

DRAFT EVALUATION CRITERIA

MANDATORY REQUIREMENTS

1.1 Professional Services Requirements

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
M1	The Delivery Manager must have five (5) years of demonstrated experience in: <ul style="list-style-type: none"> • Delivering COTS software solutions • Using system development lifecycle(s) • Developing project plans, and • Managing software developments teams 	
M2	The Delivery Manager must have two (2) years of experience within the last five (5) years delivering COTS solutions within the food services industry as demonstrated through reference projects	
M3	The Application Technical Specialist must have five (5) years of demonstrated experience architecting, designing, configuring, and implementing COTS applications as demonstrated through reference projects	
M4	The Application Technical Specialist must have two (2) years of experience within the last Five (5) years implementing the proposed solution as demonstrated through reference projects	
M5	Application/Interface Developer must have five (5) years of demonstrated experience in configuring or customizing COTS applications.	
M6	Application/Interface Developer must have three (3) years of experience developing interfaces as demonstrated through reference projects	
M7	Report Writer must have five (5) years of demonstrated experience developing reports	
M8	Trainer must have five (5) years of demonstrated experience developing training material and providing training to user	

1.2 Non-Functional Requirements

This table defines the mandatory Non-Functional requirements that reflect the capabilities that users need to facilitate the management and control of the services delivered at CSCs' institutions. All of the mandatory requirements identified in this section are required at contract award and may be verified through Proof of Proposal (POP) testing.

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
1.2.1 General		
M9	The FSIMS solution must include the functionality to allow users to search inventory, menus and recipes and production schedules.	
M10	The FSIMS solution must provide online help	
M11	The FSIMS solution must provide system audit capabilities and logs.	
1.2.2 Security		
M12	The FSIMS solution must include account and privilege management functionalities that support standards-based, secure, password-based authentication as well as the functionality to record events such as authentication and authorization failures.	
M13	<p>The FSIMS solution must deliver Role Based Access Controls (RBAC) that support:</p> <ol style="list-style-type: none"> 1. Role assignment – A user can exercise a permission only if the user has been assigned a role, 2. Role authorization – A user can only take on roles for which they are authorized, 3. Permission authorization – A user can only exercise permissions for which they are authorized, 4. Management of roles, groups and users such that roles can be defined, roles can be added to/removed from groups, and users can be added to/removed from groups. 	

1.3 Functional Requirements

This table defines the mandatory Functional requirements that reflect the capabilities that users need to facilitate the management and control of the services delivered at CSCs' institutions. All of the mandatory requirements identified in this section are required at bid closing and may be verified through Proof of Proposal (POP) testing.

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
1.3.1 Inventory Management		
M14	The FSIMS solution must allow users to create, modify (edit, de-activate) and view inventory item information.	
M15	The FSIMS solution must provide the ability for users to view/track inventory at multiple levels (e.g. institutional, regional, national)	
M17	The FSIMS solution must include the functionality to generate/assign a unique identifier (SKU) for each inventory item.	
M18	The FSIMS solution must allow users to print barcode labels that include SKUs	
M19	The FSIMS solution must allow users to set inventory reorder thresholds.	
M20	The FSIMS solution must allow users to generate a Shopping List based on inventory reorder thresholds.	
M21	The FSIMS solution must allow users to adjust Shopping Lists	
M22	The FSIMS solution must allow users to receive goods into inventory.	
M23	The FSIMS solution must allow users to verify/adjust received goods.	
M24	The FSIMS solution must allow users to distribute goods.	
M25	The FSIMS solution must allow users to conduct a physical inventory by auditing, commenting, freezing and reporting on the inventory.	
1.3.2 Menu and Recipe Management		
Information/Note: Menus are developed based on approved recipes from the National Recipe Database (NRD). The defined menu cycle is currently set at 28 days (4 weeks). That is, a menu is developed for each of the 28 meal days, and repeated over the subsequent 28 day cycle. This type of delivery facilitates the planning and replenishment of ingredients.		
M26	The FSIMS solution must support a centralized Menu Database and allow users to create, edit, view and de-activate menus.	

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
M27	The FSIMS solution must include the functionality to calculate the cost of a meal, a meal day, and a menu cycle. This includes recalculating the cost when modifications are made.	
M28	The FSIMS solution must allow users to create and update menu cycles, meal days, and meals for a user-defined number of weeks.	
M29	The FSIMS solution must allow users to assign multiple meals to a given meal day based on special dietary needs (e.g., vegetarian, religious, therapeutic, etc.)	
M30	The FSIMS solution must allow users to create, modify or de-activate recipes in a centralized recipe database.	
M31	The FSIMS solution must allow users to assign recipes to a menu.	
M32	The FSIMS solution must include the functionality to calculate the cost of a recipe. This includes recalculating the cost of modified recipes.	
M33	The FSIMS solution must allow users to create, view and edit recipe ingredients.	
M34	The FSIMS solution must allow users to link nutritional values to recipe ingredients.	
M35	The FSIMS solution must include the functionality to conduct nutritional analysis for inmates, menu cycle, meal days, meals, recipes and ingredients.	
1.3.3 Production Scheduling and Control		
M36	The FSIMS solution must allow users to create, view, modify and print the production schedule.	
M37	The FSIMS solution must allow users to create, view, and modify food production schedules based on population counts/percentages.	
M38	The FSIMS solution must allow users to assign resources (e.g. staff/inmates, work areas, etc.) to the production schedule	
M39	The FSIMS solution must allow users to reserve equipment against the production schedule (e.g. carts, cooking equipment, etc.)	
M40	The FSIMS solution must allow users to print Production Schedules.	
1.3.4 Integration		
M41	<p>The FSIMS solution must integrate into CSC's technical infrastructure as described in APPENDIX 'C' – CSC Technical Environment.</p> <p>Substantiation Note: This ability to integrate into CSC's technical infrastructure must be substantiated with confirmation that the Contractor's proposed system will integrate with the technical elements (e.g. desktop environment, database environments, platform environments, application server platforms, network, etc.) and functional elements of Appendix C.</p>	

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
M42	<p>The proposed solution must integrate with a Point of Sale (POS) system.</p> <p>Information Note: CSC is planning on implementing a POS system in a later phase of the FSIMS project.</p> <p>Substantiation Note: This integration requirement must be substantiated by indentifying a POS system that currently integrates with the Contractors proposed solution. The information provided should include:</p> <ol style="list-style-type: none"> 1. System Name 2. Software Provider 3. Software Version 4. Hardware components 	
M43	<p>The proposed solution must integrate with handheld scanners.</p> <p>Information Note: CSC will procure these handheld scanners, and will be responsible for deploying them to the institutions.</p> <p>Substantiation Note: This integration requirement must be substantiated by indentifying a handheld scanner that currently integrates with the Contractors proposed solution. The information provided should include:</p> <ol style="list-style-type: none"> 1. Product 2. Model number 3. Operating system 4. System software 	
M44	<p>The proposed solution must integrate with barcode printers.</p> <p>Information Note: CSC will procure these barcode printers, and will be responsible for deploying them to the institutions.</p> <p>Substantiation Note: This integration requirement must be substantiated by indentifying a barcode printer that currently integrates with the Contractors proposed solution. The information provided should include:</p> <ol style="list-style-type: none"> 1. Product 2. Model number 3. System software 	
1.3.5 Reports		
M45	<p>The FSIMS solution must allow users to generate, view and print configured or customized reports.</p>	

#	MANDATORY REQUIREMENTS	Bidder's response and/or reference to location of response in Bidder's Proposal
M46	<p>The FSIMS solution must allow users to sort reports based on user-selectable data elements including, but not limited to:</p> <ul style="list-style-type: none"> • Inventory in alphabetical order; • Inventory storage areas; • Pricing (ascending/descending); • Shopping List by Vendor; and, • Purchase Order Method (SOA, LPO, GAC). 	
M47	<p>The FSIMS solution must allow users to generate, view and print ad hoc reports.</p>	
1.3.6 Bidder Requirement		
M48	<p>The Bidder must provide three (3) reference projects that demonstrate their experience in the successful development and implementation of a food service information management system.</p> <p>These reference projects must:</p> <ul style="list-style-type: none"> • Include all three (3) system components defined in Section 3 Project Scope; • Have been completed in the last ten (10) years <p>The following information must be included:</p> <ol style="list-style-type: none"> 1. The client organization; 2. Project name; 3. The dates/duration of the project; 4. A description of the project, including the scope and elements of the framework, the results /outcomes of the project, and the technical environment of the project; 5. The number of sites or installations; 6. The number of users of the system; 7. The number of individuals being fed; 8. A client reference who can verify the work. The client reference must include the client reference's name, title, and telephone number. 	

2 POINT-RATED REQUIREMENTS

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
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#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
2.1 Professional Services Requirements			

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R1	<p>The proposed Delivery Manager (DM) identified in M1 will be evaluated on:</p> <ol style="list-style-type: none"> 1. Experience as a Delivery Manager (DM) 2. Experience in managing project budgets 3. Experience managing projects with an established user base 4. A Project Management Professional (PMP) certification (proof of certification required) 	<p>Points will be awarded as follows:</p> <p><i>5 points for ten (10) or more years of DM experience</i></p> <p><i>4 points for nine (9) years of DM experience or</i></p> <p><i>3 points for eight (8) years of DM experience</i></p> <p><i>2 points for seven (7) years of DM experience or</i></p> <p><i>1 point for six (6) years of DM experience</i></p> <p><i>5 points for experience managing projects with a budget in excess of \$2M</i></p> <p><i>3 points for experience managing projects with a budget in excess of \$1M</i></p> <p><i>1 point for experience managing projects with a budget less than \$1M</i></p> <p><i>5 points for experience managing with a user base in excess of 500</i></p> <p><i>3 points for experience managing with a user base in excess of 250</i></p> <p><i>1 point for experience managing with a user base less than 250</i></p> <p><i>5 points for Project Management Professional (PMP) certification</i></p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R2	<p>The proposed Application Technical Specialist (ATS) identified in M3 will be evaluated on:</p> <ol style="list-style-type: none"> Years of experience as an Application Technical Specialist (ATS) 	<p>Points will be awarded as follows:</p> <p><i>5 points for ten (10) or more years of DM experience</i></p> <p><i>4 points for nine (9) years of ATS experience or</i></p> <p><i>3 points for eight (8) years of ATS experience</i></p> <p><i>2 points for seven (7) years of ATS experience or</i></p> <p><i>1 points for six (6) years of ATS experience</i></p> <p>Max. 10 pts.</p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R3	<p>The proposed Application/Interface Developer identified in M5 will be evaluated on:</p> <ol style="list-style-type: none"> Years of experience as an Application/Interface Developer 	<p>Points will be awarded as follows:</p> <p><i>5 points for ten (10) or more years of Application/Interface Developer experience</i></p> <p><i>4 points for nine (9) years of Application/Interface Developer experience</i></p> <p><i>or</i></p> <p><i>3 points for eight (8) years of Application/Interface Developer experience</i></p> <p><i>2 points for seven (7) years of Application/Interface Developer experience</i></p> <p><i>or</i></p> <p><i>1 points for six (6) years of Application/Interface Developer experience</i></p> <p>Max. 10 pts.</p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
2.2 Corporate Methodology and Approach			
R4	<p>A description of the proposed Project Team should be included, and should contain the following information:</p> <ol style="list-style-type: none"> 1. The roles and responsibilities of team members; 2. The approach for integrating the Contractor's project team with CSC team members; 3. The approach for integrating the Contractor's project team with any partner or suppliers identified in M1; and 4. The process for handling any change in key Contractor project personnel during the course of the project. 	<p>Points will be awarded as follows:</p> <p><i>5 pts for each item addressed that satisfies the requirements defined in section 6.11.2 Project Team</i></p> <p><i>2 pts for each item addressed that does not satisfy the requirements defined in section 6.11.2 Project Team</i></p> <p><i>0 pts for each item not addressed</i></p> <p>Max. 20 pts.</p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R5	<p>A description of the proposed COTS Development Methodology should be included, and should contain the following information:</p> <ol style="list-style-type: none"> 1. Fit Gap Analysis between CSC's requirements and the proposed COTS system; 2. System Configuration into CSC's Technical Environment; 3. Application Configuration and Customization; 4. Interface Development; 5. Cycle & Integration Testing; 6. Production System Build; 7. Stress & Volume Testing; 8. System Issue Resolution; 9. Vendor Patch Management; and 10. Software Upgrade Planning. 	<p>Points will be awarded as follows:</p> <p><i>2 pts for each item addressed that satisfies the requirements defined in 6.12 Project Implementation</i></p> <p><i>0 pts for each item not fully addressed</i></p> <p>Max. 20 pts.</p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R6	<p>A draft Project Plan should be included, and should contain the following information:</p> <ol style="list-style-type: none"> 1. Work activities that are aligned with section 6.11 Project Implementation; 2. The deliverables identified in Section 6.11.2 Implementation Deliverables; 3. A decomposition of work activities and deliverables into specific tasks to be completed; 4. Resources required for the completion of the project tasks; 5. Milestones; 6. Dependencies; 7. A project schedule that is aligned with section 6.12.4 Implementation Timeline; and 8. Any assumptions and guidelines used to create the Project Plan 	<p>Points will be awarded as follows:</p> <p><i>3 pts for each item addressed</i> <i>0 pts for each item not addressed</i></p> <p>Max. 24 pts.</p>	

#	POINT-RATED EVALUATION CRITERIA	RATING SCALE	Bidder's response and/or reference to location of response in Bidder's Proposal
R7	<p>A description of the proposed Training Approach should be included, and should contain the following information:</p> <ol style="list-style-type: none"> 1. Types; 2. Courses; 3. Contents; 4. Objectives; 5. Methodology; 6. Approach; 7. Delivery Mechanisms; 8. Tools; and 9. Environment 	<p>Points will be awarded as follows:</p> <p><i>5 pts for each item addressed that satisfies the requirements defined in 6.5 Training</i></p> <p><i>2 pts for each item addressed that does not satisfy the requirements defined in 6.5 Training</i></p> <p><i>0 pts for each item not addressed</i></p> <p>Max. 45 pts.</p>	

2.3 Non-Functional Requirements

This table defines the point-rated Non- Functional requirements that reflect additional capabilities that users need to facilitate the management and control of the services delivered at CSCs' institutions.

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
2.3.1 General			
R8	The FSIMS solution should allow users to select dates from a calendar for date fields	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R9	The FSIMS solution should provide the ability to validate date and time entries.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R10	The FSIMS solution display the date as yyyy-mm-dd.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R11	The FSIMS solution should display the time as hh:mm based on a 12 hour clock (a.m. and p.m.)	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R12	The FSIMS solution should allow users to import and export : 1. Microsoft Excel (tab delimited); and 2. CSV files.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R13	The FSIMS solution's audit capability should include, at a minimum: 1. Data Change (creation, modification, deletion, count, list, report, etc.) 2. User id 3. Date & Time 4. Access attempts 5. Report History Log	Points will be awarded as follows: <i>2 points for each satisfied requirement</i> <i>0 points for unavailable fields</i> Max. 10 pts	
2.3.2 Configuration			
Note/Information: "COTS Software Configuration" is defined as implementing change(s) to a COTS Software application, using the configuration functions within the COTS Software application. Software configuration does not negatively impact the ability to upgrade the Software application to later versions of the COTS Software.			
R14	The FSIMS solution should allow for the configuration of records into the data model.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R15	The FSIMS solution should allow for the configuration of fields into records within the data model.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R16	The FSIMS solution should allow for the configuration of users interface.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R17	The FSIMS solution should allow for the configuration of business rules.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R18	The FSIMS solution should allow for the configuration of work flows.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R19	The FSIMS solution should allow for the configuration of application interfaces.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	
R20	The FSIMS solution should allow for the configuration of reports.	Points will be awarded as follows: <i>Met – 5 pts</i> <i>Not Met – 0 pts</i> Max. 5 pts	

2.4 Functional Requirements

The following table defines the point-rated Functional requirements that reflect additional capabilities that users need to facilitate the management and control of the services delivered at CSCs' institutions.

Note that points are awarded in this section based on whether a requirement can be satisfied Out of the Box, through COTS configuration, or through COTS customization. These are defined as follows:

- Out of the Box: means that the requirement can be satisfied directly and immediately from the Contractors existing COTS Software;
- "COTS Software Configuration" is defined as implementing change(s) to a COTS Software application, using the configuration functions within the COTS Software application. Software configuration does not negatively impact the ability to upgrade the Software application to later versions of the COTS Software;
- "COTS Software Customization" is defined as implementing change(s) to the COTS application, typically through the application source code, that is unique to CSC's requirements. COTS Software customization could impact the ability for CSC to upgrade to later versions of the COTS Software. In the event that there is COTS Customization done by the Contractor, it will be the responsibility of the Contractor to ensure that CSC is able to continue to upgrade its COTS Software to later versions.

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
2.4.1 Inventory Management			
R21	The FSIMS solution should cost goods on a contracted cost basis	Points will be awarded as follows: <i>5 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 5 pts	
R22	The FSIMS solution should cost goods on a moving cost average basis	Points will be awarded as follows: <i>5 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 5 pts	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R23	The FSIMS solution should allow for predictive ordering based on production schedule, recipes, open purchase orders, planned deliveries and planned shortages.	<p>Points will be awarded as follows:</p> <p><i>5 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i></p> <p>Max. 5 pts</p>	
R24	<p>The FSIMS solution should allow users to enter the following inventory fields:</p> <ol style="list-style-type: none"> 1. Item Name 2. Item Description 3. Item Status (active/inactive) 4. Inventory Category (Dairy, Egg, Poultry, etc.) 5. Financial Codes 6. Product Cost 7. Stock Minimums 8. Stock Maximums 9. Order lead Time 10. Stock Location 11. Quantity on Hand 12. Pack Configuration 13. Invoice Number 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 26 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R25	<p>The FSIMS solution should allow information related to a vendor contract to be captured as follows:</p> <ol style="list-style-type: none"> 1. Vendor Number 2. Vendor Description 3. Vendor Product Code 4. Vendor Product Description 5. Vendor Product Pack Configuration 6. Cost of Pack Configuration 7. Contract Start Date 8. Contract End Date 9. Vendor Product Catalogue 10. Pack Size 11. Unit Size 12. Unit of Measure (pulled from a table of measure – kg, ml, L) 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 24 pts</p>	
R26	<p>The FSIMS solution should allow users to enter inventory transactions that result in a negative inventory (where goods have been physically received and consumed prior to recording them into inventory).</p>	<p>Points will be awarded as follows:</p> <p><i>5 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i></p> <p>Max. 5 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R27	<p>The FSIMS solution should have the following shopping list data</p> <ol style="list-style-type: none"> 1. Shopping List Number (s) 2. Vendor Number 3. Vendor Product Code(s) 4. Item Description 5. Quantity Ordered 6. Delivery Location 7. Contract Price 8. Expected Delivery Date 9. Purchase order status 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 18 pts</p>	
R28	<p>The FSIMS solution should contain the following receiving-related information:</p> <ol style="list-style-type: none"> 1. Quantity Received 2. Quantity Refused 3. Reason for Refusal 4. Accepted with Conditions 5. Condition Reason 6. Receiving Price 7. Shipping Charge 8. Invoice Number 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 16 pts</p>	
2.4.2 Recipe and Menu Management			
R29	<p>The Centralized Menu Database should include the following:</p> <ol style="list-style-type: none"> 1. Menu Name 2. Menu Description 3. Date Created 4. Created By 5. Menu Identifier 6. Menu Profile Type 7. Menu Meal Day 8. Menu Start Date 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 16 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R30	Menu Meal Days should include the following: <ol style="list-style-type: none"> 1. Date created 2. Date Modified 3. Menu Meal identifier 4. One or More Meal(s) 5. Menu Meal Name 6. Menu Meal description 7. Menu meal day 8. Menu meal date 	Points will be awarded as follows: <p><i>2 points for each out of the box/configurable field</i></p> <p><i>1 points for each customized field</i></p> <p><i>0 points for unavailable fields</i></p> <p>Max. 16 pts</p>	
R31	The FSIMS solution should have menus that include: <ol style="list-style-type: none"> 1. Population Count 2. Menu Duration 	Points will be awarded as follows: <p><i>2 points for each out of the box/configurable field</i></p> <p><i>1 points for each customized field</i></p> <p><i>0 points for unavailable fields</i></p> <p>Max. 4 pts</p>	
R32	The FSIMS solution should have Meals that include: <ol style="list-style-type: none"> 1. Meal Identifier 2. Meal Name 3. Meal Description 4. Meal Type Category 	Points will be awarded as follows: <p><i>2 points for each out of the box/configurable field</i></p> <p><i>1 points for each customized field</i></p> <p><i>0 points for unavailable fields</i></p> <p>Max. 8 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R33	<p>The FSIMS solution should have recipes that reflect/include:</p> <ol style="list-style-type: none"> 1. Recipe Identifier 2. Recipe Description 3. Recipe Portion 4. One or More Main Ingredient Category 5. Recipe Ingredient(s) 6. One or more Diet Consideration(s) 7. Recipe Ethnicity Category 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 14 pts</p>	
R34	<p>The FSIMS solution should allow users to create-edit-view recipe portions that reflect:</p> <ol style="list-style-type: none"> 1. Yield 2. Recipe Ingredient 3. Portion Unit of Measure 4. Cost per Portion (calculated at the local level) 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 8 pts</p>	
R35	<p>The FSIMS solution should allow users to create, edit, view recipe preparation methods that include:</p> <ol style="list-style-type: none"> 1. Preparation Method Name 2. Preparation Method Description 3. Production Area 4. Critical Control point Indicator 5. Critical Control point Description 6. Preparation Lead Time 7. Preparation time required 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 14 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R36	<p>The FSIMS solution should allow users to create, edit, view recipe cooking instructions that include:</p> <ol style="list-style-type: none"> 1. Cooking Instruction's Name 2. Cooking Instruction Description 3. Production Area 4. Critical Control Point Indicator 5. Critical Control point Description 6. Cooking Temperature 7. Cooking Time 8. Storage Temperature 9. Serving Temperature 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 18 pts</p>	
R37	<p>The FSIMS solution should allow users to identify Recipe Cooking Equipment that includes:</p> <ol style="list-style-type: none"> 1. Cooking Equipment identifier 2. Cooking Equipment Name 3. Cooking Equipment Description 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 6 pts</p>	
R38	<p>The FSIMS solution should have Recipe Serving Utensils that include:</p> <ol style="list-style-type: none"> 1. Serving Utensil Name 2. Serving Utensil Description 3. Serving Utensil Size 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 6 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R39	<p>The FSIMS solution should have Recipe Serving Methods that include:</p> <ol style="list-style-type: none"> 1. Serving Method identifier 2. Serving Method Name 3. Serving Method Description 4. Serving Time Required 5. Critical Control point Indicator 6. Critical Control point Description 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 12 pts</p>	
R40	<p>The FSIMS solution should have Recipe Testing that include:</p> <ol style="list-style-type: none"> 1. Test Result Description 2. Test Site 3. Test Date 4. Test Region 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 8 pts</p>	
R41	<p>The FSIMS solution should have the following fields for Nutritional Values</p> <ol style="list-style-type: none"> 1. Nutrient Identifier 2. Nutrient Types 3. Nutrient Measure 4. Nutrient Amount 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 8 pts</p>	
R42	<p>The FSIMS solution should list the following in its Nutritional Analysis:</p> <ol style="list-style-type: none"> 1. Nutrient Identifier 2. Nutrition Type 3. Nutrient Unit of Measure 4. Nutrient Amount 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 8 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R43	The FSIMS solution should allow users to enter-edit-view nutrition profiles for a generic client (Inmate) or specific clients.	Points will be awarded as follows: <i>2 points for out of the box/configurable</i> <i>1 points for customized</i> <i>0 points for unavailable</i> Max. 2 pts	
R44	The FSIMS solution should calculate and report the Nutritional values for recipe portions and menu day and compare against the Inmate nutrient profiles.	Points will be awarded as follows: <i>2 points for out of the box/configurable</i> <i>1 points for customized</i> <i>0 points for unavailable</i> Max. 2 pts	
2.4.3 Production Scheduling and Control			
<p>Note/Information:</p> <p>Production scheduling and control is based on the defined 28-day menu cycle. Production Scheduling involves monitoring the menu cycle to ensure that all of the required components such as ingredients, population counts/percentage are defined for the upcoming meal days. Monitoring the schedule would also trigger activities such as predictive ordering or making any required changes in the event of any unusual activities (i.e., lockdown, special meals, etc.).</p> <p>Production Control ensures that personnel, pick lists, carts, production areas and cooking equipment are reserved for the preparation of specific meals for a given meal day. Production Control also defines lead times for meal preparation, shift start and end times, etc.</p>			
R45	Food Production Scheduling should include: <ol style="list-style-type: none"> 1. Menu Identifier 2. Population Count 3. Population Percentage 4. Servings/Portions Prepared 5. Serving/Portions Served 6. Date Created 7. Created By 8. Date Modified 9. Modification Reason 10. Modified By 	Points will be awarded as follows: <i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i> Max. 20 pts	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R46	<p>The Production Control should include:</p> <ol style="list-style-type: none"> 1. Schedule Identifier 2. Schedule Description 3. Production Location 4. Adjustment 5. Adjustment Date 6. Adjustment Reason 7. Schedule Start date 8. Schedule Start Time 9. Standard Details 10. Date Created 11. Created By 12. Date Modified 13. Modified By 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 26 pts</p>	
R47	<p>Inventory Control/Pick List should include:</p> <ol style="list-style-type: none"> 1. Pick List identifier 2. Pick List description 3. Quantity Picked 4. Inventory Item Number 5. Inventory Item Description 6. Unit of Measure Picked 7. Pack Configuration Picked 8. Scheduled Date to be picked 9. Date Picked 10. Date Created 11. Created By 12. Date Modified 13. Modification Reason 14. Modified By 	<p>Points will be awarded as follows:</p> <p><i>2 points for each out of the box/configurable field</i> <i>1 points for each customized field</i> <i>0 points for unavailable fields</i></p> <p>Max. 28 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
2.4.4 Integration			
<p>Note/Information:</p> <p>While the delivery of hardware equipment is not required by the Vendor as part of this solicitation, the FSIMS software solution will need to integrate with handheld inventory scanners, barcode printers, and Point of Sale (POS) systems.</p> <p>Central Feeding sites will require rugged handheld scanners that can operate in an offline mode (for security purposes) and be docked to the main system later to update the institutional inventory. The scanners will be used to scan high volumes of food items into and out of inventory. Central Feeding sites will also require durable barcode/label printers.</p> <p>SGMP sites will also require handheld inventory scanners and barcode printers, but with less ruggedness. These sites act in a commissary role for the distribution of food items to inmates who live in housing quarters and are responsible for their own meal preparation.</p> <p>Institutional Services will also require the same type of hardware as the SGMP sites to receive and distribute non-food items to inmates.</p>			
R48	<p>In addition to the POS system identified in M42, the Contractor should identify up to four (4) additional POS systems that currently integrate with the Contractor's proposed solution. The information provided for each POS system should include:</p> <ol style="list-style-type: none"> 1. System Name 2. Software Provider 3. Software Version 4. Hardware components 	<p>Points will be awarded as follows:</p> <p><i>5 for each identified POS system</i></p> <p>Max. 20 pts</p>	
R49	<p>In addition to the handheld scanner identified in M43, the Contractor should identify up to four (4) additional handheld inventory scanners that currently integrate with the Contractor's proposed solution. The information provided should include:</p> <ol style="list-style-type: none"> 1. Product 2. Model number 3. Operating system 4. System software 	<p>Points will be awarded as follows:</p> <p><i>5 for each identified handheld inventory scanner</i></p> <p>Max. 20 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R50	<p>In addition to the barcode printer identified in M44, the Contractor should identify up to four (4) additional barcode printers that currently integrate with the Contractors proposed solution. The information provided should include:</p> <ol style="list-style-type: none"> 1. Name 2. Model number 3. System software 	<p>Points will be awarded as follows:</p> <p><i>5 for each identified barcode printer</i></p> <p>Max. 20 pts</p>	
2.4.5 Reporting			
R51	<p>The FSIMS solution should include a report for Inmate Specialized Diets – which is defined as a report listing of inmates along with their special diet information (e.g., religious, therapeutic, vegetarian, etc.)</p>	<p>Points will be awarded as follows:</p> <p><i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i></p> <p>Max. 4 pts</p>	
R52	<p>The FSIMS solution should include a Report for Production Schedule – which is defined as a report listing menus, special diets and special events by date for a given date range.</p>	<p>Points will be awarded as follows:</p> <p><i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i></p> <p>Max. 4 pts</p>	
R53	<p>The FSIMS solution should include a Report for Shortage List – which is defined as a report by Inventory Item listing ingredients not picked due to inventory outage, back order, spoilage, etc.</p>	<p>Points will be awarded as follows:</p> <p><i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i></p> <p>Max. 4 pts</p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R54	The FSIMS solution should include a Report for Surplus/Inactive Inventory – which is defined as a report identifying Inventory Items in stock surplus or not required for a given date range.	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R55	The FSIMS solution should include a Report for Min/Max – which is defined as a report by Inventory Item identifying the minimum and maximum quantity to be held in inventory.	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R56	The FSIMS solution should include preconfigured reports that include List of site/region-specific Inventory Items and associated Purchase Order, List of site/region-specific Inventory Items and associated Purchase Order Pricing, and List of site/region-specific Inventory Items and associated Purchase Order Status.	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R57	The FSIMS solution should include a preconfigured report that includes a list of the site/region-specific Inventory Items with adjustments for a given period	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R58	The FSIMS solution should include a preconfigured Inventory Velocity report	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R59	The FSIMS solution should include a preconfigured report that includes Projected vs. Actual month-end cost and inventory balances	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R60	The FSIMS solution should include a preconfigured report that includes the costing of Menu Cycle, Meal Days, Special Diets, and Special Events.	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
R61	The FSIMS solution should include a preconfigured monthly Cost Recovery report that includes Dollar amount issued out of inventory and Reason.	Points will be awarded as follows: <i>4 points for out of the box/configurable</i> <i>2 points for customized</i> <i>0 points for unavailable</i> Max. 4 pts	
2.4.6 Bidder Requirements			
R62	Each reference project provided in M1 will be rated on the number of sites or installations.	Points will be awarded as follows: <div style="display: flex; justify-content: space-between;"> <div> <i>5 pts</i> <i>4 pts</i> <i>3 pts</i> <i>2 pts</i> <i>1 pts</i> <i>0 pts</i> </div> <div> <i>50 or more sites</i> <i>40 to 49 sites</i> <i>30 to 39 sites</i> <i>20 to 29 sites</i> <i>10 to 19 sites</i> <i>less than 10 sites</i> </div> </div> Three (3) x Five (5) pts = Max. 15 pts.	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R63	Each reference project provided in M1 will be rated on the number of users of the system.	<p>Points will be awarded as follows:</p> <p><i>5 pts 500 or more users</i> <i>4 pts 400 to 499 users</i> <i>3 pts 300 to 399 users</i> <i>2 pts 200 to 299 users</i> <i>1 pts 100 to 199 users</i> <i>0 pts less than 100 users</i></p> <p><i>Three (3) x Five (5) pts = Max. 15 pts.</i></p>	
R64	Each reference project provided in M1 will be rated on the number of meals being produced.	<p>Points will be awarded as follows:</p> <p><i>5 pts 15000 or more individuals</i> <i>4 pts 12500 to 14999 individuals</i> <i>3 pts 10000 to 12499 individuals</i> <i>2 pts 07500 to 09999 individuals</i> <i>1 pts 05000 to 06499 individuals</i> <i>0 pts less than 05000 individuals</i></p> <p><i>Three (3) x Five (5) pts = Max. 15 pts.</i></p>	

#	POINT-RATED EVALUATION CRITERIA	Points	Bidder's response and/or reference to location of response in Bidder's Proposal
R65	<p>The Bidder should provide three (3) reference projects in addition to those provide in M1 that demonstrate their experience in the development and implementation of a food service information management system.</p> <p>In order for the projects to count they must include:</p> <ol style="list-style-type: none"> 1. Include all three (3) system components defined in Section 3 – <i>Project Scope</i> 2. Have been completed in the last ten (10) years 3. The client organization; 4. Project name; 5. The dates/duration of the project; 6. A description of the project, including the scope and elements of the framework, the results /outcomes of the project, and the technical environment of the project. 	<p>Points will be awarded as follows:</p> <p><i>30 pts for three (3) additional projects</i></p> <p><i>20 pts for two (2) additional projects</i></p> <p><i>10 pts for one (1) additional project</i></p> <p><i>0 pts for no additional projects</i></p> <p>Max. 30 pts.</p>	

APPENDIX ‘A’: GLOSSARY OF ACRONYMS

Acronym	Description
BE	Business Executive
CAD	Canadian Dollars
CNF	Canadian Nutrient File
COTS	Commercial-off-the-shelf
CSC	Correctional Service Canada
CSV	Comma-Separated Values
DHCP	Dynamic Host Configuration Protocol
DNS	Domain Name System
ERP	Enterprise Resource Planning
ETL	Extract, transform and load
GFE	Government Furnished Equipment
GoC	Government of Canada
GUI	Graphical User Interface
HACCP	Hazard Analysis and Critical Control Point
HC	Health Canada
HP-UX	Hewlett-Packard UniX
HVAC	Heating, ventilation, and air conditioning
IFMMS	Integrated Financial and Material Management System
IM/IT	Information Management/ Information Technology
IMS	Information Management Services
ISO	Infrastructure Services and Operations
IT	Information Technology
JV	Journal Voucher
LAN	Local Area Network
LDAP	Lightweight Directory Access Protocol
LTSO	Long Term Supervision
NCR	National Capital Region

Acronym	Description
NHQ	National Headquarters
O&M	Operations and Maintenance
OS	Operating System
PDA	Personal Digital Assistant
PDF	Portable Document Format
PL	Project Leader
PM	Project Manager
PMBOK	Project Management Body of Knowledge
PMI	Project Management Institute
PFV	Private Family Visits
PO	Purchase Order
POS	Point-of-Sale
PWGSC	Public Works and Government Services Canada
RBAC	Role-Based Access Controls
RFI	Request for Information
RFP	Request for Proposals
QA	Quality Assurance
SAN	Storage Area Network
SCSI	Small Computer System Interface
SGF	Small Group Feeding
SGMP	Small Group Meal Preparation
SKU	Stock-Keeping Unit
SOA	Standing Offer Agreements
SOR	Statement of Requirements
SRS	System Requirements Specification
TA	Task Authorization
TCP/IP	Transmission Control Protocol (TCP) and the Internet Protocol (IP)
TSD	Technical Services Division
FSIMS	Food Services Information Management System
UAT	User Acceptance Testing

Acronym	Description
UOM	Unit of Measure
USB	Universal Serial Bus
VOR	Vendors of Record
WAN	Wide Area Network
WINS	Windows Internet Name Service
XML	Extensible Mark-up Language