

Colby Community College (CCC) –

The Campus Cafeteria currently utilizes paper punch cards which slow down the process and has no reporting capability after the initial sale. The POS system should utilize existing campus cards as well as a gift card type approach for off campus patrons. The POS system should deduct a meal card transaction deduction for each use as well as displaying the remaining balance on the receipt. Example: A user has purchased a meal card and uses three meals. On the fourth transaction, a transaction is noted in the register report that a meal card was used. The receipt prints 6 meals remaining.

Meal Plans

Students living on campus in our residence halls have an 18 meal plan/week included in the semester. This information is stored in our student information system, Ellucian Powercampus. Powercampus is a multinational student information system solution with clients in Canada, United States, and Mexico.

A SQL query gathers the StudentID, FirstName, LastName, and meal plan (18m) into a csv file. This file is uploaded via sftp to the server host destination hourly. The hosted server imports this data hourly. The meals plans are configured to automatically reset at midnight on Sundays each week. This completes the student data import process.

The register has a barcode scanner attached to the existing terminal. Student ID's have the StudentID number printed on the front in numerical and UPC format. This provides manual entry if the barcode scanner fails. Once a member scans a student ID, the current application will deduct 1 meal from the 18 meal plan balance.

If a member scans a student ID that isn't on a meal plan, we receive the student not found message. The staff member typically will allow them to eat however there's no official log of this. It would be nice to have an "exception" option that one could provide commentary that includes the StudentID, Full Name, and name of the person logged into the register for later reporting.

Caterings and Special events

The cafeteria has multiple catering events throughout the year. Different entities reserve rooms on campus and request a variety of dishes. The POS terminal needs to be capable of handling these types of payment transactions of the event to assist in the monthly reconciliation reports.

Register Accountability

The POS System needs to have the capability to audit users and groups. This will allow visibility through the audit trail to track changes, transactions, as well as any other actionable data.

Reporting

The POS System will need to be able to reconcile all cash/credit/meal voucher transactions as well as report on the meal plan usage. The meal plan report would show the date, time, meal plan balance, student ID number, full name, deduction (-1), and new balance. It would be helpful to have a report breakdown that would allow us visibility into walk-in sales, meal voucher, event/caterings, and meal plan usage. It would be much easier to see the trends and allow us more flexibility to see what is working as well as implement changes to become more effective.

General Information:

CCC is requesting Point of Sale System equipment to replace our existing terminal in our Campus Cafeteria.

The Provider should provide PCI-DSS 3.0 compliance.

POS System must automatically batch and settle credit cards at the end of the night with no human interaction.

POS Units must be able to record the receipt of payment in cash, credit card, or other tenders that may be used.

POS Units must connect to an automatic cash drawer that opens when the sale is complete, and which prevents the cashier from making additional sales when the drawer remains open. The cash drawer **MUST NOT** require manual intervention

If a printer is available, the POS Unit must be able to locally print a sales report detailing the quantities of each item sold and the total sales extended.

All sales information must be available on the POS Unit and the central database system on demand for reporting purposes.

POS Units must support multiple report printing of selectable reports.

All POS Unit keys should be capable of being protected by selective access, the job description, or password control.

Provider shall provide all cables for power and connectivity

1. Manufacturer and model of units being proposed.
2. All additional options.
- 3.

scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).