



## **RF22-007 Online Payment System**

### **Addendum #1**

1. Is there interest in using this online payment system to collect school lunch payments?

No, not at this time.

2. What is the district's current financial/accounting system?

Skyward

3. What is the anticipated Go-Live Date?

January 2023 on test and training fees, with full implementation taking place July 2023.

4. What is the anticipated Implementation Date?

January 2023 on test and training fees, with full implementation taking place July 2023.

5. Can you please provide an estimate for the total amount of payments the District collected annually? For the total amount collected, how much is in the form of cash and checks?

\$531,000 through online payments last school year, \$1.2 million in cash and check

6. Does the District plan on vendor demos as part of the evaluation process?

Yes, if we feel it is necessary to make a selection.

7. What are the pain points of the current Online Payment System (RevTrak)?

Our current system product creation is not created to be client facing. We would like to have more self-service features.

8. Does the District desire School Fee Management? (creating fees, assessing students, billing parents, collecting payments and reconciling accounts) in addition to in-person and online credit card processing?

Yes, this is a feature we would be interested in.

9. Does the District desire the ability to associate a fee or optional item with a General Ledger account?

Yes

10. In addition to credit card processing, does the District desire an online storefront to sell optional items, donations, and collect payment for activity fees and other items from students and parents?

Yes

11. Does the District desire the ability to generate student account statements?

Not at this time, but could see the benefit in the future.

12. Does the District desire the ability to track free and reduced waivers on school fees?

Yes

13. Does the District charge for course-based fees? (e.g. AP exams, career and technology ed, material and supply fees?) If so, what system is currently used to collect these types of payments?

Yes - RevTrak

14. Does the District currently absorb some or all of the cost for online payments or does the District pass on convenience fees to parents? If passing on convenience fees to parents, what is the current rate / charge per transaction?

Parents pay the convenience fee; current rate is 4.16%

15. Does the District require card-present payment processing via EMV / pin-pad terminals?

No

16. Does the District require the solution to integration with their Lunch POS system.

No

17. What does the District currently use for their Lunch / Cafeteria POS system?

System Design

18. What is the District's annual collection of lunch online payments?

N/A for this RFP.

19. In order to provide the District with more accurate merchant services and credit card processing pricing, can the District please provide the following figures:

- a. A ball-park number for the annual total dollar amount of their non-lunch online payment collections. **\$531,281**
- b. The total NUMBER of online payment transactions that the District recorded last year. **7,224**
- c. The AVERAGE DOLLAR AMOUNT of an online payment transaction **\$73.55**

20. Does the District desire the ability to record payments and transactions to a specific student accounts? This would be achieved by Integration with the District's SIS and can also bring across Free and Reduced financial status for waivers and student schedules to assess course fees.

We would be interested in this feature.

21. Can you please clarify this question, specifically what do you mean by 'back-end process' – do you mean the processing of credit cards?

*Provide the depth of the Online Payment System Design to be client facing regarding the back end process.*

This question is referring to how much control the client will have in product creation.