



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDD314520

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/23/2009				

BID OPENING DATE: 07/07/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS AND CONCERNS RAISED AT THE MANDATORY PRE-BID CONFERENCE OF 05/20/2009 AND PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 05/22/2009						
ATTACHMENT: QUESTIONS AND RESPONSES ATTACHMENT A MC50 ATTACHMENT B ANNUAL REPORT 2007-08 ATTACHMENT C FOOD SERVICES BUDGET 2010 ATTACHMENT D REVISED COST SHEET MANDATORY PRE-BID CONFERENCE SIGN IN SHEET						
THE TECHNIAL BID OPENING IS EXTENDED						
FROM: 06/25/2009 TO : 07/07/2009						
0001	1	LS		920-04		
POINT OF SERVICE SOLUTION						
EXHIBIT 10						
REQUISITION NO.: EDD314520						
ADDENDUM ACKNOWLEDGEMENT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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<p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p>						

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REV. 11/96						
----- END OF ADDENDUM NO. 1 -----						
***** THIS IS THE END OF RFQ EDD314520 ***** TOTAL: _____						

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National School Lunch Program Point of Service Software Program

EDD314520

Addendum No. 1

1. Page 25, 3.2.A.8. seems to indicate that the goal is to have the installation completed by end of first semester. Comments made in the pre-bid conference seem to indicate that goal to be about 2 years. Please clarify the expected timeframe for the entire installation.

Response: Part of each vendor's technical response should include a proposed timeline for full implementation. The Agency's expectation is the vendor's solution will be installed two pilot counties in the first semester of the 2009/10 school year and the project will be installed in all schools within 18 months of RFP award.

2. Will the SA provide remote access to all machines from the different SFAs to the successful bidder for installation and support or will it be the responsibility of the successful bidder to work with each SFA to get the remote access?

Response: Remote access may be available in some districts, but not all districts. It would be the responsibility of the vendor to work with SFA to get remote access.

3. Page 30, 3.2.C.2. Interface Functions, first bullet states the application module "must have scanning functionality". Would you like scanning functionality to be an integral part of the solution or an optional add-on?

Response: The scanning function of the F/R application software should be included as a base feature of the product.

4. Page 32, 3.2.D.3. Hardware/Software Compatibility, bullet 4 states that the software will be running on "one centrally located server bank". Do you require that the SA have the ability to centrally set reimbursement rates and eligibility guidelines for the entire state?

Response: Yes, the Agency wants the ability to set reimbursement rates and eligibility guidelines centrally.

5. Is the State willing to upgrade school-based hardware to meet software system requirements?

Response: Schools meet the hardware requirements listed in "3.2.D.3. Hardware/Software Compatibility." Specifically, a Pentium 4 (or like speed processor) running MS Windows XP SP3. If a school doesn't meet the listed requirements then the school will upgrade at their expense.

6. How standardized is the hardware that is currently in place? In other words, are all hardware purchases driven by a mandated list of approved vendors and part numbers?

Response: The POS computer workstations vary widely in age, but must be at least a Pentium 4 or like processor speed. No, hardware purchases are not driven in this manner.

7. What is the rollout plan? What is the timeframe for completion of implementation?

Response: Part of each vendor's technical response should include a proposed timeline for full implementation. The Agency's expectation is the vendor's solution will be installed two pilot counties in the first semester of the 2009/10 school year and the project will be installed in all schools within 18 months of RFP award.

8. Please clarify how we should approach providing cost information. Should we roll up into the license fee our charges for data migration, installation, training and integration? In other words, should we provide a turnkey price on page 40 that covers all software and services?

Response: In order to preserve comparability between vendors, it is intended that all costs of implementation (except training, as described in the questions that follow) are included in the items to be evaluated on the cost bid sheet. Other optional pricing that includes training will not be evaluated as part of the cost portion of the RFP. The Agency believes that pricing is a complex and proprietary in nature. It is at the vendor's discretion to allocate the total cost of implementing the project between license fees and Maintenance/Support.

9. Will purchase orders for training be issued by the school? Does this mean that the State will use Appendix E to purchase training as a separate item from the license fee? Or is Appendix E only for training beyond the additional implementation?

Response: The agency/state will issue purchase orders for a license fee and training when that school is scheduled to be brought online. Training will be a separate line item on the purchase order with the price set by this RFP. The agency or SFA may choose to have the vendor perform additional training outside the implementation phase of the project at a price set by this RFP.

10. Will the schools pay for training and the State pay for license fees and support/maintenance?

Response: The agency will pay for license fees, support/maintenance, and training. The agency or SFA may choose to have the vendor perform additional training outside the implementation phase of the project at a price set by this RFP.

11. Page 3, Exhibit 3

Life of Contract: This contract becomes effective upon award and extends for a period of one (1) year or until such "reasonable time" thereafter as is necessary to obtain a new contract or renew the original contract. The "reasonable time" period shall not exceed twelve (12) months. During this "reasonable time" the vendor may terminate this contract for any reason upon giving the director of purchasing 30 days written notice.

Page 17, Section 1.19.10 Terms of Contract & Renewals

During the "reasonable time: period Vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice.

Please clarify – there's seems to be a contradiction between the 2 statements?

Response: The Agency defers to the Purchasing Division's requirements on Page 3, Exhibit 3, which defines a reasonable time as 30 days with written notice.

12. Page 5, Exhibit 4

Unless the vendor indicates in the bid his refusal to extend the prices, terms and conditions of the bid to county, school, municipal and other local government bodies, the bid shall extend to political subdivision of the state of West Virginia. What other agencies might piggyback off the RFP?

Response: To the extent allowed by law, any agency or entity that sponsors the National School Lunch Program through West Virginia Department of Education, Office of Child Nutrition may be a potential purchaser off of this contract.

13. Page 21, Section 2.4 K-12 Network Overview

The RFP refers to a web site with Digital Divide reports for accessing information regarding hardware and operating systems at school districts. Is there a more current record that also includes installed hardware (we found information from 2007 that didn't include hardware; 2008 data did not seem to be accessible)?

Response: The most recent Digital Divide Report is from 2007 and it can be found at wvde.state.wv.us/data/digitaldivide/.

14. Page 24, Section 3.2.A.5 Software Licensing

Throughout the contract term the successful vendor must maintain appropriate licensing for any third party technology. Please clarify. Would this include SQL, for example?

Response: The agency will be purchasing and maintaining the central server hardware and any software required for the POS solution to operate on their server(s), such as SQL.

15. Page 27, Section 3.2.A.9 Provide Cost-effective, Quality Technical Support Options

The bidder's future software updates will be backwards compatible to existing input devices. Please clarify.

Response: Currently SFAs use a variety of input devices such as, PIN keypads, magnetic card readers, and biometric input devices. SFAs who have invested in biometrics or student ID's with magnetic strips will want to maintain those input methods, and the vendor's software must maintain compatibility. Vendors may propose additional input devices for statewide adoption.

16. Page 27, Section 3.2.B.1 Line Operation

The solution must have a VOID function for entire meal service periods and associated cash receipt. Or a function that allows the SFA and the SA to change one meal type to another meal type. Is this asking for the ability to void a single sale during a serving period or all sales during a serving period with a single click?

Response: The solution should be able to void both a single meal and a meal period. The number of key strokes may be defined by the vendor.

17. Page 28, Section 3.2.B.3 Reporting Functions

The solution must generate a journal report on number of times cash drawer is opened and closed, the time of each occurrence and type of transaction. Is this requirement for a transaction report by user or is it a requirement for an electronic signal that triggers and records the physical opening and closing of the drawer?

Response: If the physical hardware does not include a cash drawer then a transactions report is acceptable. If the hardware contains a cash drawer, a record of the physical opening of the drawer is required. Currently, no schools operate POS stations that have integrated cash drawers.

18. The software will allow report generation using user defined fields/queries. Is this asking for a customized sales report?

Response: Yes. Furthermore, users should be able to create custom reports with any data that the system collects.

19. Page 30, Section 3.2.C.1 Application Approval Process

The application module will identify preschool age children on applications to match with SVEIS [should be WVEIS] student rosters. The purpose is to locate children eligible for benefits that have been enrolled into WVEIS but who have not started attending school. Please clarify.

Response: West Virginia has pre-school students that are enrolled in public school, but attend classes in private day care/preschool settings. Older sibling applications will have pre-school age students listed as a member of household and the agency would like to capture and compare those names to the WVEIS student information system. The matching names would be on the "Pre-School Benefit Eligible List."

20. Page 32, Section 3.2.D.3 Hardware/Software Compatibility

The solution should run on Microsoft Windows Server 2005/x. **Does this refer to Windows Server 2003?**

Response: This original specification is incorrect. It should read "The solution should run on Microsoft Windows 2003/X."

21. The solution will allow public K-12 school level, district level and state level access from one centrally located server bank. Does that include the POS terminal? Is there an expectation that POS will be run over the web? At what level does data have to be accumulated for reporting – state, region, county, etc.? What functions are desired at the state level? Is there a need to run statewide aggregated reports?

Response: It is the agency plan to have one server bank with many school databases, which the POS terminal will write transactions to in near-real time over the agency's wide area network. The POS terminal will need to have the ability to pull its school database from the central server when it is open for that day's business, and keep that database current as long as the system is online. If the POS terminal goes offline it should be able to log transactions and upload them at a future date.

The administrator/developer should have full functional control at the state level. An administrator must be able to limit a user's access to an individual school with POS control only or to the entire state with full functionality.

Yes, there is a need to run statewide aggregate reports at the school, SFA and state levels.

22. The POS solution must support Window-based handheld devices. Please provide examples of which devices will be used and how they will be used.

Response: See Attachment A to this Addendum. They will be used to log and sell student meal transactions.

23. Section 1.2 Project: This section states that, "The mission or purpose of the project is to seek proposals from vendors interested in providing a point of service software solution, a free/reduced price meal application approval software, software maintenance, project implementation/training, and technical support services for the Agency's operation of the National School Lunch Program (NSLP)."

Further, Section 4.2.C.4 Compliance Issues: This section states that, "the vendor should address the various tasks and describe the vendor's proposed manner of complying with all USDA rules, regulations, and guidance documents. The vendor's response should provide detailed, steps, procedures and/or processes about how their proposed solution will meet the needs of the Agency in relation to each item listed in 3.2.C.4."

Given these two points, does the primary scope of the project include ways to use POS as a primary data source to develop management tools and reports required from state agencies under applicable Child Nutrition regulations including 7 CRF Parts 210, 220, and 245?

Response: The project scope is adequately defined in sections 1.2 and 3.2 of the RFP.

24. Section 3.2.B.6 Point of Service (POS) Module: Training Products and Manuals: This section states, "The vendor must provide the following written training and instruction manuals. The vendor must provide onsite trainers for the length of the contract." Are additional training programs based on analysis of POS data and meal applications and CRE Performance Standards 1 and 2 also considered within the primary scope of the RFP, and not an Appendix E item?

Response: The vendor should have qualified trainers available to perform POS and F/R application software when requested by the state agency. Other optional pricing that includes training will not be evaluated as part of the cost portion of the RFP. The cost of training is an Appendix E items and is not within the primary scope of the RFP.

25. Does West Virginia participate (or would consider participating) in the Schools Interoperability Framework, or SIF? Would this be the preferred standards based method for exchanging data with 3rd party systems (such as student and financial systems)?

Response: No, the WVIES system is not SIF compliant and the agency will not consider becoming SIF compliant.

26. Section 2.2 Background: This section states, "The Office of Child Nutrition has provided and maintained a Point of Service (POS) solution to public and private school food authorities for more than fifteen (15) years. The current system imports student data from the West Virginia Educational Information System (WVEIS)". The assumption here is that the proposed POS and F/RP systems would be operated and maintained by the WVDE Office of Child Nutrition. Will the scope of the RFP consider a vendor-hosted solution as an alternative to in-house WVDE system operations?

Response: No, the agency will maintain control of any hardware that is interfaced with its student information system.

27. Section 2.2 Background: This section mentions eight multi-county RESAs that "provide direct assistance to schools in the operation and maintenance of computer systems." Will the RESAs be considered an access and data entry level for the proposed POS and F/RP application approval systems? If so, do the RESA computer technicians have security access to all student demographic and claiming information?

Response: The solution needs to have the flexibility to have multiple levels of data rollup. The RESA may be one level in addition to the school, SFA and state levels. RESA personal currently have the ability to grant WVEIS menu access to a variety of users including themselves. The WVEIS database contains all the demographic information. Claiming information is not networked at this time.

28. Section 2.2 mentions that the RESAs and the Agency assist the county school districts with technology planning, implementation, and professional development. Are the RESAs and Agency support personnel expected to play a role in the implementation and training of this system? If so, approximately how many personnel may be available and what percentage of their time may be devoted to this project? Similarly, will the RESA or Agency support teams be available to staff the Help Desk requested in Section 3.2.A (provided that the Vendor trains them to do so)? If so, approximately how many personnel may be available to staff the Help Desk?

Response: RESA and Agency support personnel are not expected to play a role in the implementation and training of the system. None of their time will be allocated to the project. RESA and Agency support personnel will not be available to staff the Help Desk.

29. It is expected that data for reporting will be available at the school, SFA, and state agency level. Will data also need to roll up for reporting to the RESA level?

Response: The solution needs to have the flexibility to have multiple levels of data rollup. The RESA may be one level in addition to the school, SFA and state levels. The RESAs currently do not play a large role in the management of the NSLP in West Virginia.

30. Section 2.3 WVDE Network Overview: This section describes the Agency's LAN operating network with access via the State's WAN network. Will the proposed POS and F/RP modules be subsystems within the WVDE LAN or could they be stand-alone systems with their own servers and separate Internet access?

Response: It is the agency plan to have one server bank with many school databases, which the POS terminal will write transactions to in near real time over the agencies wide area network. The POS terminal will need to have the ability to pull its school database from the central server when it is open for that day's business, and keep that database current as long as the system is online. If the POS terminal goes offline it should be able to log transactions and upload them at a future date.

The vendor should propose a solution that eliminates servers on the local level.

31. Section 3.1 indicates that the selected system needs to integrate with existing Agency legacy systems such as FIMS. What is FIMS? Please provide documentation on the architecture/schema of FIMS.

Response: The State's financial payment system is Financial Information Management System (FIMS). It is an internally-maintained proprietary mainframe application (enterprise server) written in CICS against a DBII database. Currently, FIMS does not allow direct electronic interface from external systems, but that functionality may be available in the future. Therefore, this system must produce a paper claim acceptable by the WV Auditor's Office for payment. Specifications for the paper claim will be available to the winning bidder. Data exported to external systems are currently in the form of a delimited text file, extracted nightly from a copy of the FIMS data (the warehouse) through scheduled mainframe jobs.

32. Does the agency have a preferred training model for roll-outs (turnkey, train the trainer, etc.)? Would the Agency like to see a range of options for training models?

Response: The vendor should propose a training solution or solutions that have been successful in previous large district implementations.

33. Does the Agency envision that any project management responsibilities will shift from the vendor to the Agency over the duration of the project?

Response: The agency believes that a vendor supplied project manager will be needed until the project is fully implemented.

34. What level of project management and project oversight will the Agency provide?

Response: The agency will provide a contract liaison to oversee the project and be the vendor's point of contact with the agency.

35. Will the Agency assign a full-time project manager?

Response: No, the agency will provide a contract liaison to oversee the project and be the vendor's point of contact with the agency.

36. Does the Agency envision that the vendor will maintain a full-time team of support and implementation personnel on site to oversee all aspects of the project?

Response: See 3.2.A. for the Agency's requirements and the format of the vendor's response in section 4.2.A. regarding the Agency's expectations regarding the on site personnel needs of the RFP.

37. Section 3.2.A.9 indicates that the bidder's software updates will be backwards compatible to existing input devices. What input devices are currently in use in the SFAs? Please provide technical specifications. Will these devices be updated prior to POS rollout, based on bidder's software requirements?

Response: The SFA's have many different makes and models of PIN keypads, magnetic card readers, biometric input devices, etc. and the agency does not have access to these specifications. Bidders should provide pricing for other optional hardware that would add to the efficiency of the proposed solution. The proposed solution should be capable of being operated with a keyboard and a mouse with no additional hardware expense to the SFAs.

38. Please provide documentation on the architecture/schema of the West Virginia Student Information System (WVEIS).

Response: The WVEIS System is an IBM iSeries hardware platform using DB2/400 as the resident database architecture. For connectivity, we can accept fixed length files, comma delimited files, or direct ODBC connectivity.

39. Section 3.2.C.2 Interface Functions: This section states that the "application module must import the WV Department of Health and Human Resources (WVDHHR) direct certification file." Will the WVDHHR allow the sharing of confidential Food Stamp and TANF information with the WVDE for this purpose?

Response: Yes.

40. Does West Virginia have a separate state agency or authority, other than the WVDE, that must approve the new system architecture and the collection of local data? If so, would this be considered an element of contract negotiations and have an impact on the project timeline?

Response: No, under WV Code, WVDE is exempt from West Virginia Office of Technology oversight and will not be subject to review.

41. Please describe how the Banking Optical Character Recognition (OCR) is used and where we can find out more information about it.

Response: Banking optical recognition is used in the SFA's centralized billing function. When student bills are created, a length of characters is printed on the bottom of a perforated statement. The parent returns the portion of the statement with payment to a bank "lockbox". The bank processes the payments, deposits the money and sends the SFA a record of the payments. That record is imported to the existing POS and payments are posted to the student accounts. City National Bank (<http://www.cityholding.com/>) processes payments for 15+ SFAs in WV.

42. What is the availability and expected frequency of financial reports imports from WWEIS to the POS software?

Response: Daily.

43. We understand that there are certain requirements about public access to the RFP responses. What is the method by which vendors can protect certain limited amounts of confidential information contained within the RFP response?

Response: In general, RFP responses are public record and available via the Freedom of Information Act. As such, the State makes no warranties guaranteeing the confidentiality of this information. If Bidders choose to ignore this warning and submit confidential and proprietary information anyway, they should do so by utilizing Appendices in a separate, sealed envelope clearly marked as "Confidential/Proprietary." This will assist the State in attempting to maintain the privacy of such items.

44. The pricing on page 40 calls for:

a. One time license fee per SFA \$ _____ x 100 SFA's.

Page 20 refers to the "55 county school districts" Assuming each county school district is an SFA, can you please explain the other 45 SFA's.

b. "Monthly cost (SFA) per authority \$ _____ x 12 months times 800 schools."

Should this be "12 months times 100 SFA's"?

Response: The additional 45 SFA's are private schools and Residential Child Care Institutions (RCCI). Section 2.2 on page 19 gives more detail.

Monthly "Maintenance and Support" has been changed. Please see and use the revised Bid Sheet included as Attachment D of this Addendum.

45. Please provide a schematic illustrating the reporting hierarchy including the State Agency, RESA's, SFA's (county districts and others), and schools.

Response: At a minimum the reporting should aggregate from Schools (800) → SFA's (100) → State Agency, but the solution needs to have the flexibility to have multiple levels of data rollup. The RESA may be one level in addition to the school, SFA and state levels. The RESAs currently do not play a large role in the management of the NSLP in West Virginia.

46. Application Scanning – Should Application Scanning be priced for 100 SFA's, 55 county Districts, or as one system at the state level? Where will the scanned applications be processed? At the school, district level or at the state?

Response: Bidders must use the revised cost sheet (Attachment D of the Addendum) from question #43 extended for 100 SFAs. The SFA level database should reside and be backed up at the state level. The applications will be processed at the SFA level.

47. Training – How would you like to see training costs presented:

- a. Per Training Course with a recommended series of training courses per district and per school?
- b. Per Day with a recommended number of days per district and per school?
- c. Should these costs be listed in Appendix E – Optional Cost Sheets

Response: Page 40 details training pricing as follows, "Specific on-site training, quoted in half day increments and inclusive of vendor's travel expenses." These costs should be detailed in Appendix E – Optional Cost Sheets. Vendors may extend the costs by 100 SFAs for each type of training. "Other Option Pricing" will not be used in the cost portion of the RFP award.

48. On Site Project Manager – How would you like to see the cost for the On Site Project Manager presented:

- a. As a single annual cost?
- b. Broken down by Salary expense, lodging expense, travel expense, etc per year?
- c. Should these costs be listed in Appendix E – Optional Cost Sheets?

Response: The project manager and onsite team required by 3.2.A – Vendor/Systems Integrator Component is to be included in the costs on the revised cost sheet (Attachment D of the Addendum). The Agency believes that pricing is a complex and proprietary in nature. It is at the vendor's discretion to allocate the total cost of implementing the project between license fees and Maintenance/Support.

49. Appendix B.2. Online Point of Service Software Training Course Template asks: "Is the course synchronous or asynchronous?" Please explain.

Response: The context from which the vendor should develop their response is from the following resource: www.e-learningguru.com/articles/art1_7.htm:

"There are basically two types of e-learning: synchronous training and asynchronous training. Synchronous, which literally means "at the same time," involves interacting with an instructor via the Web in real time. Asynchronous, which means "not at the same time," allows the student to complete the WBT on his own time and schedule, without live interaction with the instructor."

50. Page 25 - Please expand on "Verify that all network and application software associated with the purchase are appropriately configured and operate in a stable manner."

Response: The vendor must confirm that the installed product is functional, communicates with state agency, and operates per the terms of this RFP.

51. Page 25 - Please detail the use of the System Operational Form and the receiving report.

Response: Before the Agency can process payments for invoices against this purchase order the vendor must complete a System Operational Form and a receiving report must be signed by SFA or Agency personnel. These forms provide the required documentation that the goods/services have been received, are operational, and are acceptable for payment.

52. Page 29 – Please provide copies of the WV Specific Annual Report and the WV defined budget report annotated to show the source of all the data fields.

Response: See Attachments B & C.

53. Please provide samples of all reports that will be required of the system.

Response: The required reports are listed in section 3.2.B.3, 3.2.C.2, and 3.2.D.2. In addition, Users should be able to create custom reports with the data that the system collects. Current reports being used are outdated and the Agency anticipates replacing them with reports typical of this project (as outlined in the sections referenced above). It is not anticipated that the types of reports to be defined after award would be material to the determination of costs.

54. How is a duplicate student defined?

Response: In POS, claiming and billing functions a duplicate student record may be one student that for some reason has two accounts. In F/R Application Software functions a duplicate student may occur when the same student is listed on two different household applications.

55. Please explain the purpose of the report 'openings' of the cash drawer. Does the SA expect the software to require the cashier to 'close' the drawer after each transaction? Does the current hardware have 'electronic' cash drawers?

Response: Currently, no schools operate POS stations that have integrated cash drawers. If the hardware contains a cash drawer a record of the physical opening of the drawer is required. If the physical hardware does not include a cash drawer then a transactions report is acceptable. The purpose of this report is to track when a cash drawer is open, but no sales transactions take place. The report could be used to alert the manager of possible theft, such as selling meals without ringing a sale.

56. Web based training, for cashiers, can the vendor assume that the cashier/student has basic computer skills?

Response: Assume that the user has the same level of computer skills required to operate the Line POS solution.

57. Non proprietary devices, does the SA expect vendor to support any device? Would the vendor be allowed to test devices for capability, before large purchases are made?

Response: Currently SFAs use a variety of input devices such as, PIN keypads, magnetic card readers, and biometric input devices. SFAs who have invested in biometrics or student ID's with magnetic strips will want to maintain those input methods, and the vendor's software should be compatible. Since the vendors will propose additional input devices for statewide adoption, it is assumed they will have already insured that the items are compliant with their system.

58. Could the SA provide some general implementation expectations or provide a time span estimate, post pilot?

Response: Part of each vendor's technical response should include a proposed timeline for full implementation. The Agency's expectation is the vendor's solution will be rollout to two pilot counties in the first semester of the 2009/10 school year and the project will be rolled out to all public schools within 18 months of RFP award.

59. Does the SA know the total number of workstations or clients involved, software installation is part of RFP costs proposal?

Response: The vendor should use a ratio of 1.25 to 1.5 workstations per school. Most schools have one workstation and it is possible that a new POS could reduce the number of workstations by allowing two serving lines per workstation. Software installation is required by section 3.2.A.6 – Solution Deployment and should be incorporate into the cost proposal. It is NOT "Other Optional Pricing".

60. Should the vendor presume it will be responsible for all training, i.e. that no SFA, SA or RESA staff will be available for training?

Response: Yes, the vendor will perform training during project implementation, and may be hired after the project implementation for back to school training. Page 40 details training pricing as follows, "Specific on-site training, quoted in half day increments and inclusive of vendor's travel expenses." These costs should be detailed in Appendix E – Optional Cost Sheets. Vendors may choose to extend the costs by 100 SFAs for each type of training. "Other Option Pricing" will not be used in the cost portion of the RFP award. See the response to question #44 regarding the revised cost sheet.

61. Can vendor access school level equipment, remotely to assess the current hardware/software configuration?

Response: Some SFAs may have remote access to all computers, but a vendor should not plan on having that ability for software installation.

62. Will the vendor be allowed to access school level equipment, remotely to resolve product issues?

Response: Some SFAs may have remote access to all computers, but a vendor should not plan on having that ability for software issues. The bidder should state in their proposal how software updates are pushed out to the POS and F/R Application solutions.

63. Should the vendor plan to have personnel "on site" with each time a school goes live?

Response: The bidder should include in their proposal for section 3.2.A.9. – Provide Cost-Effective, Quality Technical Support Options, what type of "Back to School" support and service they plan to provide.

64. What training days or times will be available, summer, teacher workdays, Saturdays, after the lunch period?

Response: Current POS trainings take place during the last two weeks in August and during teacher in-service days, which will vary by SFA.

65. Can the vendor assume that the SA or WVDOE who will provide and monitor all servers?

Response: Yes, the agency will provide and monitor servers. Immediately following RFP award, the winning vendor shall provide server specification to the Agency so hardware can be procured.

66. When can vendors expect RFP award to be awarded?

Response: An exact date is not available, but the vendor could expect the award no earlier than the first week of August 2009.

67. How long after the award of the RFP would the 'pilot' site implementations occur?

Response: Part of each vendor's technical response should include a proposed timeline for full implementation. The Agency's expectation is the vendor's solution will be rollout to two pilot counties in the first semester of the 2009/10 school year and the project will be rolled out to all public schools within 18 months of RFP award.

68. What is the relevance of the sample commodities received report in the RFP?

Response: Before the Agency can process payment of a purchase order the vendor must complete a System Operational Form and a receiving report must be signed by SFA or Agency personnel. Also see the response to question #53.

69. As asked at the bidder's conference, this question is to formally document the response. Can vendors submit exceptions and suggestions for modifications to the General Terms and Conditions provided in the RFP with their proposals?

Response: Vendors must document in writing any exceptions to the State's terms and conditions with their technical proposals. These exceptions will be considered by the Purchasing Division and/or the Attorney General's Office.

70. 3.2.A.2. describes the possibility a vendor may locate an office in the Charleston, WV vicinity for their project team. Can the Agency describe any expectations they may have of conducting joint Agency/vendor meetings, joint-application-design (JAD) sessions, implementation planning meetings, status meetings, etc at this potential office?

Response: Bidders should describe their plan for meeting the requirements of 3.2.A.2. – Establish a Project Office, Implement a Project Management Plan and Assign a Project Team. The plan could include a combination of on-site and off-site personnel with planning/design meetings taking place in person and electronically. The bidder should describe solutions they have used when rolling out other projects of this scale.

The Agency's expectation of the role of the local office will be for the vendor to implement and troubleshoot their installation process. It is not the intent of this office to perform major program builds or program development of the various aspects of the solution beyond minor modifications to the vendor's existing product.

71. Can the Agency please describe the staff roles, percent dedicated to the project, and count of Agency staff to be assigned to the project?

Response: The agency will provide a contract liaison to oversee the project and be the vendor's point of contact with the agency.

72. What level of software customization does the state expect? In effect, if the proposed solution meets the stated requirements out of the box, will the state forgo any gap/requirements analysis and accept it that way?

Response: The expectation is that the solution will meet the specifications included in the RFP, and if the vendor's solution does not meet those specifications the solution will be customized to meet those requirements. Further, we expect that the vendor's base solution is currently available in the marketplace, and the majority of customization will include rolling the data up to the state level and interfacing with the legacy systems.

73. Regarding training, can the Agency provide a list of the different user roles and their expected respective counts to be trained?

Response: Potential trainees are line POS operators (1200), cafeteria managers (800), and food service secretaries (800) at the school level. SFA level trainees include food service director (60) and child nutrition secretary (100). Agency level trainees include RESA technicians (10) and Agency coordinators (15).

74. What activities does the Agency expect the vendor to do post state-wide roll-out of the solution apart from providing help desk support and software upgrades?

Response: The vendor is expected to perform duties outlined in section 3.2.A. – Vendor/Systems Integrator Component. The Agency may request custom reports from time to time.

75. As part of the training services, can the Agency specify the amount/quantity, if any, of live training expected to be delivered by the vendor within the inclusive software price? Can the Agency specify staff that may be assigned from the state for this task?

Response: The agency/state will issue purchase orders for a license fee and training when that school is scheduled to be brought online. Training will be a separate line item on the purchase order with the price set by this RFP. The agency or SFA may choose to have the vendor perform additional training outside the implementation phase of the project at a price set by this RFP.

Other optional pricing that includes training will not be evaluated as part of the cost portion of the RFP. The Agency believes that pricing is a complex and proprietary in nature. It is at the vendor's discretion to allocate the total cost of implementing the project between license fees and Maintenance/Support.

Currently, no Agency staff will be set aside for training.

76. Regarding the solution deployment, does the Agency expect the vendor to do each physical installation of software and potentially hardware, based on the required assessment, in every school? Or is the Agency expecting the vendor to coordinate and work with Agency staff for roll-out deployment? Can the Agency specify staff that may be assigned from the state for this task?

Response: The vendor is expected to perform duties outlined in section 3.2.A. – Vendor/Systems Integrator Component, which includes the physical installation of the solution in every school. No agency staff will be set aside for installation.

77. Page 27, 3.2.B.1 Line Operation, fourth bullet: Could you please clarify if the classifications listed should be customizable at the SFA level or only set at the SA level. Should an SFA have the ability to create its own menus, menu items and set its own prices for any of the classifications?

Response: The SA and the vendor will create the base classifications before the state rollout. The SFA shall have the ability to create custom price classification, too. The SFA will have the ability to create its own menus, menu items and set its own prices for any of the classifications, base or custom.

78. Page 27, 3.2.B.1 Line Operation, third bullet from the bottom says "must record meal/food sales for visiting students/adults". Could you please clarify if this ability should be restricted to students within the SFA?

Response: Visiting students should be restricted to students within the SFA.

79. Page 29, 3.2.B.4. Billing Functions, third bullet: Could you explain "centralized/school level and non-centralized/SFA level billing".

Response: About half of WV public schools process student billing at the school level. The bills are printed and mailed at the school level. The payments are received, student accounts are credited and funds are deposited at the school level. The other SFA's do all these processes at the district office level. Several districts create an export file that is sent to a third party company that prints and mails student bills.

80. Page 30, 3.2.C.2. Interface Functions, second bullet: Will the import of the direct certification file be done at the state level?

Response: Yes.

81. Page 30, 3.2.C.3. Reporting Functions, third bullet: Our understanding is that each SFA should be able to modify the benefit notification letters to meet their specific needs. Could you confirm that? Would this also apply to verification notification letters mentioned in 3.2.C.4., second bullet?

Response: Yes, SFAs must be able to modify all (including those described in both sections as well as any others in the RFP) letters the system creates to meet their specific needs.

82. Page 31, 3.2.C.3. Reporting Functions, last bullet: Could you please elaborate?

Response: West Virginia has pre-school students that are enrolled in public school, but attend classes in private day care/preschool settings. Older sibling applications will have pre-school age students listed as a member of household and the agency would like to capture and compare those names to the WVEIS student information system. The matching names would be on the "Pre-School Benefit Eligible List."

83. Page 31, 3.2.C.4. Compliance Issues, second bullet: Our understanding is that each SFA would require the ability create a verification sample and go through the verification process without the involvement of the SA. Could you confirm that?

Response: Correct verification is a SFA level function. The SA only collects that data and reports it to the USDA. After the SFA confirms that its verification activities are complete, the SA should be able to consolidate verification data using the F/R Application Module.

84. Page 32, 3.2.D.2. Financial Integration, first bullet mentions "Banking Optical Character Recognition (OCR) data". Could you please elaborate?

Response: See question #41.

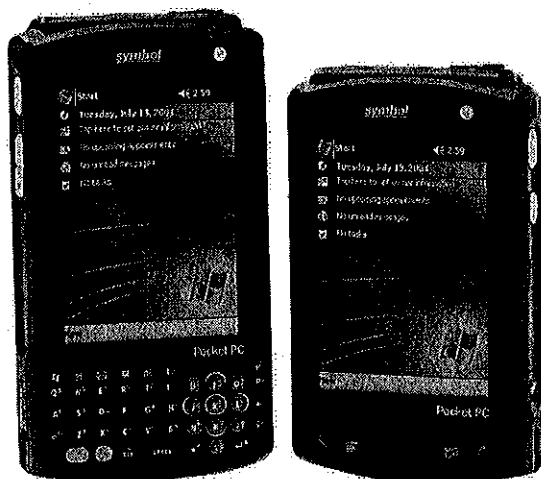
85. Page 40, Maintenance and Support, Monthly cost (SFA): Should that be "x 100 school food authorities" instead of "x 800 schools"?

Response: See question #44.



MC50

Enterprise Digital Assistant



FEATURES

Enterprise-level foundation

Combines mobile computing, data capture and wireless networking for a totally integrated solution

Durable design

Enhances product life-cycle with less downtime than consumer-grade devices

Deployment-ready systems

Designed to run – out of box – fast and easy

High-speed CPU performance

Operates enterprise-level applications

Diverse data capture options

Captures information accurately and quickly every time

Redefine mobility for enterprise-class applications

The MC50 from Motorola is first in a class of mobile computers that combines an enhanced PDA-style form factor with optimal performance to operate enterprise-level applications. This small, lightweight mobile computer features advanced data capture options, flexible voice and data communication and easy wireless local area network (WLAN) synchronization.

Increase productivity and gain access to real-time information

With data capture, voice telephony, smart battery, device level management, wireless and security options, on-the-go professionals are empowered to make rapid, informed decisions. This convenient mobile computer delivers enterprise-class functionality, including support for e-mail, phone, scheduling/calendar, signature capture, CRM, sales force automation and other enterprise applications.

With the MC50 in hand, retail store managers, merchandisers and salespeople have the necessary tool to create and maintain a competitive advantage.

Deploy and manage mobility systems more effectively

The MC50 enables superior manageability and rapid integration into new or existing IT infrastructures. Its Microsoft® Windows Mobile™ software platform offers compatibility with Microsoft, Oracle®, Siebel®,

SAP® and IBM® customer relationship management (CRM) software for easy, fast rollouts into any environment. Adding mobility management software allows you to quickly deploy and manage thousands of MC50 devices with instant visibility and control over all the mobile computers, wireless networks and applications from an intuitive, Web-based interface.

Enhanced durability for frequent, extended use

The MC50 is designed to be more durable than a consumer-grade PDA. Extra reliability is built into every aspect of the MC50 — from battery contacts to keypads to acoustics — to ensure it exceeds the performance demands of daily, high-volume usage. Managers, supervisors and sales professionals can feel more confident using the MC50 from anywhere at anytime, whether it is on the road, on the sales floor or at a customer site.

Motorola Enterprise Mobility Services

Enterprise Mobility Services ensure that your mobility solution works seamlessly and at maximum efficiency — from defining your business requirements through ongoing service and support.

For more information, contact us at +1.800.722.6234 or +1.631.738.2400, or visit us on the web at www.symbol.com/mc50.

SPECIFICATION SHEET

MC50

Wireless networking based on the standard IEEE 802.11b (WLAN)

Enables real-time communications and decision-making with secure mobile transactions

Ready Voice-over-IP

Designed to perform seamless voice communications via push-to-talk, peer-to-peer, PBX connectivity, 1-to-1 or 1-to-many

Mobility Services Platform (MSP)

Reduces TCO with accelerated rollout and ongoing visibility into mobile devices, networks and applications

Smart battery

Ensures maximum uptime

User-accessible SDIO slot with cover

Provides technology flexibility while improving acoustics

User-friendly keypad options

Offers flexible functionality and keypad design for efficient, productive data entry

MC50 Specifications

Physical Characteristics

Dimensions:	NAV:	1D:	4.77 in. H x 2.95 in. W x .94 in. L 12.1 cm H x 7.5 cm W x 2.4 cm L
		2D Imager:	4.77 in. H x 2.95 in. W x 1.13 in. L 12.1 cm H x 7.5 cm W x 2.9 cm L
		CCD Camera:	4.77 in. H x 2.95 in. W x 1.11 in. L 12.1 cm H x 7.5 cm W x 2.8 cm L
	Qwerty:	1D:	5.35 in. H x 2.95 in. W x .94 in. L 13.6 cm H x 7.5 cm W x 2.4 cm L
		2D Imager:	5.35 in. H x 2.95 in. W x 1.13 in. L 13.6 cm H x 7.5 cm W x 2.9 cm L
		CCD Camera:	5.35 in. H x 2.95 in. W x 1.11 in. L 13.6 cm H x 7.5 cm W x 2.8 cm L
Weight (inc. standard battery):	NAV:	1D	6.42 oz/182 g
	QWERTY:	1D	6.77 oz/192 g
Display:	Transflective color TFT-LCD, 65K colors, 240 (W) x 320 (L) (DVGA size)		
Touch Panel:	Glass analog resistive touch		
Backlight:	LED backlight		
Main Battery:	Rechargeable Lithium Ion 3.7V, 1560 mAh		
Extended Capacity Battery:	Optional 3.7V, 3600 mAh		
Backup Battery:	Ni-MH battery (rechargeable) 15mAh 1.2V, 1 cell		
Expansion slot:	User accessible SDIO slot (with secure cover)		
Notification:	Vibrator and LED		
Keypad Options:	NAV: 4 application keys and 5-way navigation key QWERTY: 37-key		
Audio:	Speaker, receiver, microphone, headset jack; Software support for full duplex record and playback (stereo)		
Performance Characteristics			
CPU:	Intel® XScale™ 520 Mhz processor		
Operating System:	Microsoft® Windows Mobile™ 2003 Second Edition		
Memory:	64MB RAM/ 64MB ROM		
Interface/Communications:	RS-232, USB 1.1		
User Environment			
Operating Temperature:	0° to 50° C (32° to 155° F) operating temperature		
Storage Temperature:	-25° to 60° C (-13° to 140° F) storage temperature		
Humidity:	95% non-condensing		
Drop Specification:	3' drop to tile over concrete, 1 drop per side at 21° C (70° F)		
Electrostatic Discharge (ESD):	± 8kV air discharge, ± 8kV direct discharge		
Wireless Data and Voice Communications			
WLAN:	IEEE® 802.11b		
Data Rate:	1/2/5.5/11 Mbps		
Frequency Range:	Country dependent; typically 2.4 to 2.5 GHz		
Output Power:	14.5dBm (typical)		
Security:	WEP, TKIP, LEAP, PEAP, EAP-TLS, WPA (pre-shared key)		
Spreading Technique:	Direct sequence		
Antenna:	Internal		
Voice Communication:	Integrated Voice-over-IP ready (P2P, PBX, PTT); Wi-Fi™ certified, IEEE 802.11b direct sequence wireless LAN		

Data Capture Specifications

Options: 2D imager, linear CMOS imager or CCD camera

2D Imager Engine (SE 4400) Specifications:

Field of View:	Horizontal: 32.2°, Vertical: 24.5°
Optical Resolution:	640 (H) x 480 (V) pixels (gray scale)
Roll:	360°
Pitch Angle:	± 60° from normal
Skew Tolerance:	± 50° from normal
Focal Distance:	Near: 5 inches, Far: 9 inches
Aiming Element (VLD):	650 nm +/- 5 nm
Illumination Element (LED):	635 nm +/- 20 nm
Minimum Print Contrast:	Minimum 25% absolute dark/light reflectance measured at 650 nm
Symbologies:	1D Symbology: UPC/EAN, Code 128, UCC.EAN128, RSS, Code 39, Code 93, I 2 of 5, Discrete 2 of 5, Codabar, MSI 2D Symbology: MaxiCode, PDF417, DataMatrix, QRCode Postal Codes: U.S. Postnet, U.S Planet, U.S Postal, Australian Postal, Japan Postal
Image File Formats:	BMP, TIFF, JPEG

Linear CMOS Imager (CSE600):

View Angle:	40°± 2°
Pitch Angle:	± 50° from normal
Roll:	± 20° from vertical
Skew Tolerance:	± 30° from normal
Minimum Print Contrast:	35% MRD measured at 675 nm
Supported Symbologies:	UPC/EAN, Code 39, I 2 of 5, Discrete 2 of 5, Code 128, UCC.EAN128, Code 93, Codabar

CCD Camera:

Image Sensor:	1/4 in. type 1.1 mega-pixel CCD
Maximum Frame Rate:	7.5 fps
Min. Subject Illumination:	2 lux (at 5 fps)
Number of Output Pixels:	1144 (H) x 880 (V)
Image Output Interface:	UYVY 8-bit
Lens F-Number:	f2.8
Scan Triggers:	Left and right trigger buttons

Peripherals and Accessories

Cradles:	Single-slot USB with spare battery (1X and 2X) charging, four-slot Ethernet or USB
Communication and Charging Cables:	USB v1.1, vehicle charging cable, power/charging cable
Battery Chargers:	4-slot battery charger (1X and 2X), universal battery charger (requires adapters for 1X and 2X capacity batteries)
Vertical-specific acc.:	Snap-on magnetic stripe reader, universal cable cup adapter attachable cables

Regulatory

Electrical Safety:	UL60950 (UL marking), CSA C22.2 No. 60950 (c-UL marking), EN60950/IEC 950
EMI/RFI:	EU/International; EN 301 489-1, -17; EN61000-4-2: 1995, ESD ±8kV air/ ±4kV contact; EN61000-4-3: 1997, Radiated Immunity 3V/m; EN61000-4-4: 1995, EFT ± 0.5kV; EN61000-4-5: 1995, Surge ± 0.5kV; EN61000-4-6: 1
Laser Safety:	IEC Class2/FDA Class II in accordance with IEC60825-1/EN60825-1

The MC50 is warranted against defects in workmanship and materials for a period of 12 months from date of shipment, provided that the product remains unmodified and is operated under normal and proper conditions.

EN410 CE

MOTOROLA

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2007-2008

COUNTY NAME [redacted] PHONE [redacted]

ADDRESS [redacted]

FOOD SERVICE DIRECTOR [redacted] TREASURER [redacted]

Complete 4th Quarter Financial Report (F-Master) before submitting the questionnaire to WVDE-OCN.

- 1. Opening Inventory (food) 13,883.00 (supplies) 2,883.13
- 2. Closing Inventory (food) 15,080.63 (supplies) 2,229.50
- 3. Rebates (food) 0 Rebates (supplies) 0
- 4. Equipment Value* 134,637.14
- 5. Depreciation Expense* 18,359.60
- 6. Other Federal/State Money not Reported 0
- 7. Adjustment for Labor Cost 0
- 8. Reimbursement not Received (breakfast) 55,677.33
- 9. Reimbursement not Received (lunch) 104,311.66
- 10. Reimbursement not Received (snack) 0
- 11. a. Accounts Receivable* (chld & adult billings not yet received) (a) 12,280.55
- b. Other Receivables* (i.e. catered, interest) (b) 0
- c. Allowance for Doubtful Accounts* (c) 11,961.55

Net Realizable Value of receivables [11(a)+11(b)-11(c)] 319.00

12. Age of oldest individual account included in the Net Receivables amount above 10 mos.

13. Cook Positions: Full Time 30 hours worked per day 7.5
Half Time 19 hours worked per day 3.5

14. Charge Per Meal: Red.-.40
Elem.-1.00
Child Bk. Reg. .90 Child Lunch Sec.-1.40 Adult BK. \$3.00 Adult Lunch \$3.50

15. Number of Schools 17 Operating CNP Programs 14

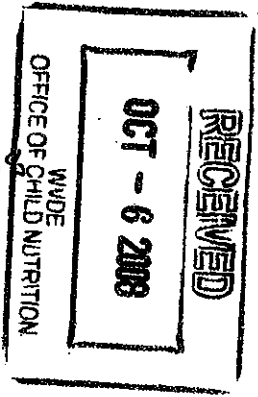
16. # of schools that do not sell soft drinks 17 # of schools that do sell soft drinks 0

Confirming Signatures:

Food Service Representatives: [redacted] Date 09-4-08

School Business Official: [redacted]

*=OBTAIN ALL YELLOW HIGHLIGHTED INFORMATION FROM THE CSBO



ANNUAL REPORT FOR 2007-2008

SPONSOR ██████████ - CENTRALIZED

NBR SCHOOLS	15		
NBR MOS REPTD	11		
DAYS SERVED	173		
AVG ENROLLMENT	4,644	% ELIGIBLE	
AVG FREE APPLIC	2,114	45.52%	
AVG REDU APPLIC	394	8.48%	

BREAKFAST		ADP	% ELIGIBLE	% OF MEALS
Child Free	212,052	1,226	57.98%	57.95%
Child Reduced	30,059	174	44.10%	8.21%
Child Regular	123,802	716	33.50%	33.83%
Child Total	365,913	2,115	45.54%	100.00%
Adult Total	12,316	71		

LUNCHES		ADP	% ELIGIBLE	% OF MEALS
Child Free	265,306	1,534	72.54%	51.92%
Child Reduced	44,951	260	65.95%	8.80%
Child Regular	200,753	1,160	54.33%	39.29%
Child Total	511,010	2,954	63.60%	100.00%
Adult Total	31,258	181		

SNACKS		ADP	% ELIGIBLE	% OF MEALS
Child Free	2,696	16	0.74%	99.89%
Child Reduced	0	0	0.00%	0.00%
Child Regular	3	0	0.00%	0.11%
Child Total	2,699	16	0.34%	100.00%
Adult Total	2	0		

N-REIMB MEALS	2,984	17
CATERED MEALS	0	0

Milk Purchased	818,967	ADP
Milk w/Meals	908,220	5,250
SpMilk Sold	0	0
SpMilk Free	0	0
X-Milk Sold	18,447	107

CASH PAYMENTS	
Child Meal Pmts	361,307.38
Adults Meal Pmts	64,587.35
Milk Payments	2,830.88
Other Cash Pmt/B Chk	0.00
TOTAL CASH	428,725.61

FED/STATE INCOME	
Reim Earned Brk (not yet recd)	363,644.68
Reim Earned Lun (not yet recd)	55,677.33
Reim Earned Snack (not yet recd)	708,655.14
(Other rec - n y r)	264.52
State Aid Alloc	0.00
(St Aid Reptd)	638.00
Other Fed/St \$	36,454.96
	36,454.95
	0.00

OTHER LOCAL INCOME	
Rebates	0.00
Catered Cntrcts	0.00
Interest	0.00
Spon Dir Contrb (Spon Dir Expn)	1,041,329.68
Other Income	520.25

FINANCIAL STATEMENT INFO	
Open Fund Bal	-23,101.64
Total Receipt	2,579,594.83
Total Non-Al Cost	0.00
Total Allow Cost (Fund Adj)	2,716,601.06
Closing Fund Bal	-160,107.87

COST BY PROGRAM	BREAKFAST	LUNCH	SNACK
TOTL COSTS RG:	1,111,121.83	2,124,024.72	2,644.91
COST PER MEAL:	2.94	3.92	0.98
FOOD/MEAL:	0.87	1.16	0.29
NF/MEAL:	0.10	0.13	0.03
LAB/MEAL:	1.48	1.97	0.49
IND/MEAL:	0.48	0.64	0.16

NET CASH RESORCES	
Clds Fund Bal (Part Invstd)	-160,107.87
+ Rec'ble Due	160,626.99
- Unpd Oblig	241.70
= Net Cash	277.42
3-Month Costs	886,221.70

COST CALCULATIONS

FOOD	
Op Inven:	13,883.00
Food Purch:	701,966.89
Milk Purch:	268,960.18
Spon Purch:	0.00
Cost Sp/Ext Milk:	6,058.25
Rebates:	0.00
Cl Inven:	15,080.63
ADJ FOOD COST:	963,671.19

SUPPLIES	
Op Inven:	2,883.13
Reprs/Serv/Sup	105,430.94
Spon Expen:	0.00
Rebates:	0.00
Cl Inven:	2,229.50
ADJ NONFOOD COST:	106,084.57

LABOR	
CNP Account:	1,632,383.42
Spon Dir Expn:	0.00
(Spon Cont-CNP)	1,041,329.68
Adjustment:	0.00
TOT LABOR COST:	1,632,383.42

EQUIPMENT DEPRECIATION	
Val Equip Inv:	134,637.14
Amt FSEA Recd:	0.00
Adj Value:	134,637.14
DEPREC EARNED:	18,359.60

INDIRECT COSTS	
Tot NF/L/EqD:	1,756,827.59
Indir Rate:	0.3011
INDIR COST EARN:	528,980.79
(Indir Pd to Spon)	0.00
TOTAL COSTS:	3,249,479.57
(AVG PER MONTH)	295,407.23

I certify that, to the best of my knowledge, this report is true and accurate. Records are on hand to support this financial and production report.

SIGNED _____ TITLE _____ DATE _____

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WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
MEAL DATA USED IN ANNUAL REPORT

SCHOOL	CHD BRK FREE	CHD BRK RED	CHD BRK PAID	CHD BRK TOTAL	ADU BRK PAID	ADU BRK PROG	CHD LUN FREE	CHD LUN RED	CHD LUN PAID	CHD LUN TOTAL	ADU LUN PAID	ADU LUN PROG	NON- REIMB. MEALS	CATERED MEALS
** MONTH ==> 10														
102-W	1134	153	665	1952	17	20	1244	185	810	2239	90	37	0	0
201-A	1067	224	634	1925	30	40	1111	204	631	1946	90	40	0	0
205-J	1015	143	277	1435	4	20	1072	154	370	1596	98	40	0	0
207-M	1748	389	1846	3983	57	56	2036	361	2136	4533	377	96	9	0
212-R	1895	344	861	3100	40	40	2292	450	974	3716	270	36	4	0
215-V	1165	109	713	1987	5	20	1224	105	754	2083	81	40	0	0
216-W	1008	198	771	1977	0	20	942	186	656	1784	27	40	1	0
219-S	3450	978	1885	6313	28	100	4204	1217	2657	8078	301	140	21	0
220-B	2791	500	1777	5068	49	120	3926	920	3233	8079	305	140	6	0
301-M	1932	396	585	2913	6	80	3911	1009	3098	8018	161	99	23	0
501-S	1672	311	476	2459	12	72	2303	635	2163	5101	118	116	36	0
503-V	1211	116	477	1804	10	76	1714	347	1793	3854	70	99	0	0
502-S	2871	637	1203	4711	5	120	4282	1094	3481	8857	146	180	17	0
** Subtotal **														
	22959	4498	12170	39627	263	784	30261	6867	22756	59884	2134	1103	117	0
** MONTH ==> 8														
102-W	276	14	159	449	1	9	285	20	171	476	5	11	0	0
201-A	165	55	159	379	1	5	151	55	139	345	3	7	0	0
205-J	247	60	135	442	0	15	259	61	133	453	1	15	0	0
207-M	464	45	437	946	0	14	487	52	438	977	28	24	0	0
209-N	301	12	75	388	9	15	310	19	78	407	29	15	0	0
212-R	522	56	185	763	13	4	625	55	209	889	32	13	3	0
215-V	384	38	120	542	6	8	404	37	123	564	9	12	0	0
216-W	214	64	232	510	3	5	199	56	186	441	7	10	0	0
219-S	723	139	712	1574	9	25	897	207	881	1985	59	35	1	0
220-B	788	202	518	1508	8	31	995	258	676	1929	41	36	0	0
301-M	461	44	179	684	0	20	1027	164	656	1847	32	30	13	0
501-S	483	77	193	753	2	20	676	156	606	1438	9	49	19	0
502-S	852	140	390	1382	3	30	1155	250	698	2103	36	50	11	0
503-V	189	42	159	390	0	24	383	90	417	890	18	25	0	0
** Subtotal **														
	6069	988	3653	10710	55	225	7853	1480	5411	14744	309	332	47	0
** MONTH ==> 9														
102-W	1076	58	786	1920	12	48	1137	78	867	2082	174	72	4	0
201-A	707	161	528	1396	9	20	684	194	515	1393	24	25	0	0
205-J	972	202	468	1642	0	57	970	223	473	1666	21	57	0	0
207-M	1896	292	1758	3946	16	52	1902	307	1656	3865	162	88	0	0
209-N	1134	43	285	1462	49	57	1137	71	301	1509	139	57	0	0
212-R	2247	257	1024	3528	28	55	2517	226	1123	3866	132	72	4	0
215-V	1372	162	510	2044	72	25	1482	161	543	2186	64	50	4	0
216-W	836	295	782	1913	7	19	766	253	614	1633	37	38	0	0
219-S	2966	556	2512	6034	79	95	3553	808	3382	7743	237	133	8	0

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220-B[REDACTED] EL	3627	764	2236	6627	21	172	4325	942	2805	8072	210	190	0	0
301-M[REDACTED] IDD	2059	275	661	2995	7	76	3838	746	2418	7002	147	114	87	0
501-S[REDACTED] H S	2151	477	992	3620	6	92	2644	701	2474	5819	84	226	115	0
502-S[REDACTED] IGH	3468	567	1438	5473	7	168	4443	1024	2838	8305	135	181	124	0
503-V[REDACTED] R S	766	162	599	1527	9	85	1507	313	1538	3358	78	90	7	0
** Subtotal **	25277	4271	14579	44127	322	1021	30905	6047	21547	58499	1644	1393	353	0
** MONTH ==> 10														
209-N[REDACTED] ME	1173	59	464	1696	42	66	1183	86	492	1761	139	67	0	0
** Subtotal **	1173	59	464	1696	42	66	1183	86	492	1761	139	67	0	0
** MONTH ==> 11														
102-W[REDACTED] LE	771	122	570	1463	7	66	863	150	601	1614	185	99	5	0
201-AS[REDACTED] UMB	593	124	428	1145	3	16	637	141	433	1211	94	30	0	0
205-J[REDACTED] PEN	809	147	443	1399	0	48	827	185	473	1485	138	48	0	0
207-M[REDACTED] LEM	1441	235	1306	2982	20	44	1620	239	1468	3327	215	76	20	0
209-NE[REDACTED] EME	824	51	349	1224	37	48	822	74	377	1273	134	64	4	0
212-R[REDACTED] EME	1835	168	986	2989	26	63	1975	164	1039	3178	258	84	5	0
215-V[REDACTED] NTA	1096	132	423	1651	19	19	1233	140	502	1875	250	43	12	0
216-W[REDACTED] LEM	640	150	774	1564	1	18	600	125	675	1400	113	33	8	0
219-S[REDACTED] LEM	2218	289	2128	4635	74	80	2809	555	3050	6414	287	112	2	0
220-B[REDACTED] EL	2575	386	2323	5284	41	144	3194	517	3083	6794	261	157	4	0
301-M[REDACTED] IDD	1585	168	659	2412	6	64	3080	552	2364	5996	326	96	72	0
501-S[REDACTED] H S	1703	219	1097	3019	3	103	2049	314	2334	4697	103	236	124	0
502-S[REDACTED] IGH	2834	421	1341	4596	12	97	3518	678	2446	6642	188	144	139	0
503-V[REDACTED] R S	623	167	492	1282	13	70	1009	281	1332	2622	75	68	2	0
** Subtotal **	19547	2779	13319	35645	262	880	24236	4115	20177	48528	2627	1290	397	0
** MONTH ==> 12														
102-W[REDACTED] E	570	55	380	1005	15	54	770	120	583	1473	150	73	16	0
201-AS[REDACTED] MB	519	74	358	951	49	17	597	99	373	1069	120	34	43	0
205-J[REDACTED] EN	607	100	325	1032	1	39	673	123	385	1181	30	39	0	0
207-M[REDACTED] EM	1233	179	1095	2507	29	37	1433	189	1332	2954	208	65	3	0
209-NE[REDACTED] ME	675	96	248	1019	27	42	637	105	250	992	100	51	0	0
212-R[REDACTED] DE	1565	108	740	2413	18	48	1704	117	860	2681	152	61	2	0
215-V[REDACTED] TA	933	103	378	1414	41	16	1015	103	452	1570	65	37	3	0
216-W[REDACTED] EM	558	138	683	1379	6	14	525	109	593	1227	48	38	1	0
219-S[REDACTED] EM	1903	247	1687	3837	77	70	2348	503	2603	5454	199	98	1	0
220-B[REDACTED] EL	2116	282	1799	4197	37	126	2743	430	2624	5797	231	138	0	0
301-M[REDACTED] DD	1312	147	459	1918	2	56	2613	463	1986	5062	98	84	77	0
501-S[REDACTED] S	1388	187	762	2337	6	126	1681	259	1806	3746	94	251	66	0
502-S[REDACTED] GH	2567	312	1117	3996	8	84	3130	527	2059	5716	254	126	98	0
503-V[REDACTED] S	591	165	434	1190	7	64	948	248	1134	2330	91	63	2	0

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** Subtotal **	16537	2193	10465	29195	323	793	20817	3395	17040	41252	1840	1158	312	0
** MONTH ==> 1														
102-WH [REDACTED] LE	735	81	521	1337	14	62	1030	170	746	1946	63	107	0	0
201-AS [REDACTED] UMB	716	104	445	1265	4	19	839	141	489	1469	42	47	0	0
205-JE [REDACTED] PEN	816	142	452	1410	0	53	864	170	516	1550	26	52	0	0
207-MA [REDACTED] LEM	1611	255	1407	3273	40	52	1867	260	1732	3859	203	89	3	0
209-NE [REDACTED] EME	780	150	306	1236	17	58	857	183	341	1381	85	76	0	0
212-RA [REDACTED] ADE	2173	136	957	3266	21	61	2396	163	1139	3698	130	81	4	0
215-VA [REDACTED] NTA	1242	141	443	1826	44	29	1422	138	574	2134	60	55	0	0
216-WH [REDACTED] LEM	853	177	776	1806	8	22	814	147	673	1634	41	47	0	0
219-SH [REDACTED] LEM	2641	351	2259	5251	75	95	3466	697	3523	7686	292	133	2	0
220-BF [REDACTED] EL	2977	351	2408	5736	40	181	3856	594	3518	7968	208	213	3	0
301-MA [REDACTED] IDD	1799	170	536	2505	3	72	3466	552	2416	6434	165	108	76	0
501-SC [REDACTED] H S	1762	242	900	2904	3	172	2164	302	2263	4729	70	323	93	0
502-SH [REDACTED] IGH	3394	413	1542	5349	13	114	4276	735	2905	7916	150	181	130	0
503-VA [REDACTED] R.	772	171	505	1448	10	91	1314	309	1385	3008	78	91	6	0
** Subtotal **	22271	2884	13457	38612	292	1081	28631	4561	22220	55412	1613	1603	317	0
** MONTH ==> 2														
102-WH [REDACTED] LE	744	75	445	1264	7	56	945	154	664	1763	73	81	0	0
201-AS [REDACTED] UMB	702	104	400	1206	6	19	806	129	457	1392	60	43	0	0
205-JE [REDACTED] PEN	815	123	426	1364	0	54	914	184	504	1602	22	54	0	0
207-MA [REDACTED] LEM	1546	180	1153	2879	42	45	1822	223	1558	3603	223	83	0	0
209-NE [REDACTED] EME	721	125	291	1137	29	54	778	152	309	1239	84	67	2	0
212-RA [REDACTED] EME	1937	127	790	2854	23	53	2217	162	954	3333	138	73	0	0
215-VA [REDACTED] NTA	1159	123	405	1687	28	26	1354	126	537	2017	94	51	1	0
216-WH [REDACTED] LEM	747	157	704	1608	30	19	706	127	624	1457	57	44	0	0
219-SH [REDACTED] LEM	2621	314	2064	4999	83	90	3091	614	3119	6824	274	126	2	0
220-BF [REDACTED] EL	2957	426	2262	5645	46	152	3778	617	3209	7604	231	188	2	0
301-MA [REDACTED] IDD	1826	152	593	2571	4	72	3478	519	2323	6320	178	108	88	0
501-SC [REDACTED] H S	1851	259	993	3103	4	165	2236	345	2322	4903	111	332	90	0
502-SH [REDACTED] IGH	3175	441	578	4194	10	111	3691	673	2846	7210	176	177	127	0
503-VA [REDACTED] R S	667	161	497	1325	14	97	1156	315	1270	2741	73	92	3	0
** Subtotal **	21468	2767	11601	35836	326	1013	26972	4340	20696	52008	1794	1519	315	0
** MONTH ==> 3														
102-WH [REDACTED] LE	719	101	465	1285	8	54	895	141	646	1682	60	82	2	0
201-AS [REDACTED] UMB	633	91	368	1092	14	17	748	109	412	1269	55	37	0	0
205-JE [REDACTED] PEN	683	106	391	1180	53	48	751	162	461	1374	16	48	0	0
207-MA [REDACTED] LEM	1423	168	1184	2775	35	43	1660	169	1478	3307	167	75	0	0
209-NE [REDACTED] EME	760	136	274	1170	14	49	789	154	297	1240	59	63	9	0
212-RA [REDACTED] ADE	1987	145	796	2928	24	51	2217	186	940	3343	145	52	1	0

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215-V [REDACTED] TA	1014	110	392	1516	14	22	1206	121	513	1840	67	45	0	0
216-W [REDACTED] EM	753	145	657	1555	23	18	720	130	584	1434	135	45	3	0
219-S [REDACTED] EM	2556	287	1970	4813	89	81	3041	561	2940	6542	234	112	1	0
220-B [REDACTED] EL	2879	335	1964	5178	51	134	3570	526	2854	6950	185	164	0	0
301-M [REDACTED] DD	1731	135	578	2444	7	64	3180	489	2208	5877	184	96	102	0
501-S [REDACTED] S	1745	216	862	2823	6	145	2188	284	1982	4454	67	284	81	0
502-S [REDACTED] GH	2926	404	1453	4783	10	98	3467	616	2712	6795	158	160	124	0
503-V [REDACTED] S	639	166	436	1241	8	76	1096	281	1176	2553	74	80	0	0
** Subtotal **	20448	2545	11790	34783	356	900	25528	3929	19203	48660	1606	1343	323	0
** MONTH ==> 4														
102-W [REDACTED] E	945	138	645	1728	10	58	1177	184	830	2191	85	122	0	0
201-A [REDACTED] MB	822	130	493	1445	17	22	956	174	542	1672	40	45	0	0
205-J [REDACTED] EN	836	149	476	1461	0	63	978	211	603	1792	20	63	0	0
207-M [REDACTED] EM	1948	245	1613	3806	36	58	2203	214	2044	4461	208	99	0	0
209-N [REDACTED] ME	1089	182	344	1615	25	64	1098	195	371	1664	78	84	1	0
212-R [REDACTED] DE	2480	197	1004	3681	24	76	2697	265	1172	4134	150	88	1	0
215-V [REDACTED] TA	1431	179	553	2163	13	30	1603	172	679	2454	94	59	0	0
216-W [REDACTED] EM	963	194	900	2057	28	23	919	167	765	1851	42	47	0	0
219-S [REDACTED] EM	3185	351	2536	6072	109	105	4002	677	3890	8569	318	147	0	0
220-B [REDACTED] EL	3984	420	2722	7126	64	177	4822	630	3885	9337	249	223	0	0
301-M [REDACTED] DD	2305	156	738	3199	8	84	4124	603	2809	7536	198	126	73	0
501-S [REDACTED] S	2278	333	1143	3754	12	186	2919	399	2631	5949	93	393	116	0
502-S [REDACTED] GH	3942	547	1929	6418	15	126	4434	773	3451	8658	211	210	190	0
503-V [REDACTED] S	932	224	668	1824	19	105	1449	368	1559	3376	114	104	1	0
** Subtotal **	27140	3445	15764	46349	380	1177	33381	5032	25231	63644	1900	1810	382	0
** MONTH ==> 5														
102-W [REDACTED] E	840	129	548	1517	13	47	1104	191	788	2083	78	75	0	0
201-A [REDACTED] MB	796	80	424	1300	11	20	981	125	490	1596	44	43	0	0
205-J [REDACTED] EN	771	135	412	1318	0	60	947	190	600	1737	14	60	0	0
207-M [REDACTED] EM	1723	233	1413	3369	46	53	2006	204	1832	4042	170	95	1	0
209-N [REDACTED] ME	925	172	305	1402	22	62	955	184	339	1478	60	79	2	0
212-R [REDACTED] DE	2372	226	935	3533	22	73	2544	228	1107	3879	188	78	2	0
215-V [REDACTED] TA	1401	149	505	2055	32	36	1582	145	596	2323	66	55	1	0
216-W [REDACTED] EM	916	156	824	1896	29	23	866	137	718	1721	62	63	4	0
219-S [REDACTED] EM	3026	337	2380	5743	86	100	3695	626	3497	7818	250	140	3	0
220-B [REDACTED] EL	3499	424	2480	6403	65	143	4324	584	3489	8397	194	182	0	0
301-M [REDACTED] DD	2212	170	688	3070	3	80	3765	565	2599	6929	140	120	74	0
501-S [REDACTED] S	1673	232	777	2682	4	157	2093	291	1886	4270	76	322	94	0
502-S [REDACTED] GH	3507	417	1697	5621	17	121	3968	602	2967	7537	181	200	164	0
503-V [REDACTED] S	715	185	562	1462	20	97	1136	268	1216	2620	95	106	1	0
** Subtotal **	24376	3045	13950	41371	370	1072	29966	4340	22124	56430	1618	1618	346	0

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** MONTH ==>	6													
102-WA	123	23	80	226	2	10	133	28	92	253	5	10	5	0
201-AS	172	21	100	293	0	5	207	28	123	358	27	11	7	0
205-JE	106	21	46	173	0	9	78	17	48	143	0	6	0	0
207-MA	336	40	238	614	5	13	339	34	303	676	34	23	1	0
209-NE	224	39	66	329	5	16	228	42	72	342	21	20	0	0
212-RA	503	26	188	717	4	15	517	33	209	759	66	20	0	0
215-VA	314	27	108	449	3	6	336	25	110	471	13	14	0	0
216-WP	214	37	181	432	3	7	195	31	144	370	56	10	5	0
219-SH	661	95	481	1237	17	25	731	130	651	1512	37	35	1	0
220-BE	651	73	488	1212	17	27	874	112	693	1679	52	37	0	0
301-MA	419	31	117	567	0	20	701	98	466	1265	31	30	21	0
501-SO	323	44	135	502	5	45	335	41	283	659	11	92	9	0
502-SH	623	77	264	964	4	30	699	102	463	1264	44	50	26	0
503-VA	118	31	98	247	0	20	200	38	199	437	17	26	0	0
** Subtotal **	4787	585	2590	7962	65	248	5573	759	3856	10188	414	384	75	0
*** Total ***	212052	30059	123802	365913	3056	9260	265306	44951	200753	511010	17638	13620	2984	0

WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
OTHER CLAIM DATA USED IN ANNUAL REPORT

SCHOOL	MILK PURCH.	MILK WITH MEALS	SPEC. MILK FREE	SPEC. MILK PAID	MILK SOLD EXTRA	MILK OTHER	APP. FREE	APP. RED.	ENROLL.	ATTEND DAYS FACTOR	TOTAL CASH
** MONTH ==> 10											
102-W	4110	4341	0	0	68	0	74	11	146	0.9810	1327.15
201-A	3400	3674	0	0	94	0	68	12	112	0.9582	1379.05
205-J	2451	3207	0	0	28	0	74	13	107	0.9300	877.35
207-M	7882	8934	0	0	334	0	154	29	391	0.9300	4882.05
212-R	6454	7152	0	0	50	0	147	34	264	0.9183	2262.25
215-V	3598	4216	0	0	115	0	85	7	143	0.9400	949.62
216-W	3450	3844	0	0	206	0	67	11	140	0.9300	1323.25
219-S	14855	14982	0	0	873	0	258	89	520	0.9450	4583.60
220-B	11258	13896	0	0	172	0	249	63	521	0.9400	3843.10
301-M	9542	11295	0	0	192	0	269	65	598	0.9330	4023.65
501-S	6422	7893	0	0	94	0	251	86	679	0.9013	3662.35
503-V	5150	5917	0	0	59	0	122	27	290	0.9593	1814.40
502-S	12000	14037	0	0	109	0	318	112	692	0.9053	6043.56
** Subtotal **											
	90572	103388	0	0	2394	0	2136	559	4603		36971.38
** MONTH ==> 8											
102-W	1375	951	0	0	0	0	76	9	156	0.9810	0.00
201-A	500	740	0	0	26	0	41	17	94	0.9582	0.00
205-J	700	923	0	0	15	0	67	16	137	0.9540	87.25
207-M	2300	1989	0	0	64	0	124	21	338	0.9300	150.25
209-N	1300	863	0	0	4	0	71	7	105	0.8800	3.25
212-R	0	1718	0	0	0	0	180	19	301	0.9564	0.00
215-V	2075	1141	0	0	5	0	98	10	135	0.9500	0.00
216-W	1530	877	0	0	62	0	50	15	119	0.9300	0.00
219-S	4350	3688	0	0	236	0	247	53	537	0.9433	182.20
220-B	2950	2720	0	0	5	0	264	74	590	0.9560	685.00
301-M	2575	2606	0	0	122	0	259	55	563	0.9330	2502.30
501-S	2550	2292	0	0	41	0	257	75	695	0.9432	1631.60
502-S	3700	3615	0	0	5	0	332	93	708	0.9053	2529.40
503-V	600	1347	0	0	9	0	121	22	277	0.9596	1185.50
** Subtotal **											
	26505	25470	0	0	594	0	2187	486	4755		8956.75
** MONTH ==> 9											
102-W	4500	3847	0	0	31	0	79	7	158	0.9810	380.85
201-A	3250	2658	0	0	68	0	45	14	93	0.9582	84.15
205-J	2925	3347	0	0	50	0	68	17	135	0.9600	240.75
207-M	6775	7916	0	0	198	0	135	23	342	0.9300	196.30
209-N	2900	3000	0	0	4	0	66	4	88	0.8686	45.00
212-R	7352	7457	0	0	36	0	165	21	270	0.9600	121.90
215-V	4000	3850	0	0	38	0	99	9	132	0.9600	165.25
216-W	4285	3652	0	0	398	0	49	17	118	0.9300	153.25
219-S	16002	14309	0	0	1078	0	220	51	540	0.8765	599.99

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WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
OTHER CLAIM DATA USED IN ANNUAL REPORT

SCHOOL	MILK PURCH.	MILK WITH MEALS	SPEC. MILK FREE	SPEC MILK PAID	MILK SOLD EXTRA	MILK OTHER	APP. FREE	APP. RED.	ENROLL.	ATTEND DAYS FACTOR	FED	TOTAL CASH
220-B [REDACTED] EL	14500	15275	0	0	9	0	269	69	582	0.9600	19	743.10
301-M [REDACTED] DD	9550	10428	0	0	506	0	258	57	565	0.9330	19	3983.00
501-S [REDACTED] S	9950	9965	0	0	214	0	263	74	698	0.9600	19	2144.55
502-S [REDACTED] GH	11050	14393	0	0	18	0	335	92	706	0.8937	19	5857.95
503-V [REDACTED] S	4350	5154	0	0	54	0	121	24	277	0.9600	19	2633.40
** Subtotal **	101389	105251	0	0	2702	0	2172	479	4704			17349.44
** MONTH ==> 10												
209-N [REDACTED] ME	2900	3773	0	0	3	0	60	5	90	0.9800	22	952.75
** Subtotal **	2900	3773	0	0	3	0	60	5	90			952.75
** MONTH ==> 11												
102-W [REDACTED] E	3000	3059	0	0	38	0	68	13	152	0.9810	16	2055.47
201-AS [REDACTED] MB	750	2330	0	0	27	0	50	11	93	0.9582	16	1041.40
205-JE [REDACTED] EN	2925	2922	0	0	55	0	69	16	129	0.9600	16	1421.50
207-MA [REDACTED] EM	5850	6559	0	0	143	0	137	21	340	0.9300	16	3059.50
209-NE [REDACTED] ME	2000	2694	0	0	0	0	58	5	89	0.9600	16	1120.20
212-RA [REDACTED] ME	6350	6383	0	0	10	0	159	15	271	0.9600	16	2707.80
215-VA [REDACTED] TA	2175	3868	0	0	29	0	88	12	133	0.9600	16	1577.25
216-W [REDACTED] EM	3616	2960	0	0	375	0	46	11	113	0.9300	16	2120.95
219-S [REDACTED] EM	13000	11952	0	0	723	0	214	44	522	0.9600	16	6297.99
220-B [REDACTED] EL	12000	12674	0	0	45	0	241	40	574	0.9600	16	4417.65
301-MA [REDACTED] DD	8150	8974	0	0	214	0	240	46	563	0.9330	16	4492.90
501-S [REDACTED] S	9760	8295	0	0	125	0	239	35	682	0.9600	16	2943.49
502-S [REDACTED] GH	9950	11810	0	0	2	0	315	67	694	0.8906	16	5164.00
503-VA [REDACTED] S	2550	4132	0	0	37	0	101	25	270	0.9600	16	2473.39
** Subtotal **	82076	88612	0	0	1823	0	2025	361	4625			40893.49
** MONTH ==> 12												
102-W [REDACTED] E	2675	2788	0	0	10	0	67	11	150	0.9810	14	1135.25
201-AS [REDACTED] MB	2300	2053	0	0	28	0	54	9	95	0.9582	14	1356.05
205-JE [REDACTED] EN	1300	2321	0	0	31	0	71	16	129	0.9600	13	625.45
207-MA [REDACTED] EM	4150	5466	0	0	126	0	137	19	341	0.9300	14	3345.70
209-NE [REDACTED] ME	1850	2231	0	0	1	0	56	10	87	0.9600	14	488.71
212-RA [REDACTED] DE	4200	5374	0	0	38	0	160	15	271	0.9600	14	1636.30
215-VA [REDACTED] TA	2125	3146	0	0	24	0	88	11	137	0.9600	14	1466.51
216-W [REDACTED] EM	2835	2431	0	0	330	0	46	11	113	0.9300	14	1073.25
219-S [REDACTED] EM	6641	9505	0	0	566	0	214	45	520	0.9600	14	4466.59
220-B [REDACTED] EL	10000	10061	0	0	47	0	247	40	576	0.9600	14	3924.50
301-MA [REDACTED] DD	6850	7286	0	0	149	0	240	46	560	0.9330	14	2496.30
501-S [REDACTED] S	6300	6632	0	0	100	0	239	34	680	0.9600	14	2406.75
502-S [REDACTED] GH	8170	10283	0	0	3	0	319	61	694	0.8906	14	3757.90
503-VA [REDACTED] S	1700	3747	0	0	53	0	103	25	271	0.9600	14	1970.53

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WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
OTHER CLAIM DATA USED IN ANNUAL REPORT

SCHOOL	MILK PURCH.	MILK WITH MEALS	SPEC. MILK FREE	SPEC MILK PAID	MILK SOLD EXTRA	MILK OTHER	APP. FREE	APP. RED.	ENROLL.	ATTEND DAYS FACTOR	FED	TOTAL CASH
** Subtotal **												
	61096	73324	0	0	1506	0	2041	353	4624			30149.79
** MONTH ==> 1												
102-WH [REDACTED] LE	3925	3094	0	0	10	0	67	11	148	0.9810	19	1595.73
201-AS [REDACTED] MB	2650	2514	0	0	43	0	54	9	95	0.9582	19	873.00
205-JE [REDACTED] EN	2950	3014	0	0	81	0	72	15	131	0.9600	18	1054.30
207-MA [REDACTED] EM	5725	7352	0	0	158	0	139	20	340	0.9300	19	4293.00
209-NE [REDACTED] ME	3800	2853	0	0	2	0	55	10	86	0.9600	19	962.40
212-RA [REDACTED] DE	4150	7255	0	0	11	0	164	13	270	0.9600	19	2874.40
215-VA [REDACTED] TA	3500	4029	0	0	30	0	90	11	132	0.9600	19	1272.04
216-WH [REDACTED] EM	3831	3556	0	0	443	0	52	11	113	0.9300	19	1783.45
219-SH [REDACTED] EM	14825	13534	0	0	786	0	229	45	533	0.9600	19	5507.51
220-BR [REDACTED] EL	13750	13119	0	0	77	0	255	40	579	0.9600	19	6015.25
301-MA [REDACTED] DD	9600	9357	0	0	202	0	243	45	557	0.9330	18	4242.55
501-SC [REDACTED] S	7800	8284	0	0	127	0	238	34	675	0.9600	18	4497.40
502-SH [REDACTED] GH	12025	13998	0	0	14	0	320	61	694	0.9468	19	5363.00
503-VA [REDACTED] R.	3375	4734	0	0	27	0	104	25	271	0.9600	19	3536.17
** Subtotal **												
	91906	96693	0	0	2011	0	2082	350	4624			43870.20
** MONTH ==> 2												
102-WH [REDACTED] SE	3190	2908	0	0	13	0	68	11	146	0.9810	18	1476.15
201-AS [REDACTED] MB	1200	2634	0	0	58	0	54	9	95	0.9582	18	1202.84
205-JE [REDACTED] EN	2150	2729	0	0	80	0	73	16	131	0.9600	18	1024.40
207-MA [REDACTED] EM	5025	6625	0	0	142	0	142	20	338	0.9300	18	3686.05
209-NE [REDACTED] ME	3200	2464	0	0	1	0	53	10	84	0.9600	17	529.80
212-RA [REDACTED] ME	7750	6460	0	0	8	0	167	14	273	0.9600	18	1904.81
215-VA [REDACTED] TA	4075	3795	0	0	21	0	89	11	133	0.9600	18	1215.55
216-WH [REDACTED] EM	3771	3118	0	0	335	0	52	11	112	0.9300	18	1485.75
219-SH [REDACTED] EM	12800	12398	0	0	615	0	230	45	536	0.9600	18	7473.58
220-BR [REDACTED] EL	13900	12126	0	0	82	0	264	43	581	0.9600	18	8244.10
301-MA [REDACTED] DD	5275	9337	0	0	189	0	248	44	565	0.9330	18	5625.80
501-SC [REDACTED] S	7200	8702	0	0	114	0	239	34	672	0.9600	18	4836.86
502-SH [REDACTED] GH	11000	12322	0	0	19	0	312	63	686	0.9600	18	6502.35
503-VA [REDACTED] S	2125	4345	0	0	20	0	104	25	271	0.9600	18	3180.67
** Subtotal **												
	82661	89963	0	0	1697	0	2095	356	4623			48388.71
** MONTH ==> 3												
102-WH [REDACTED] SE	2400	2715	0	0	22	0	68	11	147	0.9810	16	1249.50
201-AS [REDACTED] MB	2910	2258	0	0	64	0	56	10	97	0.9582	16	992.90
205-JE [REDACTED] EN	3050	2536	0	0	70	0	71	16	129	0.9600	16	1082.70
207-MA [REDACTED] EM	5300	6313	0	0	121	0	138	19	334	0.9300	16	2879.00
209-NE [REDACTED] ME	2750	2604	0	0	2	0	53	10	84	0.8589	16	490.60
212-RA [REDACTED] DE	5525	6544	0	0	7	0	170	16	277	0.9600	16	2022.24

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WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
OTHER CLAIM DATA USED IN ANNUAL REPORT

SCHOOL	MILK PURCH.	MILK WITH MBALS	SPEC. MILK FREE	SPEC MILK PAID	MILK SOLD EXTRA	MILK OTHER	APP. FREE	APP. RED.	ENROLL.	ATTEND FACTOR	DAYS FED	TOTAL CASH
215-VA [REDACTED] TA	3225	3275	0	0	58	0	90	12	133	0.9600	16	1202.30
216-W [REDACTED] EM	2930	3213	0	0	284	0	52	11	112	0.9300	16	1457.65
219-S [REDACTED] EM	12650	11872	0	0	484	0	234	44	537	0.9143	16	5668.10
220-B [REDACTED] EL	12100	11725	0	0	97	0	271	41	583	0.9600	16	7912.59
301-M [REDACTED] DD	5750	8771	0	0	128	0	254	44	568	0.9330	16	4655.20
501-S [REDACTED] S	7250	7865	0	0	139	0	240	33	665	0.9600	16	6180.65
502-S [REDACTED] GH	10150	12132	0	0	15	0	313	62	687	0.9600	16	5846.75
503-V [REDACTED] S	2650	4032	0	0	24	0	104	25	269	0.9600	16	2308.36
** Subtotal **	78640	85855	0	0	1515	0	2114	354	4622			43948.54
** MONTH ==> 4												
102-W [REDACTED] E	4025	3997	0	0	13	0	69	11	148	0.9810	21	1192.15
201-A [REDACTED] MB	2750	2896	0	0	51	0	56	10	97	0.9582	21	1361.91
205-J [REDACTED] EN	2500	3494	0	0	81	0	66	16	124	0.9600	21	1273.80
207-M [REDACTED] EM	7425	8415	0	0	192	0	138	18	334	0.9300	21	2843.59
209-N [REDACTED] ME	1650	3623	0	0	3	0	54	10	84	0.9600	21	1350.35
212-R [REDACTED] DE	6955	8389	0	0	26	0	169	17	276	0.9600	21	2668.45
215-V [REDACTED] TA	3500	4679	0	0	57	0	91	11	145	0.9600	21	1322.35
216-W [REDACTED] EM	4686	3809	0	0	402	0	52	10	112	0.9300	21	1702.85
219-S [REDACTED] EM	15456	15813	0	0	683	0	236	43	536	0.9183	21	8298.78
220-B [REDACTED] EL	16350	17380	0	0	150	0	276	40	587	0.9600	21	6255.70
301-M [REDACTED] DD	10425	11230	0	0	202	0	256	43	570	0.9330	21	4768.75
501-S [REDACTED] S	9250	10510	0	0	233	0	241	32	661	0.9600	21	4690.95
502-S [REDACTED] GH	9580	15816	0	0	15	0	312	61	686	0.9600	21	8390.05
503-V [REDACTED] S	3450	5543	0	0	69	0	103	25	265	0.9600	21	2872.85
** Subtotal **	98002	115594	0	0	2177	0	2119	347	4625			48992.53
** MONTH ==> 5												
102-W [REDACTED] LE	3650	3495	0	0	3	0	69	11	148	0.9810	20	3400.76
201-A [REDACTED] UMB	3150	2711	0	0	49	0	58	8	97	0.9582	20	2073.70
205-J [REDACTED] PEN	3300	3245	0	0	69	0	68	16	126	0.9600	20	1961.40
207-M [REDACTED] LEM	6300	7492	0	0	135	0	139	18	334	0.8857	20	8201.00
209-N [REDACTED] EME	2650	3139	0	0	0	0	54	10	84	0.9600	20	1088.05
212-R [REDACTED] ADE	8401	7846	0	0	15	0	169	17	275	0.9600	19	2997.41
215-V [REDACTED] NTA	4013	4378	0	0	35	0	94	15	145	0.9600	20	1786.86
216-W [REDACTED] LEM	4500	3703	0	0	273	0	52	10	113	0.9300	20	3608.85
219-S [REDACTED] LEM	13651	14284	0	0	734	0	233	41	528	0.9600	20	9050.23
220-B [REDACTED] EL	14550	14517	0	0	154	0	271	38	583	0.9600	20	9245.14
301-M [REDACTED] IDD	8152	10392	0	0	157	0	255	43	569	0.9330	20	6424.95
501-S [REDACTED] H S	7350	7613	0	0	158	0	239	32	657	0.9600	19	6631.70
502-S [REDACTED] IGH	9900	13845	0	0	12	0	312	62	682	0.9600	20	7975.70
503-V [REDACTED] R S	3350	4401	0	0	63	0	103	25	265	0.9600	20	2495.55
** Subtotal **	92917	101061	0	0	1857	0	2116	346	4606			66941.30

WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
OTHER CLAIM DATA USED IN ANNUAL REPORT

SCHOOL	MILK PURCH.	MILK WITH MEALS	SPEC. MILK FREE	SPEC. MILK PAID	MILK SOLD EXTRA	MILK OTHER	APP. FREE	APP. RED.	ENROLL. FACTOR	ATTEND DAYS FED	TOTAL CASH	
** MONTH ==> 6												
102-WH	0	509	0	0	0	0	69	11	148	0.9810	5	961.77
201-AS	0	620	0	0	6	0	58	8	97	0.9582	5	938.70
205-JE	150	331	0	0	5	0	68	16	126	0.9600	3	868.95
207-MA	800	1348	0	0	31	0	136	18	331	0.9300	5	2651.32
209-NE	0	734	0	0	0	0	54	10	84	0.9600	5	1868.51
212-RA	1000	1581	0	0	0	0	169	17	275	0.9600	5	2746.05
215-VA	600	956	0	0	12	0	94	10	136	0.9600	5	1906.95
216-WH	0	883	0	0	5	0	53	10	113	0.9300	5	1268.45
219-SH	2000	2864	0	0	32	0	233	41	528	0.9600	5	4942.17
220-BR	2950	3023	0	0	27	0	269	38	580	0.9600	5	4695.04
301-MA	600	1934	0	0	35	0	255	43	566	0.9330	5	2329.80
501-SC	500	1323	0	0	5	0	240	32	655	0.9600	5	2567.25
502-SH	1203	2383	0	0	0	0	311	62	680	0.9600	5	3008.77
503-VA	500	747	0	0	10	0	101	25	263	0.9600	5	370.83
** Subtotal **												
	10303	19236	0	0	168	0	2110	341	4582			31124.56
*** Total ***												
	818967	908220	0	0	18447	0	23257	4337	51083			418539.44

CHILD NUTRITION FINANCIAL REPORT DATA (2007-08)

West Virginia Department of Education
Charleston, WV 25305

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REPORT PERIOD: JUNE, 2008

SCHOOL: [REDACTED]

DATE UPDATED: 08/05/08

SPONSOR: WEST VIRGINIA DEPT. OF EDUCATION

RESPONSIBLE PERSON: [REDACTED]

	JAN.	FEB.	MAR.	APR.	MAY	JUN.	YEAR TO DATE
NON-ALLOWABLE COST FROM CNP FUNDS							
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fines/Penalt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan Pmt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Theft/Spoil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL PAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(AMOUNT OUTSTANDING FOR UNPAID OBLIGATIONS)							
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fines/Penalt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Theft/Spoil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL UNPAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES FOR PREVIOUS YEAR ALLOWABLE COSTS							
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rpr/Serv/Sup	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL PAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES FOR CURRENT YEAR ALLOWABLE COSTS							
Food	68130.97	69172.87	63358.62	64941.08	66671.16	23029.14	701966.89
Milk	31070.56	26903.31	23664.27	27334.14	27997.21	17001.36	268960.18
Labor	138732.60	147054.90	138431.42	138893.20	145671.48	364134.75	1632383.42
Equipment	0.00	0.00	7859.63	0.00	0.00	0.00	7859.63
Rpr/Serv/Sup	10206.72	4757.71	8781.74	22449.26	14226.66	7889.38	105430.94
* TOTAL PAID	248140.85	247888.79	242095.68	253617.68	254566.51	412054.63	2716601.06
UNPAID PREVIOUS YEAR OBLIGATIONS							
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rpr/Serv/Sup	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL UNPAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNPAID CURRENT YEAR OBLIGATIONS							
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rpr/Serv/Sup	0.00	0.00	0.00	0.00	0.00	241.70	241.70
* TOTAL UNPAID	0.00	0.00	0.00	0.00	0.00	241.70	241.70

CHILD NUTRITION FINANCIAL REPORT DATA (2007-08)
 West Virginia Department of Education
 Charleston, WV 25305

PAGE 4 OF 4

REPORT PERIOD: JUNE, 2008

SCHOOL: [REDACTED]

DATE UPDATED: 08/05/08

SPONSOR: WEST VIRGINIA DEPT. OF EDUCATION

RESPONSIBLE PERSON: [REDACTED]

	JAN.	FEB.	MAR.	APR.	MAY	JUN.	YEAR TO DATE
SPONSOR'S DIRECT EXPENITURES FOR CNP (CURRENT YEAR ONLY)							
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rpr/Serv/Sup	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL PAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RECEIPTS FOR CURRENT SCHOOL YEAR

Breakfast Reimb.	0.00	47854.35	115845.52	0.00	0.00	91076.54	363644.68
Lunch Reimb.	0.00	98639.33	228000.00	0.00	0.00	175482.68	708655.14
Snack Reimb.	0.00	98.60	138.04	0.00	0.00	25.84	264.52
Milk Reimb.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Coll. - Chd.	0.00	95666.53	42195.46	0.00	37181.19	124719.87	361307.38
Cash Coll. - Adult	0.00	18541.00	5934.45	0.00	6349.20	24359.60	64587.35
Cash Coll. - Milk	0.00	709.45	258.80	0.00	273.15	616.63	2830.88
Cash Coll. - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Less Bad Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Aid (Matching)	0.00	0.00	0.00	0.00	0.00	0.00	36454.95
Spon. Cont. (Formula)	0.00	0.00	0.00	0.00	0.00	1041329.68	1041329.68
Catered	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	520.25
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL RECEIPTS	0.00	261509.26	392372.27	0.00	43803.54	1457610.84	2579594.83

** FINANCIAL STATEMENT INFORMATION **

OPEN FUND BALANCE	-657039.64	-905180.49	-891560.02	-741283.43	-994901.11	-1205664.08	-23101.64
TOTAL RECEIPT	0.00	261509.26	392372.27	0.00	43803.54	1457610.84	2579594.83
NON-ALLOWABLE COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALLOWABLE COST	248140.85	247888.79	242095.68	253617.68	254566.51	412054.63	2716601.06
(FUND ADJUSTMENTS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
end of part4							
CLOSING FUND BALANCE	-905180.49	-891560.02	-741283.43	-994901.11	-1205664.08	-160107.87	-160107.87
INVESTED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

** I certify that this report is, to the best of my knowledge, correct.
 Invoices are on hand to support this report.

** Name of Responsible Person: [REDACTED]

DATE: 11/17/08

**Child Nutrition Programs
Food Services Budget - FY 2010**

County NUM 100 STATE OF WV
 Sponsor/SFA STATE OF WV
 NBR Schools 710
 NBR Months Reptd 12
 Days Served 171
 Avg. Enrollment 285,722
 Base Year 2008
 Billing/Collection Rate 100%

Total Served FY 2008	Projected Reimb. Rates FY 2010		Constant Participation			Increased Participation		Increased Participation	
	Federal	Local	Estimated Revenue			5%		10%	
			ADR	Federal	Local	Federal	Local	Federal	Local
Meals to Children									
Breakfasts									
Free	8,706,594	1.19	60,589.75	10,360,846.86		10,878,889.20		11,398,931.55	
Reduced	1,546,676	0.89	10,763.42	1,376,541.64	464,002.80	1,445,368.72	487,202.94	1,514,195.80	510,403.08
Paid	4,481,023	0.89	21,821.46		3,731,470.06		3,918,043.56		4,104,617.07
Total	14,734,293	0.26	22,403.02	3,830,916.18		4,022,461.99		4,214,007.80	
Bkfst Revenue			115,577.65	15,568,304.68	4,195,472.86	16,346,719.91	4,405,246.50	17,125,135.15	4,815,020.15
Lunches									
Free	14,823,387	2.42	209,781.27	35,872,596.54		37,666,226.37		39,459,856.19	
Reduced	3,326,169	2.02	47,072.10	6,718,861.38	1,330,467.60	7,054,804.45	1,396,990.98	7,390,747.52	1,463,514.36
Paid	14,407,440	1.31	110,219.60		18,847,551.05		19,789,928.61		20,732,306.16
Total	32,556,996	0.25	47,597.95	8,139,249.00		8,546,211.45		8,953,173.90	
Lunch Revenue			414,670.92	50,730,706.92	20,178,018.65	53,267,242.27	21,186,919.59	55,803,777.61	22,195,820.52
Snacks									
Free	658,744	0.68	2,611.61	446,585.92		468,915.22		491,244.51	
Reduced	11,863	0.30	20.81	3,558.90	0.00	3,736.85	0.00	3,914.79	0.00
Paid	110,740	0.00	0.00		0.00		0.00		0.00
Total	779,347	0.06	273.46	46,760.82		49,088.86		51,436.90	
Snack Revenue			2,905.88	496,905.64	0.00	521,750.93	0.00	546,596.20	0.00
Other Meal Service									
Non Reimb. Meals	356,652	0.00	0.00		0.00		0.00		0.00
Catered Meals	168,485	0.00	0.00		0.00		0.00		0.00
X-milk sold	1,513,798	0.00	0.00		0.00		0.00		0.00
Adult Paid Bkfst	41,249	2.49	600.42		102,672.51		107,806.14		112,939.76
Adult Paid Lunch	625,894	3.31	12,115.26		2,071,709.14		2,175,294.60		2,278,860.05
Adult Paid Snack	792	0.00	0.00		0.00		0.00		0.00
Other Revenue			12,715.68		2,174,381.65		2,283,100.74		2,391,819.81

Revenue:				% of Total Exp.		% of Total Exp.		% of Total Exp.
Local Collections								
Breakfast	24,534.93	4,195,472.86	6%	4,405,246.50	6%	4,815,020.15	6%	
Lunch	118,000.11	20,178,018.65	29%	21,186,919.59	29%	22,195,820.52	29%	
Snack	0.00	0.00	0%	0.00	0%	0.00	0%	
Federal Collections								
Breakfast	91,042.72	15,568,304.68	22%	16,346,719.91	22%	17,125,135.15	22%	
Lunch	296,670.80	50,730,706.92	72%	53,267,242.27	72%	55,803,777.61	73%	
Snack	2,905.88	496,905.64	1%	521,750.93	1%	546,596.20	1%	
CNP State Aid	0.00	0.00	0%	0.00	0%	0.00	0%	
CLOC Funding	0.00	0.00	0%	0.00	0%	0.00	0%	
Other Meal Service	12,715.68	2,174,381.65	3%	2,283,100.74	3%	2,391,819.81	3%	
Total Revenue	545,870.12	93,343,790.40	132%	98,010,979.94	133%	#####	134%	

Inc./Dec. In Revenue

Expenditures:	Actual Exp. FY 2008	3% Ann. Rate of Inflation						
Food	44,284,434.23	6%	274,511.70	46,941,500.28	67%	49,288,575.29	67%	51,635,650.31
Milk	13,040,393.91	6%	80,835.19	13,822,817.54	20%	14,513,958.42	20%	15,205,099.29
Labor	0.00	0%	0.00	0.00	0%	0.00	0%	0.00
Equipment	0.00	0%	0.00	0.00	0%	0.00	0%	0.00
Repairs/Services/Sup.	9,235,586.29	6%	57,249.83	9,789,721.47	14%	9,789,721.47	13%	9,789,721.47
Total Expenditures			412,596.72	70,554,039.29	100%	73,592,255.18	100%	76,630,471.07
Sponsor's Contribution			-133,273.40	-22,789,751.11	-32%	-24,418,724.76	-33%	-26,047,698.37
Excess Net Cash (Prior Year Carry Over)					0%	0.00	0%	0.00
Adjusted Sponsor's Contribution			-133,273.40	-22,789,751.11	-32%	-24,418,724.76	-33%	-26,047,698.37

Child Nutrition Programs Food Services Budget - FY 2010

County NUM	6
Sponsor/SFA	
NBR Schools	16
NBR Months Reptd	11
Days Served	173
Avg. Enrollment	4,644
Base Year	2008
Billing/Collection Rate	100%

	Total Served FY 2008	Projected Reimb. Rates FY 2010		Constant Participation			Increased Participation		Increased Participation	
		Federal	Local	Estimated Revenue			5%		10%	
				ADR	Federal	Local	Federal	Local	Federal	Local
Meals to Children										
Breakfasts										
Free	212,052	1.19		1,458.62	252,341.88		264,958.97		277,576.07	
Reduced	30,059	0.89	0.30	206.76	26,752.51	9,017.70	28,090.14	9,468.59	29,427.76	9,919.47
Paid	123,802		0.90	644.06		111,421.80		116,992.89		122,563.98
Total	365,913	0.26		549.93	95,137.38		99,894.25		104,651.12	
Bkfst Revenue				2,859.37	374,231.77	120,439.50	392,943.36	126,461.48	411,654.95	132,483.45
Lunches										
Free	265,306	2.42		3,711.22	642,040.52		674,142.55		706,244.57	
Reduced	44,951	2.02	0.40	628.79	90,801.02	17,980.40	95,341.07	18,879.42	99,881.12	19,778.44
Paid	200,753		1.40	1,624.59		281,054.20		295,106.91		309,159.62
Total	511,010	0.26		738.45	127,752.50		134,140.13		140,527.75	
Lunch Revenue				6,703.05	860,594.04	299,034.60	903,623.75	313,986.33	946,653.44	328,938.06
Snacks										
Free	2,698	0.68		10.60	1,833.28		1,924.94		2,016.61	
Reduced	0	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	3		0.00	0.00		0.00		0.00		0.00
Total	2,699	0.06		0.94	161.94		170.04		178.13	
Snack Revenue				11.54	1,995.22	0.00	2,094.98	0.00	2,194.74	0.00
Other Meal Service										
Non Reimb. Meals	2,984		0.00	0.00		0.00		0.00		0.00
Catered Meals	0		0.00	0.00		0.00		0.00		0.00
X-milk sold	18,447		0.00	0.00		0.00		0.00		0.00
Adult Paid Bkfst	3,056		3.00	52.99		9,168.00		9,626.40		10,084.80
Adult Paid Lunch	17,638		3.60	356.84		61,733.00		64,819.65		67,906.30
Adult Paid Snack	0		0.00	0.00		0.00		0.00		0.00
Other Revenue				409.83		70,901.00		74,446.05		77,991.10

Revenue:

				% of Total Exp.		% of Total Exp.		% of Total Exp.
Local Collections								
Breakfast		696.18	120,439.50	11%	126,461.48	11%	132,483.45	11%
Lunch		1,728.52	299,034.60	26%	313,986.33	26%	328,938.06	26%
Snack		0.00	0.00	0%	0.00	0%	0.00	0%
Federal Collections								
Breakfast		2,163.19	374,231.77	33%	392,943.36	33%	411,654.95	33%
Lunch		4,974.53	860,594.04	75%	903,623.75	76%	946,653.44	76%
Snack		11.53	1,995.22	0%	2,094.98	0%	2,194.74	0%
CNP State Aid	0.00	0.00	0.00	0%	0.00	0%	0.00	0%
CLOC Funding	0.00	0.00	0.00	0%	0.00	0%	0.00	0%
Other Meal Service		409.83	70,901.00	6%	74,446.05	6%	77,991.10	6%
Total Revenue		9,983.78	1,727,196.13	151%	1,813,555.95	152%	1,899,915.74	153%

Inc./Dec. in Revenue

86,359.82 172,719.61

Expenditures:	Actual Exp. FY 2008	3% Ann. Rate of Inflation							
Food	701,966.89	6%	4,301.07	744,084.90	65%	781,289.15	66%	818,493.39	66%
Milk	268,960.18	6%	1,647.96	285,097.79	25%	299,352.68	25%	313,607.57	25%
Labor	0.00	0%	0.00	0.00	0%	0.00	0%	0.00	0%
Equipment	0.00	0%	0.00	0.00	0%	0.00	0%	0.00	0%
Repairs/Services/Sup.	105,430.94	6%	645.99	111,756.80	10%	111,756.80	9%	111,756.80	9%
Total Expenditures			6,595.02	1,140,939.49	100%	1,192,398.63	100%	1,243,857.76	100%
Sponsor's Contribution			-3,388.76	-586,256.64	-51%	-621,157.32	-52%	-656,057.98	-53%
Excess Net Cash (Prior Year Carry Over)					0%	0.00	0%	0.00	0%
Adjusted Sponsor's Contribution			-3,388.76	-586,256.64	-51%	-621,157.32	-52%	-656,057.98	-53%

<u>Project</u>	<u>Revenue Source</u>	<u>Chart of Accounts</u>	<u>Description</u>
88Y	01611	Daily sales - breakfast and lunch program	(Local collections for Breakfast and Lunch)
88Y	01613	Daily sales - snack program	(Local collections for Snack)
88Y	04511	Restricted Federal Grants Through State (CLOC)	(Cash in Lieu of Commodities Funding)
88Y	04653	Breakfast program	(Federal Breakfast Reimbursements / all categories)
88Y	04651	Regular lunch program (section 4)	(Federal Lunch Reimbursements / Total Lunches served)
88Y	04652	Free/reduced lunch program (section 11)	(Federal Lunch Reimbursements / free & reduced lunches served)
88Y	04657	After school hours snack program	(Federal Snack Reimbursements / all categories)
88Y	03211	Other state aid	(CNP State Aid Matching Funds - Quarterly Installments)
88Y	01631	Food service reimbursement from schools	(Income from "Other Meal Service" for Non. Reimb. & Catered Meals)
88Y	01624	Daily sales - A la carte	(Income from "Other Meal Service" for X-Milk Sold)
88Y	01621	Daily sales - breakfast and lunch program	(Income from "Other Meal Service" for Adult Paid Breakfast and Lunch)
88Y	01623	Daily sales - snack program	(Income from "Other Meal Service" for Adult Paid Snack)
00772		Prior Year Carry Over Balance	(Prior Year Carry Over Balance not to exceed 3 months operating balance)
05211		Interfund transfer from general current expense fund	(Sponsor's Contribution)
		<u>Object</u>	
88Y	111	Regular professional personnel	* (The salary and fringe benefit budgeted figures are calculated by the Treasurer using the WEVIS salary generator and then transferring the data by object code to the Budget Summary Page)
88Y	121	Regular service personnel	
88Y	141	Regular service personnel substitutes	
88Y	211	Health/accident/life	
88Y	221	Social security contributions	
88Y	231	Defined benefit plan	
88Y	232	Defined contribution plan	
88Y	233	Retirement IV	
88Y	261	Workers' compensation	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	
88Y	632	Milk	(Expenditures relating to Milk Purchases)
88Y	634	Food Expenditures	(Expenditures relating to Food Purchases)
88Y	636	Non-food (includes repairs, services)	(Expenditures relating to Non-food Purchases including Repairs, Services and Supplies)
88Y	731	Machinery	* (Budgeted expenditures for equipment shall be based on an equipment replacement schedule and entered into the Budget Summary page)
88Y	732	Vehicles	
88Y	733	Furniture and fixtures	
88Y	734	Technology - Related Hardware	
88Y	735	Technology - Related Software	
88Y	6XX	Equipment below capitalization level	
88Y	???	???	
88Y	???	??????	
88Y	???	??????	
88Y	???	??????	

* Bold items are not generated by the budget worksheet and require input directly into the Budget Summary page.

FOOD SERVICE BUDGET - FY 2010

REVENUES

County	Fund	Project	Revenue Source	Amount
	61	88Y	01611	419,474.10
	61	88Y	01613	0.00
	61	88Y	04511	374,231.77
	61	88Y	04653	127,752.50
	61	88Y	04651	732,841.54
	61	88Y	04652	1,995.22
	61	88Y	04657	0.00
	61	88Y	03211	0.00
	61	88Y	01631	0.00
	61	88Y	01624	0.00
	61	88Y	01621	70,901.00
	61	88Y	01623	0.00
			00772	0.00
			05211	-586,256.64
			Total Revenue	1,140,939.49

EXPENDITURES

Fund	Project	Program / Function	Object	Amount
61	88Y	X3121	111 Regular professional personnel	0.00
61	88Y		121 Regular service personnel	0.00
61	88Y		141 Regular service personnel substitutes	0.00
61	88Y		211 Health/accident/life	0.00
61	88Y		221 Social security contributions	0.00
61	88Y		231 Defined benefit plan	0.00
61	88Y		232 Defined contribution plan	0.00
61	88Y		233 Retirement IV	0.00
61	88Y		261 Workers' compensation	0.00
61	88Y		777	0.00
61	88Y		777	0.00
61	88Y		777	0.00
61	88Y		777	0.00
			TOTAL LABOR	0.00
61	88Y		632 Milk	285,097.79
61	88Y		634 Food Expenditures	744,084.90
61	88Y		636 Repairs/Services/Supplies	111,756.80
61	88Y		731 Machinery	0.00
61	88Y		732 Vehicles	0.00
61	88Y		733 Furniture and Fixtures	0.00
61	88Y		734 Technology - Related Hardware	0.00
61	88Y		735 Technology - Related Software	0.00
61	88Y		6XX Equipment below capitalization level	0.00
61	88Y		777	0.00
61	88Y		777	0.00
61	88Y		777	0.00
61	88Y		777	0.00
			TOTAL EQUIPMENT	0.00
			Total Expenditures	1,140,939.49

Signatures:

(Food Service Director)

(School Business Official)

Non Food Cost Analysis (Itemized vs. Historical)
Repairs/Services/Supplies
Supporting Schedule - [REDACTED]

Object	FY 2010 Budgeted Expenditures
331 Employee training and development	0.00
431 Non Technology related repairs and maintenance	0.00
432 Technology related repairs and maintenance	0.00
531 Postal communications services	0.00
571 Contracted food service	0.00
581 In county travel	0.00
582 Out of county travel	0.00
583 Out of state travel	0.00
636 Non food supplies	0.00
???	0.00
???	0.00
???	0.00
???	0.00
???	0.00
Total Non-food itemized budgeted	0.00
Compared to Repairs/Services/Supplies (Historical 2008 data indexed for 2010)	111,756.80
The Greater of Itemized or Historical	111,756.80


Lost Meal Service Impact on General Fund
During SY 2007 - 2008

		Meal Services Lost
	Breakfast	1
	Lunch	1
	Snack	1

Revenue Category	Average Daily Revenue	Projected Revenue Lost
Local Collections		
Breakfast	696.18	696.18
Lunch	1,728.52	1,728.52
Snack	0.00	-
Federal Collections		
Breakfast	2,163.19	2,163.19
Lunch	4,974.53	4,974.53
Snack	11.53	11.53
Adult Collections		
Breakfast	52.99	52.99
Lunch	356.84	356.84
Total Revenue	9,983.78	9,983.78

Expenditure Category	Average Daily Expense	Projected Expense Savings
Food	4,301.07	4,301.07
Milk	1,647.96	1,647.96
Total Expense	5,949.03	5,949.03
Projected Lost Revenue Less Expense Savings		4,034.75
Labor	0.00	-
Net Impact on Sponsor Contribution:		4,034.75

Attachment D

National School Lunch Program POS Software Program
West Virginia Department of Education
Office of Child Nutrition
 Request for Proposal (EDD314520)
 Bid Sheet

Vendor Name _____
 Vendor Contact Information: Name _____
 Phone _____
 E-mail _____

Point of Service Module *

One time site license fee per school \$ _____ x 800 schools = \$ _____

Free and Reduced Application Module *

One time site license fee per SFA \$ _____ x 100 SFAs = \$ _____

Maintenance and Support * , **

Monthly cost (POS) per school \$ _____ x 12 months x 800 schools = \$ _____

Monthly cost (SFA) per authority \$ _____ x 12 months x 100 SFAs = \$ _____

TOTAL

= \$ _____

Other Option Pricing *** Vendors should use pricing pages in Appendix E

- Specific on-site training, quoted in half day increments and inclusive of vendor's travel expenses.
- Vendor is encouraged to list item such as peripheral devices and POS terminals, commonly associated with their product solution

* Vendors must realize that quantities, when provided, are estimates and will be used in the evaluation of the RFP. However, it is the intent of the RFP that this contract be awarded as an open-ended contract. The actual quantities needed is anticipated to fluctuate and unknown at this time. The vendor's rate will be established as a result of this award, but the quantity of items needed will be considered open-ended, to be authorized in advance by the Agency.

** Payment for maintenance and support may only be billed in arrears. (See 1.19.14)

*** Vendors are encouraged to list other pricing which could be utilized with their software solution. There is no limit to the number of items which can be listed; however, the pricing will be expected to be firm during the life of the contract, including extensions, and these prices will not be used in the evaluation of this RFP.

Request for Quotation Number: EDD314520

Date: 05/20/2009

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	<u>Meal Magic Corp</u>
Firm Address:	<u>627 ELLIOTT ST. GRAND HAVEN MI 49417</u>
Representative Attending:	<u>Brad Boyink</u>
Phone Number:	<u>877-383-3100</u>
Fax Number:	<u>616-842-9379</u>
Email Address:	<u>brad.boyink@mealmagic.com</u>

Firm Name:	<u>Lunch Box / Data Futures</u>
Firm Address:	<u>416 SKIDMORE DR HARLAN KY 40831</u>
Representative Attending:	<u>Ronnie Doyle</u>
Phone Number:	<u>800-256-8224 Xt. 2002</u>
Fax Number:	<u>800-256-8232</u>
Email Address:	<u>Rdoyle@datafutures.com</u>

Firm Name:	<u>LUNCHBOX/DATA FUTURES</u>
Firm Address:	<u>416 SKIDMORE DR. HARLAN, KY 40831</u>
Representative Attending:	<u>CHARLEEN COMBS</u>
Phone Number:	<u>800-256-8224 EXT.2016</u>
Fax Number:	<u>800-256-8232</u>
Email Address:	<u>ccombs@datafutures.com</u>

Firm Name:	<u>SARTOX, LLC</u>
Firm Address:	<u>2442 NORT DORSET CIRCLE POWHEATAN VA 23199</u>
Representative Attending:	<u>KENNY WALLACE</u>
Phone Number:	<u>888-478-6722</u>
Fax Number:	<u>801-598-3654</u>
Email Address:	<u>KWALLACE@SARTOX.COM</u>

Firm Name:	<u>Deloitte Consulting</u>
Firm Address:	<u>2500 ONE PPG PLACE PITTSBURGH, PA 15222</u>
Representative Attending:	<u>Keith Zalaznik</u>
Phone Number:	<u>(304) 516-3228</u>
Fax Number:	<u>412-402-2893</u>
Email Address:	<u>KZalaznik@Deloitte.com</u>

Firm Name:	<u>Deloitte Consulting</u>
Firm Address:	<u>2500 ONE PPG PLACE PITTSBURGH PA 15222</u>
Representative Attending:	<u>Kenneth J Smith</u>
Phone Number:	<u>304 405 2947</u>
Fax Number:	<u>412 402 5887</u>
Email Address:	<u>Kensmith@deloitte.com</u>

SIGN IN SHEET

Request for Quotation Number: EDD314520 Date: 05/20/2009

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	Education Management Sys
Firm Address:	meals Plus 4110 Shipyards Blvd Wilmington NC 28403
Representative Attending:	Ben Hooks
Phone Number:	800-541-8999
Fax Number:	910-799-5427
Email Address:	benhooks@mealsplus.com

Firm Name:	Horizon Software
Firm Address:	2915 Premiere Pkwy, Suite 300 Duluth GA 30097
Representative Attending:	Ben Williamson
Phone Number:	800-741-7106
Fax Number:	770-554-6331
Email Address:	Williamson@HorizonSoftware.com

Firm Name:	Perkins Consulting Group
Firm Address:	P.O. Box 161143 Austin, TX 78716
Representative Attending:	John Perkins
Phone Number:	512-636-3314
Fax Number:	512-263-3939
Email Address:	PCGARD@AUSTIN.R.R.COM

Firm Name:	School-Link Technologies
Firm Address:	1437 6th St. Santa Monica, CA 90401
Representative Attending:	Jeremy Loch
Phone Number:	310-656-6840
Fax Number:	310-656-6845
Email Address:	Jeremy.Loch@sl-tech.net

Firm Name:	School-Link Technologies
Firm Address:	1437 6th St. Santa Monica, CA 90401
Representative Attending:	Terry Roberts
Phone Number:	310-656-6840
Fax Number:	310-656-6845
Email Address:	terry.roberts@sl-tech.net

Firm Name:	CURT W. SEARAVET
Firm Address:	PCS REVENUE BUDGET SYS 500 SYLVAN AVE Englewood Cliffs, NJ 07632
Representative Attending:	C.W. SEARAVET
Phone Number:	800-247-3061 x1196
Fax Number:	201-568-6381
Email Address:	CURT@PCSPCS.COM

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: EDD314520

Date: 05/20/2009

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	Cybersoft Technologies
Firm Address:	4422 FM 1960 N, Ste 300 Houston, TX 77068
Representative Attending:	VENKAT KORIPALLI
Phone Number:	281-453-8520
Fax Number:	281-895-9555
Email Address:	venkat.koripalli@cybersoft.net

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	
Firm Address:	
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