrition) <Kehinde_Bodunrin@dekalbschoolsga.org>; Phyllis Jones (Finance) <Phyllis_D_Jones@dekalbschoolsga.org>

Cc: Connie Walker (School Nutrition) <connie_r_walker@dekalbschoolsga.org>

approved

Carla L. Smith, MPA , GCPA
Purchasing Manager III
Division of Finance
DeKalb County School District
1701 Mountain Industrial Blvd
Stone Mountain, Georgia 30083
Office 678-676-0120
Cell 678-360-8653
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Carla_L_Smith@dekalbschoolsga.org

From: Kehinde Bodunrin (School Nutrition) <Kehinde_Bodunrin@dekalbschoolsga.org>

Sent: Wednesday, May 26, 2021 12:10 PM

To: Carla Smith (Finance) <carla_l_smith@dekalbschoolsga.org>; Phyllis Jones (Finance) <Phyllis_D_Jones@dekalbschoolsga.org>

Cc: Connie Walker (School Nutrition) <connie_r_walker@dekalbschoolsga.org>

Subject: Single source request

Good afternoon Carla,

Please find attached SNS request for single source purchase (Cybersoft Technologies Inc.) for your review and approval.

Thank you,
Kehinde
678 676 1781

Attachment A

1. Statement from DCSD requisition initiator and budget unit manager describing in detail the reason(s) why the supplier is a single source and the necessity to make the purchase.

Cybersoft Technologies Inc. provides additional software components that other software vendors have not intergraded, such as Team Work and Inspections. Team Work is the Ga DOE approved module for tracking employee training hours. Inspections is a module that provides automated site reviews for Federal/State audits requirements. Additional inspections can be added to this module in the future. Other suppliers currently do not have all of the functionality of Cybersoft Technologies Inc. as one unit.

By choosing Cybersoft Technologies Inc., SNS maintains continuity in the following areas:

1. Training (School Level & Central Office Employees)
2. Program Data Storage (Prior Years Data)

Since implementing Cybersoft Technologies Inc., the vendor has been responsive to technical issues, training, and end-user support when needed. The software requires extensive training for Central Office and school level employees.

3. Detailed Description of Single Source Good or Service to be purchased.

Cybersoft Technologies Inc. offers SNS a platform designed specifically for K-12 Districts. The software offers Nutrition programs key functionality, program data, point of sale, online payments, student eligibility data, menu planning and nutritional analysis, weekly ordering and warehousing. The platform offers integration with many general ledger and accounts payable systems for electronic reconciliation.

This software program allows SNS a secure, efficient way to manage the program, and should be reevaluated every 4-5 years. Currently, PrimeroEdge meets the needs of the District.

5 (L): Two-part

Part I

Mandatory upgrade

Back of House training, SNS purchased inspection.

Part II

Cost control – maintain annual federally required audits and inspections.



Request for Sole Source or Single Source Purchase

Purchasing Department Non-Competitive Request Form

- ▶ **Date** 5/26/2021
- ▶ **Requesting Department:** School Nutrition Services
- ▶ **Department Head:** Dr. Connie R. Walker
- ▶ **Budget Unit Manager:** Dr Connie R. Walker
- ▶ **Approved TouchPoint Requisition/Blanket Number** N/A
- ▶ **Amount** See Attachment B

Instructions:

- Request for a sole source or a single source purchase must be in compliance with BOE Policy DJE, Exceptions to Competitive Selection.
- The purpose of this form is to certify conditions and circumstances for the purchase of goods and services under the sole source or single source exception to the competitive process.
- Use this form for a Non-Competitive Sole Source or a Non-Competitive Single Source Request for Capital and Non-Capital Projects.
- Complete the Section for a **SOLE SOURCE** or **SINGLE SOURCE** Request *Dr. Connie R. Walker*
- This completed request must be signed by the Requesting Department Head and the Budget Unit Manager
- Completed request form and all requested documentation must be attached to the approved TouchPoint requisition. Note: Items with a total cost of \$100,000.00 or more require prior Board approval. The Purchasing Manager must also pre-approve the sole or single source purchase request.
- **Note:** A Sole Source or Single Source designation is valid for requisition/purchase order associated with the request.

COMPLETE THIS SECTION FOR A SINGLE SOURCE REQUEST

Request for Single Source Purchase

Single Source- The required goods or services can only be obtained from one source among others in a competitive marketplace for a substantial reason such as compatibility or standardization provided a reasonably diligent search has been made for other vendors (**additional quote**) or other appropriate information has been obtained to determine a vendor's single source status. **Written documentation** of such determination, in a manner prescribed by the Superintendent or the Superintendent's authorized designee, shall be maintained in the project and/or contract files. For capital improvement projects, specified equipment and materials of a proprietary nature will be identified and submitted to the State DOE Receiving State Capital Outlay Funds 160-5-4-.16(a)(8). (*Board Policy Purchasing DJE – III. Competitive Selection; D. Exception to Competitive Selection, 3. c.*)

The following written documentation is required and must be attached to Approved TouchPoint Requisition.

1. Statement from DCSD requisition initiator and budget unit manager describing in detail the reason(s) why the supplier is a single source and the necessity to make the purchase. Please explain why the single source good or service is recommended to satisfy the requirements; and include specifics regarding specifications, features, characteristics, requirements, capability and compatibility. Additionally, explain why other suppliers or alternatives are not acceptable.
2. Explain the impact to the District or public if this request is not approved.
School Nutrition will not have an SNS accountability system. The implementation required a project manager and preplanned training for Central Office school level. SNS is invoiced for annual software maintenance fees.
3. Detailed Description of Single Source Good or Service to be purchased
See Attachment A.
4. Name of Single Source Supplier: Cybersoft Technologies Inc.
5. Conditions and special circumstances for Single Source must be specifically stated. Complete the following:
 - A. Standardization Yes X No _____
 - B. Warranty Yes X No _____
 - C. Function, compatibility Yes X No _____
 - D. Chemical make-up Yes _____ No _____
 - E. Exclusivity Yes X No _____
 - L. Other Yes X No _____
Explain: See Attachment A.
 - M. Additional Comments: _____
 - N. Will this purchase obligate DCSD to a particular vendor for future purchases, either in terms of maintenance or a need to purchase more like items in the future to match this one?
Yes _____ No X
 - O. Is all requested documentation attached to the Approved Requisition?
Yes X No _____

Purchasing Department Use:

Approved: Yes _____ No _____

Comments: _____

Attachment B



Signature Routing Form

For Superintendent's Approval/Signature

COS Initials: MB

5-17-17

Initials: MB

Date: Wednesday, May 17, 2017
Division Head: Dr. Michael Bell (Finance)
Purpose: Superintendent's Approval/Signature
Other: Click here to enter text.
Title of Document: SchoolCafe' Service Agreement
From (if other than Division Head): Cadesha West; Assistant Legal Contracts Officer
Legal Review: NO YES
BOE Approval: NO YES

Notes: The SchoolCafe' Service Agreement is related to RFP# 17-457 School Nutrition Program Administration that was recently awarded to Cybersoft Technologies, Inc. SchoolCafe' will replace DCSD's current online nutrition payment system "MySchoolBucks.com." The convenience fees noted on exhibit A will be passed on to the end user (parents and/or students). The district will not be responsible for paying these fees.

Deadline: URGENT
Due by: 5/19/2017
Return documents to: Dee Brown Ext. 60133

For Superintendent's Office Use Only

Date received: 5-17-17

Date Returned: 5-19-17

Processor's Initials: MB



Administrative & Instructional Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Dr. Michael J. Bell, Chief Financial Officer
Office of Finance

FROM: Dr. R. Stephen Green, Superintendent (CEO) *R. Stephen Green*
Office of the Superintendent

DATE: January 10, 2017

RE: **RFP #17-457 for Administration Software and Support Award Approval**

At its business meeting on Monday, January 9, 2017, the DeKalb Board of Education approved the award of RFP # 17-457 for Administration Software & Support to Cybersoft Technologies, Inc., in an amount not to exceed \$538,000.

The Board of Education also approved to continue limited services of Heartland School Solutions' RFP# 15-457 for district-wide School Nutrition Administrative Software and Support Services for the period of February 1, 2017 through June 30, 2017, as it is necessary to retain administrative software and support services during the transition to the new vendor, in an amount not to exceed \$100,000.

Please take the appropriate action to effect this directive of the Board.

RSG: mcf

c: Ms. Carla Smith, Assistant Director of Finance\Purchasing Department
Ms. Phyllis Jones, Associate Buyer, Purchasing Department