

# TIPS VENDOR AGREEMENT

Between \_\_\_\_\_ and

(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

### RFP#170402 – Food Service: Management Tools (including Software)

#### General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as “TIPS” respectfully) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This Agreement consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

The vendor Agreement shall include and incorporate by reference this Agreement, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the Solicitation (RFP, RCSP, RFQ) as posted, including any addenda and the awarded vendor’s proposal. Once signed, if an awarded vendor’s proposal varies or is unclear in any way from the TIPS Agreement, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor’s proposals, task orders, purchase orders and any adjustments which have been issued. If deviations are submitted to TISP by the proposing vendor as provided by and within the solicitation process, this Agreement may be amended to incorporate any agreed deviations.

The following pages will constitute the Agreement between the successful vendors(s) and TIPS.

#### Definitions

**PURCHASE ORDER** is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed to between the vendor and TIPS Member should be added as addendums or deleted from the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are examples of possible addenda.

# Terms and Conditions

## Freight

All quotes to Members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating "No Charge" or "\$0" or other similar indication.

## Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing with the TIPS Member. All equipment proposed shall be new unless clearly stated in writing to the TIPS Member.

## Customer Support

The Vendor shall provide timely and accurate customer support to TIPS Members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

## Agreements

**All Agreements and agreements** between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Agreements for purchase** will normally be put into effect by means of a purchase order(s) or other similar document or contract executed by authorized agents of the purchasing TIPS Member.

## Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter: (1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States; (4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

## Assignments of Agreements

No assignment of Agreement may be made without the prior written approval of TIPS. Payment made by a TIPS Member can only be made to the awarded Vendor or vendor assigned dealer.

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## **Disclosures**

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with TIPS Members under a TIPS Agreement.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

## **Renewal of Agreements**

The Agreement with TIPS is for one (1) year with an option for renewal for additional consecutive years as provided in the solicitation. Total term of Agreement can be up to the number of years provided in the solicitation, if sales are reported through the Agreement and both parties agree.

## **Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.**

NO AGREEMENT FOR GOODS OR SERVICES WITH A TIPS MEMBER BY THE AWARDED VENDOR NAMED IN THIS AGREEMENT THAT RESULTS FROM THE SOLICITATION AWARD NAMED IN THIS AGREEMENT, MAY INCORPORATE AN AUTOMATIC RENEWAL CLAUSE WITH WHICH THE TIPS MEMBER MUST COMPLY. ALL RENEWAL TERMS INCORPORATED IN AN AGREEMENT BY THE VENDOR WITH THE TIPS MEMBER SHALL ONLY BE VALID AND ENFORCEABLE WHEN THE VENDOR RECEIVES WRITTEN CONFIRMATION BY PURCHASE ORDER OR EXECUTED AGREEMENT ISSUED BY THE TIPS MEMBER FOR ANY RENEWAL PERIOD. THE PURPOSE OF THIS CLAUSE IS TO AVOID A TIPS MEMBER INADVERTENTLY RENEWING AN AGREEMENT DURING A PERIOD IN WHICH THE GOVERNING BODY OF THE TIPS MEMBER HAS NOT PROPERLY APPROPRIATED AND BUDGETED THE FUNDS TO SATISFY THE AGREEMENT RENEWAL. THIS TERM IS NOT NEGOTIABLE AND ANY AGREEMENT BETWEEN A TIPS MEMBER AND A TIPS AWARDED VENDOR WITH AN AUTOMATIC RENEWAL CLAUSE THAT CONFLICTS WITH THESE TERMS IS RENDERED VOID AND UNENFORCEABLE AS TO THE AUTOMATIC RENEWAL CLAUSE.

## **Shipments**

The Vendor shall ship ordered products within a commercially reasonable time after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the TIPS Member as to why the product has not shipped and shall provide an estimated

shipping date, if applicable. TIPS or the TIPS Member may cancel the order if estimated shipping time is not acceptable.

### **Invoices**

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS Member. Each invoice shall include the TIPS Member's purchase order number. The shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS or the TIPS Member.

### **Payments**

The TIPS Member will make payments directly to the Vendor or vendor assigned dealer as agreed by the TIPS Member.

### **Pricing**

The Vendor agrees to provide pricing to TIPS and TIPS Member entities that is at least equal to the lowest pricing available to like cooperative purchasing customers in like situations and the pricing shall remain so throughout the duration of the Agreement.

The Vendor agrees to promptly and proportionally lower the cost of any product purchased through TIPS following a reduction in the supplying manufacturer or publisher's direct cost to the Vendor. Price increases will be honored according to the terms of the solicitation. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee, as designated in the solicitation or as otherwise agreed in writing, to be remitted to TIPS by the Vendor. Vendor shall not show adding the fee to the invoice presented to TIPS Member customer. Failure to render the participation fee to TIPS shall constitute a breach of this agreement and shall be grounds for termination of this agreement and any other agreement held with TIPS.

### **Participation Fees**

Vendor or vendor assigned dealer agrees to pay TIPS on a monthly scheduled report the participation fee for all Agreement sales to Tips Members utilizing a TIPS awarded contract. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping records of all sales that go through the TIPS Agreement. Failure to pay the participation fee will result in termination of Agreement. Please contact TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) or call (866) 839-8477 if you have questions about paying fees.



## **Indemnity**

1. **Indemnity for Personality Agreements.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this Agreement or sales made to TIPS Members under this agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, unless such claims are based in whole upon the negligent acts or omissions of the TIPS, TIPS Member(s), officers, employees, or agents. If based in part upon the negligent acts or omissions of the TIPS, TIPS Member(s), officers, employees, or agents, Vendor shall be responsible for their proportional share of the claim.
2. **Indemnity for Performance Agreements.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees, unless such claims are based in whole upon the negligent acts or omissions of the TIPS, TIPS Member(s), officers, employees, or agents. If based in part upon the negligent acts or omissions of the TIPS, TIPS Member(s), officers, employees, or agents, Vendor shall be responsible for their proportional share of the claim.

## **State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

## **Miscellaneous**

Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on Agreement at any time.

## **Purchase Order Pricing/Product Deviation**

If a deviation of agreed pricing/product on a purchase order from a TIPS Member pursuant to this Agreement occurs, TIPS shall be notified within 48 hours of receipt of order.

### **Termination for Convenience**

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty-day written notice. Termination for convenience is required under 2 CFR part 200. All purchase orders presented to the Vendor by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member.

### **TIPS Member Purchasing Procedures**

Purchase orders or their equal are issued by participating TIPS Member to the awarded vendor indicating on the PO "TIPS Agreement Number". Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating Member.
- Awarded vendor invoices the participating TIPS Member directly.
- Awarded vendor receives payment directly from the participating Member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report otherwise).

### **Supplemental Agreements**

The TIPS Member and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this Agreement i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this Agreement is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS Members and employees shall not be made party to any claim for breach of such agreement.

#### **INDEMNITY UNDER A SUPPLEMENTAL AGREEMENT:**

**ANY SUPPLEMENTAL AGREEMENT BETWEEN THE TIPS OR A TIPS MEMBER AND THE VENDOR THAT REQUIRES TIPS OR THE TIPS MEMBER TO INDEMNIFY ANY OTHER PARTY, EXCEPT TO THE EXTENT PERMITTED BY THE APPLICABLE CONSTITUTION, LAWS OR REGULATIONS OF THE JURISDICTION OF THE LOCATION OF THE TIPS MEMBER OR THE LOCATION OF THE PERFORMANCE OF THE CONTRACT UNDER THIS AGREEMENT, IS NOT PERMITTED UNDER THIS AGREEMENT AND RENDERS THE INDEMNITY REQUIREMENT NULL AND VOID AS IT APPLIES TO TIPS OR THE TIPS MEMBER'S RESPONSIBILITY TO INDEMNIFY ANY PARTY.**

### **Licenses**

Awarded vendor shall maintain, in current status, all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Agreement. TIPS reserves the right to stop work and/or cancel Agreement of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

**Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. TIPS reserves the right to accept or reject assignment of this agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor.

**Site Requirements (Only when applicable to service or job)**

**Cleanup:** Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

**Preparation:** Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

**Registered sex offender restrictions:** For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion. Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Safety measures:** Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

**Smoking**

Persons working under Agreement shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

**Invoices**

The awarded vendor shall submit invoices to the TIPS Member clearly stating "Per TIPS Agreement". The shipment tracking number or other applicable pertinent information for verification shall be made available upon request.

**Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within the TIPS website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS and approval of which, shall not be unreasonably withheld by TIPS.

**Survival Clause**

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Agreement shall survive the expiration or termination of the Agreement. All Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

**Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

**Audit rights**

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of three (3) years from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS. TIPS shall bear the cost of such audit requested by TIPS, but all documents maintained by the vendor shall be produced and made available to TIPS or its agents at no cost.

**Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice,

so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

#### **Acceptance of work by TIPS Member**

When a Vendor performs services for a TIPS Member, the TIPS Member will inspect the work for acceptance under the scope and terms in the PO. The TIPS Member will request any corrective actions that are required. Upon completion of these actions and not before, the TIPS Member will be obligated to compensate the Vendor as agreed.

#### **Support Requirements**

If there is a dispute between the awarded vendor and TIPS Member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

#### **Incorporation of Solicitation**

The TIPS Request for Proposals or the Request for Competitive Sealed Proposals solicitation and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.

## Special Terms and Conditions

It is the intent of TIPS to Agreement with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Agreements:** All vendor purchase orders and/or Agreements/agreements must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
  - **Promotion of Agreement:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
  - **Daily Order Confirmation:** All Agreement purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS Member (customer) within 24 business hours.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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**Term of Agreement is one year with renewal options for up to two additional years as provided in the solicitation.**

**Page 11 of 11 will be the TIPS Vendor Agreement Signature Page**

# TIPS Vendor Agreement Signature Form

RFP#170402 – Food Service: Management Tools (including Software)

Company Name Cybersoft Technologies, Inc.  
Address 4422 Cypress Creek Pkwy Suite 400  
City Houston State TX Zip 77068  
Phone 281-453-8500 Fax 281-453-8598  
Email of Authorized Representative bhaskar.patel@primeroedge.com  
Name of Authorized Representative Bhaskar Patel  
Title Vice President  
Signature of Authorized Representative Bha Patel  
Date May 18, 2017  
TIPS Authorized Representative Name Meredith Barton  
Title TIPS Vice-President of Operations  
TIPS Authorized Representative Signature Meredith Barton  
Approved by ESC Region 8 David Wayne Fitts  
Date June 22, 2017

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Rick Powell General Counsel/Procurement Compliance Officer	Address	Region 8 Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	rick.powell@tips-usa.com	Contact	Sarah Bond, Contracts Compliance Specialist	Contact
Phone	(903) 575-2689			Department
Fax				Building
Bid Number	170402	Department		Floor/Room
Title	Food Service Management Tools (including Software)	Building		Telephone
Bid Type	RFP			Fax
Issue Date	4/6/2017 08:01 AM (CT)	Floor/Room		Email
Close Date	5/19/2017 03:00:00 PM (CT)	Telephone	(866) 839-8477	
		Fax	(866) 839-8472	
		Email	bids@tips-usa.com	

## Supplier Information

Company Cybersoft Technologies, Inc.  
Address 4422 Cypress Creek Parkway  
Suite 400  
Houston, TX 77068

Contact  
Department  
Building  
Floor/Room  
Telephone (281) 453-8581  
Fax  
Email  
Submitted 5/19/2017 11:36:40 AM (CT)  
Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Shelly Jackowski

Email shelly.jackowski@primeroedge.com

## Supplier Notes

## Bid Notes

## Bid Activities

## Bid Messages



## Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	Yes
2	Yes - No	Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at <a href="https://comptroller.texas.gov/purchasing/vendor/hub/">https://comptroller.texas.gov/purchasing/vendor/hub/</a> or in a HUBZone as defined by the US Small Business Administration at <a href="https://www.sba.gov/offices/headquarters/ohp">https://www.sba.gov/offices/headquarters/ohp</a> Proof of one or both may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	Yes
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	Over 700 school districts nationwide and fifteen state governments have received assistance from Cybersoft Technologies to improve and manage their processes involved with providing healthy, nutritious meals to over a million school children. The PrimeroEdge suite provides a complete, fully integrated school nutrition solution for K-12 school districts and state Departments of Education. A set of 12 modules provide all the functions needed for comprehensive school food operations from processing meal-benefit applications and managing the verification process, completing and tracking meal transactions at the point of service, providing inventory management and order processing, to planning and producing USDA compliant menus and menu items. We will help you simplify your food operations and reduce costs while providing the highest quality nutrition for your students.
6	Primary Contact Name	Primary Contact Name	Gordon Rereddy
7	Primary Contact Title	Primary Contact Title	Director, Sales and Marketing
8	Primary Contact Email	Primary Contact Email	<a href="mailto:gordon.rereddy@primeroedge.com">gordon.rereddy@primeroedge.com</a>
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2814538512

10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2818959555
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	7134800194
12	Secondary Contact Name	Secondary Contact Name	Mark Stevenson
13	Secondary Contact Title	Secondary Contact Title	Regional Sales Manager
14	Secondary Contact Email	Secondary Contact Email	mark.stevenson@primeroedge.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2814538515
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2184538512
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	7132027235
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Shelly Jackowski
19	Admin Fee Contact Email	Admin Fee Contact Email	shelly.jackowski@primeroedge.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2814538581
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Mark Stevenson
22	Purchase Order Contact Email	Purchase Order Contact Email	mark.stevenson@primeroedge.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2814538515
24	Company Website	Company Website (Format - www.company.com)	www.primeroedge.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	
26	Primary Address	Primary Address	4422 Cypress Creek Parkway Suite 400
27	Primary Address City	Primary Address City	Houstoh
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	TX
29	Primary Address Zip	Primary Address Zip	77068
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	POS, eligibility, menu planning, production, financial, payment, bid, integrated, K-12, meal, benefit, verification, nutrition, operations, cashier, central, office, inventory, orders, invoice, menu, nutrient, ingredient, recipe, CEP, P1, P2, P3, free, reduced, price
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds? (Non-Construction)	Yes

32	Yes - No	Certification of Residency (Required by the State of Yes Texas) The vendor's ultimate parent company or majority owner:  (A) has its principal place of business in Texas;  OR  (B) employs at least 500 persons in Texas?	Yes
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Houston
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Texas
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony?	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Discount Offered	What is the MINIMUM percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the RFP document), website, store or shelf pricing? This is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Must answer with a number between 0% and 100%.	10%
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	3
44	Years Experience	Company years experience in this category?	19
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
46	Prices are guaranteed for?	Vendor agrees to honor the pricing discount off regular catalog (as defined in the RFP document), website, store or shelf pricing for the term of the award?	YES
47	Right of Refusal	Does the proposing vendor wish to reserve the right not to perform the awarded agreement with a TIPS member at your discretion?	No

48	NON-COLLUSIVE BIDDING CERTIFICATE	By submission of this bid or proposal, the Bidder certifies that:	(No Response Required)
		<p>1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;</p> <p>2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;</p> <p>3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;</p> <p>4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.</p>	
49	CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ	<p>If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS, Richard Powell, 4845 US Highway 271 North, Pittsburg, Texas 75686</p> <p>You may find the Blank CIQ form on our website at:</p> <p>Copy and Paste the following link into a new browser or tab:  <a href="https://www.tips-usa.com/assets/documents/docs/CIQ.pdf">https://www.tips-usa.com/assets/documents/docs/CIQ.pdf</a></p> <p>Do you have any conflicts under this statutory requirement?</p>	No
50	Filing of Form CIQ	If yes (above), have you filed a form CIQ as directed here?	
51	Regulatory Standing	I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.	Yes
52	Regulatory Standing	Regulatory Standing explanation of no answer.	
53	Antitrust Certification Statements (Tex. Government Code § 2155.005)	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <p>I affirm under penalty of perjury of the laws of the State of Texas that:</p> <p>(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;</p> <p>(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. &amp; Comm. Code Chapter 15;</p> <p>(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;</p> <p>(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.</p>	(No Response Required)

## Instructions for Certification:

(No Response Required)

1. By agreeing to the form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies,

including suspension and / or debarment.

- 55 Suspension or Debarment Certification Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Yes

By submitting this offer and certifying this section, this bidder:  
Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract as described above.

- 56 Non-Discrimination Statement and Certification In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Yes  
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.  
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities)  
USDA is an equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. I

certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited law and regulations.

57 2 CFR PART 200 Contract Provisions  
Explanation

Required Federal contract provisions of Federal Regulations for contracts with ESC Region 8 and TIPS Members: (No Response Required)  
The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.  
The ESC Region 8 and TIPS Members is the subgrantee or Subrecipient by definition. The federal Rule numbering or identification below is only for reference purpose on this form and does not identify an actual Federal designation or location of the rule. The Rules are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200.  
In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

58 2 CFR PART 200 (A) Contracts

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Notice: Pursuant to Federal Rule (A) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.  
Does vendor agree?

59 2 CFR PART 200 (B) Termination

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000) Yes  
Pursuant to Federal Rule (B) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.  
Does vendor agree?

60	2 CFR PART 200 (G) Clean Air Act	<p>Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p> <p>Pursuant to Federal Rule (G) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to the terms listed and referenced therein.</p> <p>Does vendor agree?</p>	Yes
61	2 CFR PART 200 (H) Debarment and Suspension	<p>Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.</p> <p>Pursuant to Federal Rule (H) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.</p> <p>Does vendor agree?</p>	Yes
62	2 CFR PART 200 (I) Byrd Anti-Lobbying Amendment	<p>Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.</p> <p>Pursuant to Federal Rule (I) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and after the awarded term of an award by the ESC Region 8 and TIPS Members resulting for this procurement process the vendor certifies to the terms included or referenced therein.</p> <p>Does vendor agree?</p>	Yes



63	2 CFR PART 200 Federal Rule (12)	<p>Federal Rule (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)</p> <p>Pursuant to Federal Rule (12) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).</p> <p>Does vendor certify that it is in compliance with the Clean Air Act?</p>	Yes
64	2 CFR PART 200 Procurement of Recovered Materials	<p>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with</p> <p>maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p> <p>Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?</p>	Yes

65 Indemnification

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws of State of Texas." Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

66 Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder must be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas. Do you agree to these terms?

Yes, I Agree

67 Remedies Explanation of No Answer

68	Choice of Law	<p>This agreement and any addenda or other additions and all contracts or awards resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
69	Jurisdiction and Service of Process	<p>Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue clauses in contracts with TIPS members may be determined by the parties.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
70	Alternative Dispute Resolution	<p>Prior to filing of litigation, the parties may select non-binding mediation as a method of conflict resolution for issues arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction. The parties agree that if nonbinding mediation is chosen as a resolution process, the parties must agree to the chosen mediator(s) and that all mediation venue shall be at a location in Camp or Titus, County, Texas agreed by the parties. The parties agree to share equally the cost of the mediation process and venue cost.</p> <p>Do you agree to these terms?</p>	Yes, I Agree
71	Alternative Dispute Resolution Explanation of No Answer		
72	Infringement(s)	<p>The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.</p>	Yes, I Agree

Do you agree to these terms?

73    Infringement(s) Explanation of No Answer

74    Acts or Omissions

The successful vendor will be expected to indemnify and hold harmless the TIPS, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by TIPS and the vendor.  
Do you agree to these terms?

Yes, I Agree

75    Acts or Omissions Explanation of No Answer

76    Contract Governance

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes

77    Payment Terms and Funding Out Clause

Payment Terms:  
TIPS or TIPS members shall not be liable for interest or late payment fees on past due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Yes

Funding Out Clause:  
Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.  
See statute(s) for specifics or consult your legal counsel.  
Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.  
Do you agree to these terms?

78 Insurance and Fingerprint Requirements  
Information

Insurance

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

Fingerprint

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:

(1) will have continuing duties related to the contracted services; and

(2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at

NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

(No Response Required)

<p>79 Texas Education Code Chapter 22 Contractor Certification for Contractor Employees</p>	<p>Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.</p> <p>Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:</p> <p>(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.</p> <p>I certify that:</p> <p>NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.</p> <p>OR</p> <p>SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:</p> <p>(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.</p> <p>(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.</p> <p>(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.</p> <p>(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.</p> <p>Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.</p>	<p>None</p>
<p>80 Solicitation Deviation/Compliance</p>	<p>Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?</p>	<p>Yes</p>

- 81 Solicitation Exceptions/Deviations Explanation If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.  
TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.  
In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.
- 82 Agreement Deviation/Compliance Does the vendor agree with the language in the Vendor Agreement? Yes
- 83 Agreement Exceptions/Deviations Explanation If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.

Line Items		
Response Total:		\$0.00



REFERENCES
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Please provide three (3) references, preferably from school districts or other governmental entities who have used your services within the last three years. Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES AS A REFERENCE.

You may provide more than three (3) references.

Entity Name	Contact Person	Email	Phone
Houston ISD	Jordan Richard, IT Manager, Nutrition Services	<a href="mailto:jricha21@houstonisd.org">jricha21@houstonisd.org</a>	(713) 491-5707
Cypress Fairbanks ISD	Darin Crawford, Directory Child Nutrition	<a href="mailto:jeffery.crawford@cfisd.net">jeffery.crawford@cfisd.net</a>	(281) 897-4542
Clear Creek ISD	Fred Walker, Food Service Director	<a href="mailto:fwalker@ccisd.net">fwalker@ccisd.net</a>	(281) 284-0700
Spring ISD	Shelly Copeland, Director of Child Nutrition	<a href="mailto:scopelan@springisd.org">scopelan@springisd.org</a>	(281) 891-6445
Denton ISD	Robin Wantland, CN Director	<a href="mailto:rwantland@dentonisd.org">rwantland@dentonisd.org</a>	(940) 369-0272
New Caney ISD	Debbie Needham, CN Director	<a href="mailto:dneedham@newcaneyisd.org">dneedham@newcaneyisd.org</a>	(940) 369-0272

## **Certification Regarding Lobbying**

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

**Cybersoft Technologies, Inc.**

**4422 Cypress Creek Pkwy Suite 400**

Name/Address of Organization

**Bhaskar Patel**

Name/Title of Submitting Official

*Bhaskar Patel*

Signature

**May 18, 2017**

Date

### FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district or ESC 8/TIPS must give advance notice to the district or ESC 8/TIPS if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: **Bhaskar Patel, Vice President**

Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: \_\_\_\_\_

☒ B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: Bhaskar Patel

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

Signature of Authorized Company Official: \_\_\_\_\_

**CERTIFICATION BY CORPORATE OFFERER**

**IF OFFERER IS A CORPORATION,**

**THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.**

**OFFERER:** Cybersoft Technologies, Inc.

(Name of Corporation)

I, Bhaskar Patel certify that I am the Secretary of the Corporation

(Name of Corporate Secretary)

named as OFFERER herein above; that

Mark Stevenson

(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offerer is the authorized person that is acting as

Sales Manager

(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.



CORPORATE SEAL

Bhaskar Patel

SIGNATURE

May 18, 2017

DATE

**Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

The Education Service Center Region 8 and TIPS anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

**1. Will you be subcontracting any of your work under this award if you are successful? (Circle one)**

☐ YES or NO ☒

**2. If yes, do you agree to comply with the following federal requirements? (Circle one)**

☐ YES or NO ☐

N/A

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name Cybersoft Technologies, Inc.

Print name of authorized representative Bhaskar Patel

Signature of authorized representative Bhaskar Patel

Date May 18, 2017



**FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY TREATMENT OF SUBMITTED MATERIALS.**

**CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552**

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Tex Gov't Code or other law(s), you **must make a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include the confidential information in the submitted proposal as well, the copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the District receives a Public Information Request.) Education Service Center Region 8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Pricing of solicited product or service may be deemed as public information under Chapter 552 Tex Gov't Code. The Office of Texas Attorney General shall make the final determination whether the information held by Education Service Center Region 8 and TIPS is confidential and exempt from public disclosure.

**I DO NOT desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials:

**Cybersoft Technologies, Inc.**

Name of company claiming confidential status of material

**Bhaskar Patel, Vice President**

*Bhaskar Patel*

Printed Name, Title, and Signature of authorized company officer claiming confidential status of material

**4422 Cypress Creek Pkwy Suite**

**TX 77068**

**281-452-8500**

Address

City

State ZIP

Phone

ATTACHED ARE COPIES OF 14 PAGES OF CONFIDENTIAL MATERIAL FROM OUR PROPOSAL  
Pricing Sheets only

**Express Waiver: I desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Name of company expressly waiving confidential status of material

Printed Name, Title, and Signature of authorized company officer expressly waiving confidential status of material

Address

City

State ZIP

Phone

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • AUSTIN, TX 78711-3186



The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <http://www.window.state.tx.us/procurement/cmb/hubonly.html>. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**

Certificate/VID Number:	<b>1760560869800</b>
File/Vendor Number:	<b>079745</b>
Approval Date:	<b>10-APR-2013</b>
Scheduled Expiration Date:	<b>10-APR-2017</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**CYBERSOFT TECHNOLOGIES, INC.**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 12-APR-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

A handwritten signature in black ink that reads "Paul A. Gibson".

*Paul Gibson, Statewide HUB Program Manager  
Texas Procurement and Support Services*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>) or by contacting the HUB Program at 1-888-863-5881 or 512- 463-5872.

Rev. 09/12

# Warranty Information

Provided that the Software is unmodified by someone other than Cybersoft (except as approved by Cybersoft), Cybersoft warrants that the Software shall conform to the specifications, drawings and descriptions per this RFP and the Cybersoft response thereto. Except when the School District has terminated the Annual Software Maintenance and Support Fee, Cybersoft represents and warrants that the Software meets the current state and federally mandated requirements. Cybersoft warrants that the Software contains no timeout features or other interruption features.

## Software Warranty and Disclaimer

Licensor warrants that the Software has been developed in a workmanlike manner, and in conformity with generally prevailing industry standards. Licensee must report any material deficiencies in the Software to Licensor in writing within ninety (90) days of the Effective Date of this Agreement. Licensee's exclusive remedy for the breach of the above warranties will be the correction of the material deficiency within a commercially reasonable time.

THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT. LICENSOR EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES.



*This is to certify that*



## **CYBERSOFT TECHNOLOGIES, INC.**

Has successfully completed the SIF Certification process indicating that the following product has demonstrated its conformance to the SIF Certification Program product standard listed below:

**PrimeroEdge**  
with PrimeroEdge Agent

**Product Standard:**  
SIF 2 Enabled Application

Date certified: 10 January, 2014  
Valid until: 10 January, 2018

*TM: The SIF Certification Logo is a worldwide trademark or registered trademark of the SIF Association dba Access 4 Learning (A4L) Community. The SIF Certification logo may only be used on or in relation to products that have been certified under this program and only after the company has entered into a trademark license agreement with the SIF Association/A4L Community.*

The register of SIF Certified products may be viewed at <http://cert.sifassociation.org/SitePages/CertificationRegistry.aspx>.

CYBERSOFT



***TIPS eBID System  
Food Service Management Tools  
(including Software)***

***RFP/BID # 170402***

Proposal From:

**PrimeroEdge**

Submitted to:

TIPS eBID System

Contact Person:

Mark Stevenson  
4422 Cypress Creek Parkway, Suite 400  
Houston, TX 77068  
(281) 453-8515  
[Mark.Stevenson@primeroedge.com](mailto:Mark.Stevenson@primeroedge.com)

4422 Cypress Creek Parkway, Suite 400 Houston, TX 77068

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# Executive Summary

Almost 1000 school districts and fifteen state governments, encompassing over 6000 cafeteria sites, have received assistance by Cybersoft Technologies to improve and manage their processes involved with providing healthy, nutritious meals to over a million school children. As with these districts, we understand and appreciate your district's need to simplify food operations and eliminate unneeded costs while providing the highest quality nutrition for students.

## *The Challenge*

In today's world, school child nutrition departments face common challenges when managing school food operations:

- Development of healthy, appetizing recipes, menus, and menu-cycles that meet stated USDA standards for reimbursement through detailed analysis of menus, menu items, and menu cycles
- Effectively-managed procurement of lowest-cost, highest-quality food products and materials
- Efficient production of USDA-approved offerings of reimbursable meals, menu items, and menus
- Well-timed use and rotation of inventory stock to maximize your return on the public's resources
- Timely and accurate submission of reimbursement claims for meal production to facilitate tight turn-around of precious school funds, and score a winning administrative review by your State agency
- Managing ever-changing technology requirements to provide easy, user-friendly access for both families and school staff to school menu offerings and menu nutrition information along with a secure, quick payment system for students' cafeteria accounts and more
- Staying within a tight budget with no room for error

These challenges task schools with a myriad of activities, such as, continuously exploring alternatives, such as using cooperatives to buy food and other food-production related items from the best sources with ever shrinking funds. Whether you are tracking use of Planned Assistance Level (PAL) funds to purchase food and other items without losing any assigned money before the fiscal year ends, determining when inventory warehouse items are close to expiration, beyond expiration, or subject to recall, or producing the right number of batches of the next must-have

menu item that meets the kids' idea of fun, tasty food all require extra time and resources from your staff.

School food operations now face many of the same headaches and requirements as experienced by retail food establishments:

- Enticing your customer outside the school—providing easily-accessible menus in a variety of formats well ahead of time and in an appetizing layout to satisfy the pickiest of eaters
- Enticing your customer inside the school—presenting menu items in an appealing display, either in the menu line or with well-placed signage in the cafeteria or school
- Staying abreast of new food trends and USDA requirements—constantly dreaming up new, healthy, and within-budget food offerings that provide the approved nutrition for all age groups

As if these challenges were not enough, funds for completing these activities are in short supply and constantly reviewed for possible reduction or realignment. Many districts face budget-reduction plans, some in the middle of the school year, which require them to delay hard-won programs or reduce work hours and/or personnel. However, student nutrition requirements remain and continue to grow and become more complex.

## The Solution

We understand the goal for your new Nutrition Services Software System is to meet your students' nutritional needs using resources available within your allotted budget while fulfilling a wide variety of requirements in multiple school operations. PrimeroEdge provides your best solution with a robust set of web-based, integrated tools to manage your child nutrition activities from beginning to end—receiving and processing benefit applications to entering and tracking reimbursement money in the district accounting ledgers.

We propose the following PrimeroEdge modules and applications to meet your district's need for an integrated Food Service Management Tools system.

Announcements	
Date	Title
4/20/2017	<a href="#">PrimeroEdge Update-Friday April 21st 4:00 PM - 7:00 PM CST</a>
1/19/2017	<a href="#">Font Installer</a>
11/30/2016	<a href="#">PrimeroEdge Quick Guide Letter Viewer Installation</a>
5/14/2011	<a href="#">Viewing Reports/Letters</a>

My Messages	
Date	Title
9/1/2016	<a href="#">Order# 10129 approved</a>
8/29/2016	<a href="#">Order# 23175 approved</a>

## Front Office

- **POS**—this module provides functions that allow your staff to quickly process student meal transactions through Point of Service terminals and accurately manage student cafeteria accounts; use detailed reporting to maximize your Food Services budget; SchoolCafé provides easy cafeteria account management by students and parents.
- **SchoolCafé**—this web application offers a single platform for school cafeteria payments and other payments such as for text books, uniforms, and more, along with easy access to school menus and menu item nutrition from a desktop or mobile device; completing applications for meal-benefits walks your parents through the process and provides immediate eligibility results.
- **Student Eligibility**—with this module Free and Reduced-Price meal applications are accepted through a variety of methods (including the SchoolCafé website), and

processed according to current USDA and state application regulations; various direct certification files can be imported and receive exhaustive match processing to extend benefits to as many eligible students as possible with little staff effort; manage the Verification process from the selection of applications to confirmation of application information to production and submission of the FNS-742 collection report.

- **Team Work**—complimentary with all installations of PrimeroEdge, Team Work helps keep your employees on track with the USDA Professional Standards requirements. Set up your classes (training events) once and then record attendees' attendance with a single mouse click.

## Back Office

- **Menu Planning**—set up ingredients to create recipes; place menu items created from recipes on menus; set up different menus for different menu lines and create menu cycles to eliminate time-consuming menu calendar preparation; generate detailed analysis for menus and menu cycles to make sure your menu planning is on track with USDA guidelines; generate lists of menu item nutrients, allergens, ingredients, locally grown item usage, and review costing, materials, nutrient analysis, and more.
- **Production**—plan serving-group and menu item quantities for either individual sites or a central site that produces menu items for multiple schools; record produced menu items, and track and manage leftovers, a la carte items, and waste; run reports to help troubleshoot meal counts, review pre- and post-production costing and nutrition analysis, and print production recipes and records.
- **Inventory**—provides functions to order, receive, transfer, and withdraw vendor items stored in a central warehouse or at school sites; reconcile physical counts with perpetual inventory quantities; use the **IntelliScan** scanner to receive items and perform physical inventory counts; manage product recalls and returns; generate reports to view back orders, item history, discrepancies, expected receipts, inventory aging, usage, and more.
- **Financials**—includes all functions for creating General Ledger accounts and entry types to manage your Food Service budget, including PAL funds; add, pay, and reconcile invoices; view journal and ledger entries; generate trial balances, profit and loss statement, and budget reports to help keep your money on track.
- **Bid Analysis**—the PrimeroEdge Bid Analysis module supports creating and managing bids to find the best price for products used by your district or all districts in your cooperative.

*The Benefits*

By choosing PrimeroEdge, your school district is

- Investing in innovative yet proven technology that delivers strategic insight into the district's operations and helps improve efficiencies by lowering costs and increasing accountability, participation, and revenues.
- Receiving one complete, fully-integrated, web-based Nutrition Services Software System that seamlessly links the entire school district to the Central Office.
- Taking advantage of an open-hardware design that provides operational flexibility and ease of expansion as district needs change.
- Leveraging technology advances provided through PrimeroEdge in-house research and development efforts that ensure a greater return on investment of district funds.
- Keeping pace with forward-thinking industry experts to provide the most effective methods of ensuring that eligible school children receive meal benefits.



# PrimeroEdge: Front Office

## Point of Service (POS)

PrimeroEdge Point of Service is touch-screen-enabled software featuring real-time processing capabilities, SQL Server Reporting, and web based components. This module is scalable to fit the needs of a single cafeteria up through enterprise level deployments. The Point of Service module integrates seamlessly with the Free and Reduced and Menu Planning modules, providing an unparalleled level of functionality.

### *Point of Service Cashier Terminal*

Cashier productivity exponentially increases with PrimeroEdge POS. The cashier terminal is designed with the highest degree of user-friendliness and ease of use. Each cashier transaction is captured for tracking and report generation. POS terminals continue to operate even when the network is down.

The screenshot displays the PrimeroEdge POS Cashier Terminal interface. Red arrows point from labels to specific areas of the screen:

- Student Information:** Points to the student photo and details for Bryce JAY Caldone (Student ID: 120110, Grade: 04, Balance: \$0.00, Status: , Homeroom: WARD R).
- Transaction Details:** Points to the transaction list on the right, showing items like LUNCH MEAL (\$0.00), ICE TEA (\$1.00), and a Subtotal of \$1.00.
- Student Notes:** Points to the 'Notes' field at the top right.
- Menu Items:** Points to the grid of food items (e.g., LUNCH MEAL, CHICKEN, IND. PIZZA, BAKED POT/CH, EXT MILK, etc.).
- Command Area:** Points to the bottom section containing buttons like 'Switch Menus', 'Clear Last', 'Visitor', 'Look Up', 'Charge', 'Payment', 'Void', 'Program Adult', 'Queue', 'Principal Account', 'Exit', 'Transactions', and 'Staff'.
- Numeric keypad:** Points to the numeric keypad at the bottom right, which includes buttons for \$1, \$5, \$10, \$20, and digits 0-9, along with 'Check' and 'Cash' buttons.

The interface also shows a 'Cash Due' of \$1.00 and a 'Trans. #' of 1.

## Menu Keys

Fully customized screens make the cashier function easy-to-read and easy-to-use. Customers choose menu key titles, colors, sizes and menu key arrangement. The easy-to-use application allows cashiers to select items, accept payments, look up student accounts and view previous transactions from one screen.

Shown below are 30 on-screen, fully programmable menu keys available at cashier terminals. Individual item keys or category buttons (ex. Chicken) can be set up. By clicking Chicken you will view all choices available without switching screens. Cashiers can ring up sales by item for accurate sales history. Each category button can hold up to 99 food items. PrimeroEdge also provides the ability to create special sales buttons that appear one time or as needed for special events or serving days.

School nutrition departments have full control of planning and creating menu keys for the POS system. Multiple menu keys with variable pricing can be programmed dependent on eligibility, grade, school type and more. Assign specific menu boards to individual POS terminals or by school type.

**Switch Menus** key opens available, additional menu boards.

Menus are switched easily to a meal period (Breakfast, Lunch, and Snack) or to a desired menu (Week 1 Day 1, Week 1 Day 2, etc.) to correspond with an existing menu cycle.

Assigned-time defaults ensure meals are not rung up in the wrong meal period.

PrimeroEdge Category Look-Up saves time, and records sales by item Id



Choose food item within the category to accurately record the sale and ensure the correct price is charged.

☐ Mark for Review    Trans. # 8

Notes

Jonathan N Mitchell  
 Lunch Meal \$0.00  
 Subtotal: \$0.00  
 Total : \$0.00

Jonathan N Mitchell  
 Student ID 11111    Grade 09  
 Balance \$19.45    Status 111  
 Homeroom 1112

021  
2

WATER 8oz	Chips	Applesauce	SANDWICH ENTREE	Lunch Meal
GATORADE 20oz	EGG ROLL	Baked Potato- Wh	5 Layer Burrito	Pizza, Pepperon
JUICE-8OZ	ICE CREAM	Black Eyed Peas	BBQ Sauce, IND	Beef Tacos
Fruit Punch100%	COOKIE	Caesar Side Sal	Honey Mustard	BBQ Chicken San
MILK	FRUIT/VEG	Corn on the Cob	Taco Sauce	Courtesy Meal
TEA	RICE KRSPY TRE	Coleslaw	Pizza Dipping S	Mixed Vegetable
Switch Menus	Clear Last	Student	Look Up	Charge
Switch Hands		Visitor		
Payment	Void	Program Adult	Queue	Principal Account
Exit	Transactions	Staff		

Cash Due \$0.00

\$1 7 8 9  
 \$5 4 5 6  
 \$10 1 2 3  
 \$20 00 0 .

← Check Cash

The **Switch Hands** key flips the screen to make it easier for left-handed and right-handed cashiers to work together in tight spaces

☐ Mark for Review    Trans. # 7

Notes

Jeremy L Brooks  
 Student ID 22222    Grade 09  
 Balance \$11.55    Status 111  
 Homeroom 8803

021

2nd Meal

Dairy Allergy

Items

Lunch Meal 0.00

Close

\$10 1 2 3  
 \$20 00 0 .

← Check Cash

The **2<sup>nd</sup> Meal** button indicates the same /second Meal item has been recorded twice

Featuring real-time capabilities, and assuming a solid network connection, PrimeroEdge prohibits multiple reimbursable meal transactions per student. If a student purchases a meal, that purchase is recorded across the district. A red Second Meal button indicates the previous transaction, as pictured. Furthermore, the cashier has the ability to view the previous transaction in detail.

All student accounts are available and can be used by the student at any school across the district. Whether a student eats a meal at his home campus or at another school, the POS user will be notified by a “pop up” that the student has already had a meal and is coming back for a second meal.

### *Payment Processing*

PrimeroEdge accepts payments and prepayments at the POS terminal, manager’s terminal or Central Office. An easy-to-use payment screen offers simple steps to follow. Payments are immediately processed and credited to the student’s account.

The screenshot displays the 'Payments' interface. At the top, it says 'Select a Payment Method' and 'Student information.' Below this, there's a 'Select Person' section with a 'Look Up ...' button and a photo of a student. The student's name is 'Bryce JAY Caldone', Student ID is '120110', Grade is '04', Balance is '\$0.00', and Status is blank. To the right is a numeric keypad with buttons for digits 0-9, a decimal point, and an 'Enter' button. Below the student information, there's a 'Payment Method' section with two radio buttons: 'Check' and 'Cash'. The 'Cash' option is selected. Below this is an 'Amount:' field with '\$0.00' entered. To the right of the payment method section is a summary table:

Previous Balance:	\$0.00
Payments Applied:	0.00
Bonus Applied:	0.00
New Balance:	0.00

At the bottom, there are three buttons: 'Apply', 'OK', and 'Cancel'. A red box highlights the 'Print Receipt' button, and a red arrow points to it from a callout box that says 'Print a receipt using a local printer, network printer, or an attached receipt printer'. Another red box highlights the 'Cash' radio button, and a red arrow points to it from a callout box that says 'Choose "Cash" or "Check" for the method of payment'.

Payments can also be applied using SchoolCafé. This online payment portal allows parents to make payments with credit or debit cards, set low balance alerts, and view student purchasing history all in one stop. More information is available in the following pages.



PrimeroEdge features quick cash keys for accurate and fast entry of common currency denominations, or use the keypad to enter other amounts tendered.

Bryce JAY Caldone

Student ID 120110 Grade 04

Balance \$0.00 Status

Homeroom WARD R

Mark for Review Trans. # 1

Notes

Bryce JAY Caldone

LUNCH MEAL \$0.00

LUNCH MEAL \$1.00

ICE TEA \$1.00

Subtotal: \$1.00

Total : \$1.00

Cash Due \$1.00

\$1 7 8 9

\$5 4 5 6

\$10 1 2 3

\$20 00 0 .

← Check Cash

Queue

The "Queue" feature in PrimeroEdge further speeds up serving by allowing students to enter their ID number to eliminate "gaps" before reaching the line. Students directly enter Student ID numbers with keypads or card scanners. Faster lines result in higher levels of participation.

PrimeroEdge Point of Sale makes counting back change easy.

When tendered amounts are entered, PrimeroEdge calculates change due for a more accurate cash transaction.

The POS user chooses **OK** to return change to the student, or chooses **Deposit** to add funds to the student's account.

Bryce JAY Caldone

Student ID 120110 Grade 04

Balance \$0.00 Status

Homeroom WARD R

Mark for Review Trans. # 1

Notes

Bryce JAY Caldone

LUNCH MEAL \$0.00

LUNCH MEAL \$1.00

ICE TEA \$1.00

Subtotal: \$1.00

Total : \$1.00

Cash Due \$1.00

Cash Tendered \$5.00

Change Due \$4.00

OK Deposit Cancel

\$10 7 8 9

\$20 4 5 6

1 2 3

00 0 .

← Check Cash

Charge

Principal Account

## Student Look Up

Student accounts can be found by Alpha Look up or Picture Look up. Alpha Look up displays the students in alphabetic order by homeroom, school, grade, last name, first name, ID number, or search the entire district. Simplify your search by typing the first few letters of their first or last name for faster Look up.

Look Up

☒ by Grade ☐ by Special Roster

School: ROANOKE ELEMENT, ▾

Grade: -ALL- ▾

Last Name: cal

First Name:

Student ID:

Search

Caldone Bryce JAY 205  
Caldone Paige  
CASTO FRANK  
CASTO LATISHA MARIE 205  
CASTO TAMIKA DAWN 205  
CAVINS JOHNATHAN ANTHONY  
CAVINS JORDAN ANDREW 205  
CHANDLER SARA D. 205  
CHURCH JULIUS MARQUISE 205

1 2 3 4 5 6 7 8 9  
Q W E R T Y U I O  
A S D F G H J K L  
Z X C V B N M . ←

Picture Look Up OK Cancel

Student Alpha look-up allows the user to search by grade, school, first name, last name, entire district and special roster.

The classroom roster displays student pictures grouped together by homeroom or grade. Import or input teacher names with each student profile and PrimeroEdge will create classroom photo rosters for quick recognition. Just touch the students' picture to begin the sale process.

Look Up

School: ROANOKE ELEMENT, ▾ Grade: 04 ▾ Homeroom: STOU S ▾

BARBER COLE BOSELY SAMANTHA Caldone Paige CHANDLER SARA CLAYPOOLE CAITLIN COGAR CORY CONRAD JOSHUA FRIEND LATASHA HALL QUINTEN  
HARPER GLEN MUNIZ JEREMY PARSONS MADDYSEN POSEY RYAN RHODES KENDALL STAFFORD CARL WELSH CHRISTIAN

☐ Show All Students

Alpha Look Up OK Cancel

Classroom Roster look-up displays all students for a Homeroom

### Classroom Sale

Student meal accounts are created for all students when they are imported from the Student Information System database. All sales transactions and payments for each student are stored in the PrimeroEdge database.

**Classroom Sale**

Meal Count: 3

☒ Homeroom  
☐ Special Roster

ALBAN ELEMENT

1

FEN L

Meal Type  
Lunch

Menu Item  
Lunch Meal

Select All

Save

Close

 BELL HAYLEE-Pa \$10.00 / 113	 BLANKENSH KAITLYN-F \$2.55 / 111	 BOTKIN JULIANNA- \$-1.30 / 112	 ELLIS LOGAN-Pai \$-2.60 / 113	 EVANS JASON-Pai \$-3.45 / 113	 HARDMAN KARLIE \$-75.25 / 113
 HUFFMAN ZACHARY \$6.00 / 113	 LANHAM BRENNEN \$0.00 / 113	 LARCK ALEAH \$-173.60 / 113	 LARCK AUTUMN \$-171.85 / 113	 MCCALLIST SCARLET \$0.00 / 113	 MCCORMICK COLLIN \$-0.60 / 111
 MYERS CODY \$-120.50 / 113	 PAULEY MELANIE \$-130.65 / 113	 SHARP EMILY \$-96.50 / 113	 SMARR TRISTON \$-0.60 / 113	 WEAVER ETHAN \$-2.00 / 113	

Classroom Sale is a single-touch feature. Simply touch the child's photo as they pass the point of service. The student's name, photo, and account balance are displayed and highlighted in green.

When all students in the classroom have passed the point of service, the cashier touches **Save**. All served students are debited a reimbursable meal on

Student meal accounts are created for all students when they are imported from the Student Information System database. All sales transactions and payments for each student are stored in the PrimeroEdge database.

Using the latest proven software platform PrimeroEdge Point of Service shares all student information with all cafeterias so students can eat at another campus using their account. Cashiers will be alerted if students return to a line for a second meal at the home or visiting campus.

### *Transactions*

All transactions and details are saved to the central database. This information is also shared with SchoolCafé, Cybersoft's online payment system. This system allows parents to view their student's meal account activity.

Cashiers cannot void a transaction after the transaction has been completed, however the transaction can be marked for review and the appropriate corrective action can take place during the reconciliation process. All adjustments are recorded electronically for audit trail purposes.

PrimeroEdge POS is able to handle transactions for visiting parents, teachers, visiting siblings, nutrition services staff and district staff. The Transactions key allows cashiers to toggle between transactions in the current session and check the Mark for Review box when a transaction will require the attention of the manager during the reconciliation process.

POS - View Transactions

☐ Mark for Review Trans. #

Student ID: 55555 Grade: 09  
Balance: \$50.95 Status: 112  
Homeroom: 1116

**0212**

Cynthia C Serrano  
Lunch Meal \$0.40  
Subtotal: \$0.40  
Total : \$0.40  
Amount Debited : \$0.40

☐ Mark for Review  
Transaction # 5  
Notes

< Prev. Trans. Next. Trans. > Close

Exit Transactions Staff Queue Account ← Check Enter

### *Peripherals*

Most external USB identification devices can be added to PrimeroEdge POS. Just simply plug-in and begin to use immediately. Devices can be switched out quickly without interruption to meal service if you experience a device failure. Peripherals currently used by PrimeroEdge customers are PIN pad, bar code reader and Biometrics, including fingerprint and palm scanners.



## Alerts

The PrimeroEdge POS provides configuration for alerts at both the District Level and Site Level for a variety of conditions, including food allergens.

The screenshot shows the student profile for JACOB CARL ABBOTT, Student ID 430013581, Grade 01, Balance \$10.00, Status, and Homeroom BURK M. A 'Notes' pop-up window is displayed with the text 'Notes: Nut Allergy' and an 'OK' button. The background interface includes a 'Mark for Review' checkbox, a 'Trans. #' field with value 3, and a 'Notes' section with a list of items: JACOB CARL ABBOTT, Lunch Meal, Subtotal: \$0.00. The bottom of the screen features a grid of buttons for various functions like 'Switch Menus', 'Clear Last', 'Look Up', 'Charge', 'Principal Account', 'Queue', 'Exit', 'Transactions', and 'Staff'.

Sound alerts are available for

- Second Meals
- Notes
- Students
- Birthdays



The screenshot shows a 'Patron Alert - Jason D Henson' pop-up window. It displays 'Allergies' (Fish, Strawberries) and 'Restrictions' (Other, Purchase). The 'Purchase' section includes a table with columns 'Spent' and 'Available' for 'Daily', 'Weekly', and 'Monthly' frequencies. The 'Other' section includes a 'Charge' button and a 'Check' button. The 'Item' section includes a table with columns 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri' for 'A La Carte Cash' and 'A La Carte Charge'. The background interface shows a student's profile and a grid of buttons for various functions like 'Switch Menus', 'Clear Last', 'Look Up', 'Charge', 'Principal Account', 'Queue', 'Exit', 'Transactions', and 'Staff'.

If any allergen, purchasing limitation or special instructions have been placed on the account, cashiers will see this pop up window with critical information. To clear, just click the close button.

## ExpressPoint

Go mobile with Express**Point** on your tablet or laptop to make classroom sales by student a snap, or use the standard POS menu service to select individual menu items for each patron. Simply open an Internet browser, such as Chrome, Firefox, or Internet Explorer, and access the ExpressPoint website. Your cashier sees the most current student account information along with any special instructions, such as the student's allergens or medications. Payments can be received by cash or check.

The image displays two screenshots of the ExpressPoint software interface. The top screenshot shows the 'Classroom Sale' screen, which includes fields for Grade (11), Homeroom (MESS A (11)), Meal Type (Lunch), and Menu Item (Lunch Meal). A green 'Save' button is visible. The bottom screenshot shows the 'Menu Service' screen, which displays a grid of menu items for selection, including Visitor Lunch, Cheesy Stuff, FF Chocolt Milk, FF PB Cookies, Lunch Meal, A La Carte, Low Fat Milk, Fruit, Reim. Lunch, Hot Dog, Fruit Punch, and Sparkle Water. A student's account information is visible on the left side of the bottom screenshot, showing the student's name (AMBER BAILEY), ID (390060456), Grade (11 (MESS A)), Status (113), and Balance (\$33.25). The total amount due is \$1.40.

**Classroom Sale**

Grade	Homeroom	Meal Type	Menu Item
11	MESS A (11)	Lunch	Lunch Meal

**ExpressPoint**

Student Name	Balance	Status	Selection
ADKINS, KASSI	\$56.40	(113)	✓
ADKINS, WESLEY	\$26.00	(113)	
BAILEY, AMBER	\$33.25	(113)	✓
BRUMFIELD, ERICA	\$96.40	(113)	✓
COOK, SIERRA	-\$6.80	(113)	✓
CUMMINGS, CRYSTAL	\$0.00	(113)	✓
EGNOR, KIMBERLY	\$74.30	(113)	✓

Total Selected: 6 of 27  
Previous Meals: 0

**Menu Service**

**AMBER BAILEY**  
ID: 390060456  
Grade: 11 (MESS A)  
Status: 113  
Balance: \$33.25

Item	Cost
Lunch Meal	\$1.40

Total Amount Due: \$1.40

Buttons: Void, Pay, Charge \$1.40

**ExpressPoint**

Menu Selections:

- Visitor Lunch
- Cheesy Stuff
- FF Chocolt Milk
- FF PB Cookies
- Lunch Meal
- A La Carte
- Low Fat Milk
- Fruit
- Reim. Lunch
- Hot Dog
- Fruit Punch
- Meals
- Sparkle Water

### *Vending*

An optional feature, Vending, helps to offset the meal rush with an easy, quick access to meal items through a vending service. Students “purchase” their item through their student account by scanning their ID card and entering a secure code. Both reimbursable meals and A La Carté items can be purchased with reimbursable meal transaction being limited to one meal per day. Meal operational hours are set by you, and the machine can be monitored and locked down if the temperature reaches an unsafe temperature.

### *PrimeroEdge Manager & Central Office*

The Manager functions of PrimeroEdge allow real-time monitoring of all cafeteria operations. Daily transactions, payments and other cashier activities transmit instantaneously across the district. The PrimeroEdge web-based architecture allows access from any internet-enabled computer. After administrators assign security levels and privileges by job function, school and location, the PrimeroEdge Point of Service will automatically limit access to the operational tasks specifically assigned to each individual.

### *Central Office Point of Sale Business Analytics Functions*

Administration	Menu Items	Management
Reconciliation	Menu Items	Site Selection Worksheet
Deposit Slip	Menu Grids	Meal Types
Record Sales	Default Menu Grids	Manage Periods
Edit Sales	Meal Equivalents	POS Posting
Special Roster	Menu Item Categories	UFS Export
View Sessions	Meal Combo	Balance Import
Additional Income		FSA Export
Edit Checks		Homerooms
Letter Templates		
Reminders		

### *User Permission*

PrimeroEdge supports a wide range of roles/permissions. Our implementation process incorporates consultation with decision makers to make the best possible choice regarding role/permission settings based on the user base. Additionally, we engage with the District Management team to inform users, especially new computer users, of the best practices in using systems with potentially sensitive data. This process often includes reinforcement of the District's Information Security policies.

The PrimeroEdge web based design allows permissioned users to access remotely from the outside. NSS (Network Security Services) business information including reports and dashboard displays for real time snap shot of daily sales and operating activity.

### *Reconciliation*

Managers can complete end of the day sales activities by reviewing the opening and closing information, transactions and payments. Managers are able to make adjustments to closing information or any transaction that has been marked for review. Alterations made by managers require comments, which are time and date stamped for complete audit trail documentation.

### *View Session*

During serving periods, School Nutrition Administrators and Cafeteria Managers can view cashier activities from their office. Information available includes current sales, pre-payments information, current logged-in cashier, number of meals served and sales totals.

### *Edit Checks*

Edit Checks are available either through generation of a report, or through an interactive process where documentation regarding an individual Edit Check is stored with an Edit Check listing.

### *Interactive Edit Checks*

- Interactive - not just a report
- Centralized access to Edit Check information
- Simplified record keeping
- Quickly find flagged exceptions
- Quick access to relevant reports to see the cause of the excess participation
- Ability to document the cause and store it in the system

### Edit Check

Area: --ALL-- Site Type: --ALL-- Site Code: --ALL-- Site: --ALL--

Meal Type: --ALL--

Date Range:

☒ Daily From: 3/9/2017

☐ Monthly Month: March Year: 2017

☐ Date Range From: 3/1/2017 To: 3/9/2017

Report Type:

☒ Summary ☐ Detailed

Report Options:

☐ Exceptions Only

☐ Exclude Non-Serv

☐ Include Site Name

☐ Include Satellite S

☐ Include CEP deta

☐ Provision Sites O

**Edit Check Report**

Generated On: 9/11/2012 11:01:13 AM

Claims for Edge County Schools - May 2011 Site Breakdown

Edge County Schools		Severe need		Non-severe need		60% or more		Snack		At Risk Snack		Total	
		Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt	Count	Amt
0100 - CHAPEL HILL HIGH-624	Free	5,731	\$10,086.56			9,909	\$27,150.68	0	\$0.00			15,640	\$37,237.22
	Reduced	609	\$889.14			1,607	\$3,760.38	0	\$0.00			2,216	\$4,649.52
	Paid	1,968	\$511.68			7,982	\$2,234.96	0	\$0.00			9,950	\$2,746.64
	Subtotal	8,308	\$11,487.38			19,498	\$33,146.00	0	\$0.00			27,806	\$44,633.38
0103 - YEAGER MIDDLE-628	Free	3,643	\$6,411.68			5,061	\$13,867.14	0	\$0.00			8,704	\$20,278.82
	Reduced	440	\$642.40			840	\$1,965.60	0	\$0.00			1,280	\$2,608.00
	Paid	1,127	\$293.02			2,457	\$687.96	0	\$0.00			3,584	\$980.96
	Subtotal	5,210	\$7,347.10			8,358	\$16,520.70	0	\$0.00			13,568	\$23,867.80
0104 - NORTH EDGE ELEMENTARY-629	Free	5,325	\$9,372.00			7,527	\$20,623.98			1,024	\$757.76	13,876	\$30,753.74
	Reduced	449	\$655.54			786	\$1,839.24			0	\$0.00	1,235	\$2,494.78
	Paid	499	\$129.74			1,375	\$385.00					1,874	\$514.74
	Subtotal	6,273	\$10,157.28			9,688	\$22,848.22			1,024	\$757.76	16,985	\$33,763.26
0107 - BILL ARP ELEMENTARY-606	Free	4,737	\$8,337.12			6,936	\$19,004.64			825	\$610.50	12,498	\$27,952.26
	Reduced	483	\$705.18			811	\$1,897.74			0	\$0.00	1,294	\$2,602.92
	Paid	1,035	\$269.10			3,623	\$1,014.44					4,658	\$1,283.54
	Subtotal	6,255	\$9,311.40			11,370	\$21,916.82			825	\$610.50	18,450	\$31,838.72
0108 - FACTORY SCHOOLS MIDDLE-631	Free	5,904	\$10,391.04			8,671	\$23,758.54			1,000	\$740.00	15,575	\$34,889.58
	Reduced	710	\$1,036.60			1,276	\$2,985.84			0	\$0.00	1,986	\$4,022.44
	Paid	1,701	\$442.26			3,944	\$1,104.32					5,645	\$1,546.58
	Subtotal	8,315	\$11,869.90			13,891	\$27,848.70			1,000	\$740.00	23,206	\$40,458.60

### Edit Checks

Site Code: 4050 Site: EDGE COUNTY HIGH-611

Date Range:

☐ Daily From: 5/7/2012

☐ Monthly Month: May Year: 2012

☒ Date Range From: 12/1/2011 To: 5/7/2012

Apply

### Edit Check List

All Resolved Unresolved

Site	Date	Meal Type	Eligibility	Reason	Resolved	Options
4050	12/07/2011	Breakfast	Free	Free - Exceeds attendance factor	✓	
4050	12/07/2011	Breakfast	Paid	Paid - Exceeds attendance factor	✓	
4050	12/07/2011	Breakfast	Reduced	Reduced - Exceeds attendance factor	✓	
4050	12/07/2011	Lunch	Free	Free - Exceeds attendance factor		
4050	12/07/2011	Lunch	Reduced	Reduced - Exceeds attendance factor		
4050	12/07/2011	Lunch	Paid	Paid - Exceeds attendance factor		
4050	12/06/2011	Breakfast	Free	Free - Exceeds attendance factor		
4050	12/06/2011	Breakfast	Reduced	Reduced - Exceeds attendance factor		
4050	12/06/2011	Breakfast	Paid	Paid - Exceeds attendance factor		
4050	12/06/2011	Lunch	Paid	Paid - Exceeds attendance factor		

Page size: 10 99 items in 10 pages

**Interactive Edit Checks**

## Reports

PrimeroEdge Central Office and Cafeteria Manager's accountability has a large collection of standard reports. Each report can be customized by clicking the desired fields that need to be included in the report. Reporting categories include:

Filter/Option	Description
<b>Region</b>	Represents grouping schools by zone, attendance group or district supervisor.
<b>School Type</b>	Elementary, middle or high school choices can be selected.
<b>School</b>	An individual campus can be selected.
<b>Meal Type</b>	Choose the meal period you wish to have information from. Also choose meal eligibility status, staff, FS staff and visitor meal information.
<b>Daily</b>	Information will be retrieved for the current day's sales activity.
<b>Monthly</b>	Choose the month for which information is needed.
<b>Date Range</b>	Choose a custom date range preference from as few as two days or up to entire school year.
<b>Summary</b>	Limit the report to show a quick snapshot of the totals.
<b>Detail</b>	Show full line by-line-detail of the requested information.

Reporting accessibility is determined by an administrator for which reports can be seen by the user. For example: Managers will see reporting directly linked to their operation; Regional Managers see reporting for all sites they manage and administrators can see the entire district operations and additional operational control reporting. All transactions and other operation entries by the user are electronically recorded and dated by PrimeroEdge.

The PrimeroEdge custom reporting tool allows the user to create reports by clicking to choose the information needed. All reports can be exported in a wide range of formats including PDF, Word, Excel, CSV, TIFF, XML and MHTML. In addition, managers will be able to process payments, set up POS menus, handle return checks, print low balance reminders and print student rosters from the POS Administration site.

*Central Office Point of Sale Reporting*

Daily Reports	Patron Reports	Business Reports
Activity	Birthday list	Additional Income
Edit Check	No Charge List	Bank Deposits
Edit Check Worksheet	Patron Balance	Billing Summary
Meal Count	Payments	Cash Collection
Meal Participation	POS Roster	Marked for Review
Menu Item Sales	Special Account	Child Nutrition Worksheet
Patron Participation	Transaction History	Marked for Review
Serving Exceptions		Meal Cost Breakdown
Session Transactions		Paid Lunch Equity
Transaction Adjustments		Paid Lunch Price
		Returned Checks
		Revenue
		Site Account Balance
		Site Revenue
		Suspicious Transaction
		Till Status



## Sample Point of Sale Reports

## Reimbursement Claim

## Reimbursement Claim - District

Claim Period: May 2011

Generated 11/16/2015 07:27:28 PM by Cybersoft Support

Report Type: Standard - Summary

## Claim Report Header Line 1

## School Lunch and Child Nutrition Programs

## Reimbursement Claim for School Lunch and Breakfast Programs

## General Information

Program	Number of schools	Days in operation	ADA
SBP - Non-severe need	4	20	2,460
SBP - Severe need	28	21	20,465
NSLP - 60% or more	32	20	22,933
ASP - Non-Area Eligible Snack	10	20	3,508
ASP - Area Eligible Snack	22	21	8,540

## Students Approved

Free: 12,398

Reduced: 1,810

## Meal Counts

Classification	Pricetype	Count	Amount
<b>ASP</b>		<b>24,536</b>	<b>\$15,213.09</b>
<b>Non-Area Eligible Snack</b>		<b>5,764</b>	<b>\$1,321.81</b>
	Free	1,257	\$930.18
	Reduced	391	\$144.67
	Paid	4,116	\$246.96
<b>Area Eligible Snack</b>		<b>18,772</b>	<b>\$13,891.28</b>
	Free	18,772	\$13,891.28
	Reduced	0	\$0.00
<b>NSLP</b>		<b>351,706</b>	<b>\$670,144.42</b>
<b>60% or more</b>		<b>351,706</b>	<b>\$670,144.42</b>
	Free	208,416	\$571,059.84
	Reduced	28,623	\$66,977.82
	Paid	114,667	\$32,106.76
<b>SBP</b>		<b>188,799</b>	<b>\$271,215.52</b>
<b>Severe need</b>		<b>170,571</b>	<b>\$252,837.96</b>
	Free	128,269	\$225,753.44
	Reduced	13,405	\$19,571.30
	Paid	28,897	\$7,513.22
<b>Non-severe need</b>		<b>18,228</b>	<b>\$18,377.56</b>
	Free	9,768	\$14,456.64
	Reduced	1,871	\$2,207.78
	Paid	6,589	\$1,713.14
<b>Total:</b>		<b>565,041</b>	<b>\$956,573.03</b>



## Activity

## Activity

Site Type: All  
 Site: ASHTON HIGH-602  
 Date: 10/01/2015 - 10/31/2015

Generated 11/16/2015 07:30:04 PM by Cybersoft Support  
 Include Satellite Schools: No

	Count	Meal Sales	A La Carte	Tax	Total	Cash Sales	Debit Sales	Reim.
<b>Area: Edge County Schools</b>								
<b>Site: 0187 ASHTON HIGH-602</b>								
<b>Meal Type: Breakfast</b>								
Free	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reduced	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	1	1.00	1.80	0.00	2.80	0.00	2.80	0.27
<b>Total</b>	<b>1</b>	<b>\$1.00</b>	<b>\$1.80</b>	<b>\$0.00</b>	<b>\$2.80</b>	<b>\$0.00</b>	<b>\$2.80</b>	<b>\$0.27</b>
Staff	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visitor	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prog Adult	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Second Meal	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Meal Type Total</b>	<b>1</b>	<b>\$1.00</b>	<b>\$1.80</b>	<b>\$0.00</b>	<b>\$2.80</b>	<b>\$0.00</b>	<b>\$2.80</b>	<b>\$0.27</b>
<b>Meal Type: Lunch</b>								
Free	3	0.00	4.25	0.00	4.25	0.00	4.25	8.64
Reduced	3	1.20	3.75	0.00	4.95	0.40	4.55	7.44
Paid	5	10.00	27.00	0.00	37.00	3.00	34.00	1.45
<b>Total</b>	<b>11</b>	<b>\$11.20</b>	<b>\$35.00</b>	<b>\$0.00</b>	<b>\$46.20</b>	<b>\$3.40</b>	<b>\$42.80</b>	<b>\$17.53</b>
Staff	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visitor	2	5.60	3.00	0.00	8.60	0.00	8.60	0.00
Prog Adult	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Second Meal	3	0.00	8.40	0.00	8.40	2.80	5.60	0.00
<b>Total</b>	<b>5</b>	<b>\$5.60</b>	<b>\$11.40</b>	<b>\$0.00</b>	<b>\$17.00</b>	<b>\$2.80</b>	<b>\$14.20</b>	<b>\$0.00</b>
<b>Meal Type Total</b>	<b>16</b>	<b>\$16.80</b>	<b>\$46.40</b>	<b>\$0.00</b>	<b>\$63.20</b>	<b>\$6.20</b>	<b>\$57.00</b>	<b>\$17.53</b>
<b>Meal Type: Snack</b>								
Free	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reduced	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Staff	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visitor	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prog Adult	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Second Meal	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Meal Type Total</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>17</b>	<b>\$17.80</b>	<b>\$48.20</b>	<b>\$0.00</b>	<b>\$66.00</b>	<b>\$6.20</b>	<b>\$59.80</b>	<b>\$17.80</b>

<b>Summary</b>	
Cash Payment	\$280.00
Online Payment	\$0.00
<b>Total Payment</b>	<b>\$280.00</b>
<b>Total Reim.</b>	<b>\$17.80</b>
Total Debit Sales	\$59.80
Total Cash Sales	\$6.20
Total Tax	\$0.00
Total Cash Payment	\$280.00
<b>Calculated Cash</b>	<b>\$286.20</b>
Actual Cash	\$34.00
Variance	-\$252.20
Deposited Amount	\$0.00

## Edit Check

## Edit Check

Site: All  
Date: 03/01/2016 - 03/08/2017

Generated 03/08/2017 04:24:26 PM by Cybersoft Support  
Report Type: Detailed

	Free					Reduced					Paid					Total					AF
Date	Apprv	Elig (V/A)	AA Elig	Count	%	Apprv	Elig (V/A)	AA Elig	Count	%	Apprv	Elig (V/A)	AA Elig	Count	%	Apprv	Elig (V/A)	AA Elig	Count	%	
Meal Type: Breakfast																					
Area: BARBOUR COUNTY SCHOOLS																					
Site: 201 BELINGTON ELEMENTARY																					
02/07/2017	21	21 (0/0)	18	50	238.10	2	2 (0/0)	2	50	2,500.00	316	316 (0/0)	269	50	15.82	339	339 (0/0)	288	150	44.25	85.00
Site Total	21	21 (0/0)	18	50	238.10	2	2 (0/0)	2	50	2,500.00	316	316 (0/0)	269	50	15.82	339	339 (0/0)	288	150	44.25	
Site: 202 JUNIOR ELEMENTARY																					
02/02/2017	10	9 (0/1)	8	0	0.00	0	1 (1/0)	1	1	100.00	113	113 (0/0)	96	0	0.00	123	123 (1/1)	105	1	0.81	85.00
Site Total	10	9 (0/1)	8	0	0.00	0	1 (1/0)	1	1	100.00	113	113 (0/0)	96	0	0.00	123	123 (1/1)	105	1	0.81	
Site: 205 VOLGA-CENTURY ELEMENTARY																					
12/19/2016	9	9 (0/0)	8	16	177.78	0	0 (0/0)	0	1	0.00	19	19 (0/0)	16	3	15.79	28	28 (0/0)	24	20	71.43	85.00
Site Total	9	9 (0/0)	8	16	177.78	0	0 (0/0)	0	1	0.00	19	19 (0/0)	16	3	15.79	28	28 (0/0)	24	20	71.43	
Site: 501 PHILIP BARBOUR HIGH SCHOOL COMPLEX																					
02/07/2017	35	35 (0/0)	30	50	142.86	4	4 (0/0)	3	50	1,250.00	768	768 (0/0)	653	50	6.51	807	807 (0/0)	686	150	18.59	85.00
Site Total	35	35 (0/0)	30	50	142.86	4	4 (0/0)	3	50	1,250.00	768	768 (0/0)	653	50	6.51	807	807 (0/0)	686	150	18.59	
Area Total	75	74 (0/1)	63	116	156.76	6	7 (1/0)	6	102	1,457.14	1,216	1,216 (0/0)	1,034	103	8.47	1,297	1,297 (1/1)	1,102	321	24.75	
Breakfast Total	75	74 (0/1)	63	116	156.76	6	7 (1/0)	6	102	1,457.14	1,216	1,216 (0/0)	1,034	103	8.47	1,297	1,297 (1/1)	1,102	321	24.75	
Meal Type: Lunch																					
Area: BARBOUR COUNTY SCHOOLS																					
Site: 201 BELINGTON ELEMENTARY																					
10/11/2016	0	0 (0/0)	0	1	0.00	0	0 (0/0)	0	0	0.00	0	1 (1/0)	1	5	500.00	0	1 (1/0)	1	6	600.00	85.00
02/07/2017	21	21 (0/0)	18	50	238.10	2	2 (0/0)	2	50	2,500.00	316	316 (0/0)	269	50	15.82	339	339 (0/0)	288	150	44.25	85.00
Site Total	21	21 (0/0)	18	51	242.86	2	2 (0/0)	2	50	2,500.00	316	317 (1/0)	269	55	17.35	339	340 (1/0)	289	156	45.88	
Site: 501 PHILIP BARBOUR HIGH SCHOOL COMPLEX																					
01/24/2017	0	2 (2/0)	2	16	800.00	0	0 (0/0)	0	0	0.00	0	0 (0/0)	0	211	0.00	0	2 (2/0)	2	227	11,350.00	85.00
01/25/2017	30	30 (0/0)	26	18	60.00	4	4 (0/0)	3	10	250.00	771	771 (0/0)	655	42	5.45	805	805 (0/0)	684	70	8.70	85.00
Site Total	30	32 (2/0)	27	34	106.25	4	4 (0/0)	3	10	250.00	771	771 (0/0)	655	253	32.81	805	807 (2/0)	686	297	36.80	
Area Total	51	53 (2/0)	45	85	160.38	6	6 (0/0)	5	60	1,000.00	1,087	1,088 (1/0)	925	308	28.31	1,144	1,147 (3/0)	975	453	39.49	
Lunch Total	51	53 (2/0)	45	85	160.38	6	6 (0/0)	5	60	1,000.00	1,087	1,088 (1/0)	925	308	28.31	1,144	1,147 (3/0)	975	453	39.49	
Meal Type: Snack																					
Area: BARBOUR COUNTY SCHOOLS																					
Site: 201 BELINGTON ELEMENTARY																					
02/07/2017	21	21 (0/0)	18	50	238.10	2	2 (0/0)	2	50	2,500.00	316	316 (0/0)	269	50	15.82	339	339 (0/0)	288	150	44.25	85.00
Site Total	21	21 (0/0)	18	50	238.10	2	2 (0/0)	2	50	2,500.00	316	316 (0/0)	269	50	15.82	339	339 (0/0)	288	150	44.25	
Site: 202 JUNIOR ELEMENTARY																					
12/05/2016	7	7 (0/0)	6	10	142.86	0	0 (0/0)	0	2	0.00	117	117 (0/0)	99	26	22.22	124	124 (0/0)	105	38	30.65	85.00
Site Total	7	7 (0/0)	6	10	142.86	0	0 (0/0)	0	2	0.00	117	117 (0/0)	99	26	22.22	124	124 (0/0)	105	38	30.65	
Area Total	28	28 (0/0)	24	60	214.29	2	2 (0/0)	2	52	2,600.00	433	433 (0/0)	368	76	17.55	463	463 (0/0)	394	188	40.60	
Snack Total	28	28 (0/0)	24	60	214.29	2	2 (0/0)	2	52	2,600.00	433	433 (0/0)	368	76	17.55	463	463 (0/0)	394	188	40.60	
Grand Total	154	155 (2/1)	132	261	168.39	14	15 (1/0)	13	214	1,426.67	2,736	2,737 (1/0)	2,326	487	17.79	2,904	2,907 (4/1)	2,471	962	33.09	

xxx.x Exceeds Attendance Factor    xxx Exceeds Eligible Count    Note: Inactive Student serving is allowed - Meal Counts may include inactive students.

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*Edit Check Worksheet*

**EDIT CHECK WORKSHEET** Generated 03/08/2017 04:27:15 PM by Cybersoft Support

Site: All  
Date: 03/01/2017 - 03/31/2017

Site:  Attendance Factor (AF):

Month:  Operating Days:  Total Enrollment:

Day Of Month	Free			Reduced			Paid			Total Served	Comments
	Served	Eligible	Eligible X AF	Served	Eligible	Eligible X AF	Served	Eligible	Eligible X AF		
<b>Breakfast</b>											
03/01/2017	0	0	0	0	0	0	0	0	0	0	
03/02/2017	0	0	0	0	0	0	0	0	0	0	
03/03/2017	0	0	0	0	0	0	0	0	0	0	
03/08/2017	1	24	22	1	2	2	1	316	288	3	
<b>Lunch</b>											
03/01/2017	0	0	0	0	0	0	0	0	0	0	
03/02/2017	0	0	0	0	0	0	0	0	0	0	
03/03/2017	0	0	0	0	0	0	0	0	0	0	
03/08/2017	0	24	22	0	2	2	2	316	288	2	
<b>Snack</b>											
03/01/2017	0	0	0	0	0	0	0	0	0	0	
03/02/2017	0	0	0	0	0	0	0	0	0	0	
03/03/2017	0	0	0	0	0	0	0	0	0	0	
03/08/2017	0	24	22	0	2	2	0	316	288	0	
<b>Special Milk</b>											
03/01/2017	0	0	0	0	0	0	0	0	0	0	
03/02/2017	0	0	0	0	0	0	0	0	0	0	
03/03/2017	0	0	0	0	0	0	0	0	0	0	
03/08/2017	0	0	0	0	0	0	0	0	0	0	
<b>Site Total</b>	<b>0</b>			<b>0</b>			<b>0</b>			<b>0</b>	

**Report Selections**  
Area: All  
Site Type: All  
Meal Type: All

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## Meal Count

## Meal Count By Site

Site: All  
Date: 03/01/2016 - 03/08/2017

Generated 03/08/2017 04:31:51 PM by Cybersoft Support  
Report Type: Summary

	Breakfast						Lunch						Snack					
	Free	Reduced	Paid	Prog Adult	Others	Total	Free	Reduced	Paid	Prog Adult	Others	Total	Free	Reduced	Paid	Prog Adult	Others	Total
Area: COUNTY SCHOOLS	Serving Days: 24						Serving Days: 16						Serving Days: 6					
101 KASSON ELEMENTARY/MIDDLE SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
201 BELINGTON ELEMENTARY	58	51	73	3	30	215	56	50	77	3	21	207	50	50	53	0	0	153
202 JUNIOR ELEMENTARY	10	1	11	0	11	33	6	0	4	0	1	11	10	2	26	0	0	38
203 MOUNT VERNON ELEMENTARY	3	0	17	0	0	20	2	0	18	0	0	20	0	0	0	0	0	0
204 PHILIPPI ELEMENTARY SCHOOL	3	0	6	0	1	10	0	0	0	0	1	1	0	0	0	0	0	0
205 VOLGA-CENTURY ELEMENTARY	16	1	3	0	1	21	0	0	0	0	0	0	0	0	0	0	0	0
302 BELINGTON MIDDLE SCHOOL	1	0	8	0	2	11	0	0	1	0	1	2	0	0	0	0	0	0
303 PHILIPPI MIDDLE SCHOOL	2	0	2	0	0	4	1	0	1	0	0	2	0	0	0	0	0	0
501 PHILIP BARBOUR HIGH SCHOOL COMPLEX	133	51	619	7	31	841	85	11	463	1	26	586	10	0	174	0	0	184
Region Totals:	226	104	739	10	76	1,155	150	61	564	4	50	829	70	52	253	0	0	375
Grand Totals:	226	104	739	10	76	1,155	150	61	564	4	50	829	70	52	253	0	0	375

## Report Selections

Area: All  
Site Type: All  
Report Options: Serving Site

Powered by PrimoEdge for: COUNTY SCHOOLS

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## Meal Participation

## Meal Participation

Site: All  
Date: 03/01/2016 - 03/08/2017

Generated 03/08/2017 04:33:50 PM by Cybersoft Support  
Report Type: Summary

Total Enrollment: 2,227  
Free: 165  
Reduced: 11  
Paid: 2,051

Site	Breakfast						Lunch						Snack					
	Student					Adult	Student					Adult	Student					Adult
	Free	Red	Paid	Total	Prog	Other	Free	Red	Paid	Total	Prog	Other	Free	Red	Paid	Total	Prog	Other
BELINGTON ELEMENTARY	58	51	73	182	3	30	56	50	77	183	3	21	50	50	53	153	0	0
BELINGTON MIDDLE SCHOOL	1	0	8	9	0	2	0	0	1	1	0	1	0	0	0	0	0	0
JUNIOR ELEMENTARY	10	1	11	22	0	11	6	0	4	10	0	1	10	2	26	38	0	0
KASSON ELEMENTARY/MIDDLE SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOUNT VERNON ELEMENTARY	3	0	17	20	0	0	2	0	18	20	0	0	0	0	0	0	0	0
PHILIP BARBOUR HIGH SCHOOL COMPLEX	133	51	619	803	7	31	85	11	463	559	1	26	10	0	174	184	0	0
PHILIPPI ELEMENTARY SCHOOL	3	0	6	9	0	1	0	0	0	0	0	1	0	0	0	0	0	0
PHILIPPI MIDDLE SCHOOL	2	0	2	4	0	0	1	0	1	2	0	0	0	0	0	0	0	0
VOLGA-CENTURY ELEMENTARY	16	1	3	20	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Total:	226	104	739	1,069	10	76	150	61	564	775	4	50	70	52	253	375	0	0
AP	38	18	124	179	2	13	25	11	94	130	1	9	12	9	43	63	0	0
% AP	11.82%	66.67%	2.64%	3.55%			7.85%	39.10%	2.01%	2.58%			3.66%	33.33%	0.90%	1.25%		

## Report Selections

Area: All  
Site Type: All  
Report Options: Meal Count

## Report Legend

AP: Average Participation for the period = Total / # of Sites (Rounded to the next whole number)  
% AP: (Total \* 100)/Total Daily Enrollment

Powered by PrimoEdge for: COUNTY SCHOOLS

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## Menu Item Sales

Price Type	Transaction Type	Count	Price Per Item	Revenue
<b>Menu Item Sales</b>				
Site: All				
Date: 03/01/2016 - 03/08/2017				
Generated 03/08/2017 04:35:29 PM by Cybersoft Support				
Report Type: Daily Summary				
<b>Menu Item: Breakfast Meal</b>				
<b>Area: COUNTY SCHOOLS</b>				
<b>Site: ELEMENTARY</b>				
<b>Meal Type: Breakfast</b>				
Free	SALE	59	\$0.00	\$0.00
Reduced	SALE	52	\$0.30	\$15.60
Paid	SALE	76	\$1.00	\$76.00
Staff	DEBIT	23	\$3.00	\$69.00
Visitor	SALE	6	\$3.00	\$18.00
Prog Adult	SALE	4	\$4.00	\$16.00
Second Meal	SALE	7	\$2.00	\$14.00
<b>Site: MIDDLE SCHOOL</b>				
<b>Meal Type: Breakfast</b>				
Free	DEBIT	1	\$0.00	\$0.00
Paid	DEBIT	8	\$1.00	\$8.00
Second Meal	DEBIT	2	\$1.00	\$2.00
<b>Site: ELEMENTARY</b>				
<b>Meal Type: Breakfast</b>				
Free	SALE	13	\$0.00	\$0.00
Reduced	DEBIT	1	\$0.30	\$0.30
Paid	DEBIT	12	\$1.00	\$12.00
Staff	SALE	1	\$3.00	\$3.00
Visitor	SALE	10	\$3.00	\$30.00
<b>Site: ELEMENTARY</b>				
<b>Meal Type: Breakfast</b>				
Free	DEBIT	3	\$0.00	\$0.00
Paid	DEBIT	17	\$1.00	\$17.00
<b>Site: HIGH SCHOOL COMPLEX</b>				
<b>Meal Type: Breakfast</b>				
		137	\$0.00	\$0.00
<b>Item Grand Total :</b>				
		1		\$1.50
<b>Grand Total Of All Item Sales :</b>				<b>\$2,851.35</b>
<b>Report Selections:</b>				
Area: All				
Grade: All				
Terminal: All				
Meal Type: All				
Menu Item: All				
Meals Only: No				
A La Carte Only: No				
Transaction Type: All				
Group by: N/A				
<b>Report Legend:</b>				
This report details the sales information of specific menu items based on the selected criteria. The summary option will display a count and dollar amount for all items served categorized by meal service.				
<b>Note:</b>				
Partial Debit and Cash Sales are included as Sales, therefore Debit and Cash Totals in this report should not be compared to the Activity or Revenue reports.				
Powered by PrimeroEdge for: COUNTY SCHOOLS				
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*Patron Participation*

Patron Participation

Site: All

Date: 03/08/2017

Generated 03/08/2017 04:41:57 PM by Cybersoft Support

Enrollment Site	Grade	Homeroom	Patron ID	Patron Name	Student Eligibility	Reason	Sale Date	Meal Eligibility	Menu Item	Item Price
Serving Site: 501 PHILIP BARBOUR HIGH SCHOOL COMPLEX										
COMPLEX	HIGH SCHOOL	9 WOLF C	899874	Abraham, Jhon	Free	DCTANF	03/08/2017 04:00 AM	Free	Manual Sale Alacarte	1.00
COMPLEX	HIGH SCHOOL	9 WOLF C	899874	Abraham, Jhon	Free	DCTANF	03/08/2017 04:00 AM	Free	Breakfast Meal	0.00
COMPLEX	HIGH SCHOOL	9 WOLF C	899874	Abraham, Jhon	Free	DCTANF	03/08/2017 10:01 AM	Free	Lunch Meal	0.00
		Patron Count: 1							Site Totals:	1.00
Grand Total:		Patron Count: 1							Sale: 1.00	

Powered by PrimeroEdge for: COUNTY SCHOOLS

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*Session Transactions*

Session Transactions					
Generated 03/08/2017 04:47:25 PM by Cybersoft Support					
Report Type: Summary By School					
Site: All					
Date: 03/01/2016 - 03/08/2017					
Session Date	Terminal Name	Reim. Meal	Debits	Cash	Tax
Area: COUNTY SCHOOLS					
Serving Site: HIGH SCHOOL COMPLEX					
01/31/2017 07:01:00 PM	SITE_002_501	1	1.00	0.00	
02/01/2017 10:09:22 AM	CS149-D*	1	0.00	4.00	0.27
02/01/2017 11:26:56 AM	CS149-D*	1	1.50	0.00	
02/01/2017 11:53:07 AM	CS149-D*	0	1.50	0.00	
02/02/2017 09:14:45 AM	CS149-D*	1	1.00	0.00	
02/03/2017 04:00:00 AM	SITE_002_501	1	0.00	3.00	0.27
02/03/2017 04:00:00 AM	SITE_002_501	4	0.00	7.00	0.54
02/03/2017 04:00:00 AM	SITE_002_501	3	2.00	0.00	
02/03/2017 10:01:00 AM	SITE_002_501	3	0.00	0.00	
02/03/2017 10:01:00 AM	SITE_002_501	3	1.50	0.00	
02/03/2017 07:01:00 PM	SITE_002_501	3	0.00	0.00	
02/03/2017 07:01:00 PM	SITE_002_501	3	1.00	0.00	
02/06/2017 12:00:00 AM	SITE_002_501	2	0.00	0.00	
02/07/2017 04:00:00 AM	SITE_002_501	150	0.00	65.00	0.00
02/09/2017 10:01:00 AM	SITE_002_501	1	1.50	0.00	
02/10/2017 12:00:00 AM	SITE_002_501	1	1.00	0.00	
02/10/2017 04:00:00 AM	SITE_002_501	1	1.00	0.00	
02/10/2017 04:00:00 AM	SITE_002_501	3	1.00	7.00	0.63
02/10/2017 10:01:00 AM	SITE_002_501	3	1.50	5.25	0.48
02/10/2017 10:01:00 AM	SITE_002_501	1	1.50	0.00	
02/10/2017 10:01:00 AM	SITE_002_501	1	1.00	0.00	
03/03/2017 04:00:00 AM	SITE_002_501	2	0.00	1.00	
03/03/2017 02:37:33 PM	SITE_002_501	1	0.00	1.00	
03/07/2017 04:00:00 AM	SITE_002_501	2	1.00	11.00	0.70
03/08/2017 04:00:00 AM	SITE_002_501	3	2.00	11.00	0.70
03/08/2017 10:01:00 AM	SITE_002_501	3	0.00	6.00	0.33
Site Total		1,573	1,329.25	525.90	14.37
Area Total		2,300	1,791.00	1,062.35	29.17
Grand Total		2,300	1,791.00	1,062.35	29.17
Report Selections					
Area: All					
Terminal: All					
Include Payments: No					
Powered by PrimeroEdge for: COUNTY SCHOOLS					
Page: 4 of 4					

*Transaction Adjustments***Sale Adjustments**

Generated 03/08/2017 04:50:43 PM by Cybersoft Support

Site: All  
Date: 03/01/2016 - 03/08/2017

Patron Name	Patron ID	Trans #	Original Sale			Adjustment Sale			Comments
			Date	Item	Amount	Date	Item	Amount	
Serving Site: 201 BELINGTON ELEMENTARY									
User Name: Barbour Director									
Enrollment Site: 201 BELINGTON ELEMENTARY									
KETCHUM, TRINITY	20008581	1	12/09/2016	Original Total:	1.25	12/09/2016	Adjusted Total:	0.00	test
				Lunch Meal	1.25	No Items			
User Name: Brian Reads									
Enrollment Site: 201 BELINGTON ELEMENTARY									
HOWELL JR, SILAS C	20008783	1	12/09/2016	Original Total:	1.25	12/09/2016	Adjusted Total:	1.25	test
				Lunch Meal	1.25	Lunch Meal 1.25			
HOWELL JR, SILAS C	20008783	1	12/09/2016	Original Total:	1.25	12/09/2016	Adjusted Total:	1.25	test
				Lunch Meal	1.25	Lunch Meal 1.25			
User Name: Cybersoft Support									
Enrollment Site: 201 BELINGTON ELEMENTARY									
Anthony, Danial M	200086580	1	12/06/2016	Original Total:	2.00	12/06/2016	Adjusted Total:	4.00	k
				Breakfast Meal	0.00	Breakfast Meal 0.00			
				Breakfast Meal	2.00	Breakfast Meal 2.00			
						Breakfast Meal 2.00			
Anthony, Danial M	200086580	1	12/06/2016	Original Total:	0.00	12/06/2016	Adjusted Total:	2.00	Extra Meal
				Breakfast Meal	0.00	Breakfast Meal 0.00			
						Breakfast Meal 2.00			
<del>Patron: 501 TWIN CREEK HIGH SCHOOL COMPLEX</del>									
Bhai, Miniya	56789	1	02/14/2017	Original Total:	2.00	02/14/2017	Adjusted Total:	9.00	n
				Banana	1.00	Breakfast Meal 3.00			
				Breakfast Meal	1.00				
Bhai, Miniya	56789	1	02/14/2017	Original Total:	1.00	02/14/2017	Adjusted Total:	0.00	h
				Breakfast Meal	1.00	No Items			
Abraham, Jhon	899874	1	02/15/2017	Original Total:	0.00	02/15/2017	Adjusted Total:	1.00	item added
				Breakfast Meal	0.00	Banana 1.00			
						Breakfast Meal 0.00			

**Report Selections**Area: All  
Terminal: All  
UserName: All  
Report Options: Serving Site

Powered by PrimeroEdge for: COUNTY SCHOOLS

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*Patron Balance***Patron Balance**

Site: ASHTON HIGH-602

Generated 11/16/2015 07:42:58 PM by Cybersoft Support

ID	Patron Name	Site	Grade	Homeroom	Status	No Charge Reason	Elig	Balance
<b>Area: Edge County Schools</b>								
350867	Aquino-Portillo, Anthony S	0187 ASHTON HIGH-602	9	Combs,M	Active		111	-\$3.25
322967	Carr, Jonathan E	0187 ASHTON HIGH-602	9	Crawford,J	Active		113	-\$3.75
332552	Giorgiacomo, Ray M	0187 ASHTON HIGH-602	9	Ritchie,D	Active		113	-\$3.60
320271	Gibson, Nyla M	0187 ASHTON HIGH-602	9	Ritchie,D	Active		111	-\$3.60
335982	Guay, Ashley M	0187 ASHTON HIGH-602	9	Boehman,K	Active		113	-\$1.50
404866	Horne, Lauren T	0187 ASHTON HIGH-602	9	Long,C	Active		111	-\$0.32
335199	Johnson, Moriyah D	0187 ASHTON HIGH-602	9	Shepherd,M	Active		113	-\$1.84
312394	Kreider, Matthew J	0187 ASHTON HIGH-602	9	Cann,I	Active		113	-\$0.55
322329	McPherson, Michael B	0187 ASHTON HIGH-602	9	Baxter,R	Active		111	-\$0.75
321891	Mitchell, Cailin M	0187 ASHTON HIGH-602	9	Sizemore,P	Active		113	-\$3.76
340003	Morris, Xavier M	0187 ASHTON HIGH-602	9	Sizemore,P	Active		111	-\$0.50
315678	Nkrumah, Richmond K	0187 ASHTON HIGH-602	9	Jones,J	Active		111	-\$0.94
325621	Ramos, Chelsy	0187 ASHTON HIGH-602	9	Royal,A	Active		112	-\$1.85
322189	Schuster, Mylisa K	0187 ASHTON HIGH-602	9	McAdams,L	Active		111	-\$6.52
311578	Stevens, James E	0187 ASHTON HIGH-602	9	Camp,M	Active		111	-\$1.65
331425	Weaver, Travis J	0187 ASHTON HIGH-602	9	Brown,C	Active		111	-\$0.50
<b>Grand Total</b>								<b>-\$34.88</b>

**Report Selections**

Grade: 9  
 Student Status: Active  
 Student Price Type: Free, Reduced, Paid  
 Below: Yes  
 Balance Below: \$0.00  
 Balance Options: Exclude \$0.00  
 Display Contact Info: No  
 Group By Site: No  
 Sort By: Alphabetical

*Transaction History***Transaction History**

Date: 10/01/2015 - 10/31/2015

Generated 11/16/2015 07:41:52 PM by Cybersoft Support  
Report Type: Summary

**Patron Name:** Brown, James J  
**Patron ID:** 11111  
**Site:** 039 BURNETT ELEMENTARY-607  
**Grade:** 3  
**Current Balance:** \$68.55

Transaction Date	Description	Check #	Debit	Credit	Balance	Terminal	User	Comments
10/27/2015 03:30:38 PM	Debit		0.00	0.00	68.55	CS108-L	Cybersoft Support	
10/27/2015 01:41:57 PM	Transfer To Henson Jason D		10.00	0.00	68.55	CO_5_002	Cybersoft Support	need money
10/27/2015 01:39:21 PM	CHECK Pre-Payment	111.1.	0.00	50.00	78.55	CS108-L	Cybersoft Support	
10/23/2015 11:13:23 AM	Debit		5.80	0.00	28.55	CS108-L	Cybersoft Support	
10/23/2015 11:12:49 AM	Debit		-6.30	0.00	34.35	CS108-L	Cybersoft Support	
10/23/2015 11:12:44 AM	Debit		6.30	0.00	28.05	CS108-L	Cybersoft Support	incorrectly added two crackers, removed one.
10/23/2015 10:01:22 AM	Debit		1.00	0.00	34.35	CS108-L	Cybersoft Support	
10/01/2015 11:22:15 AM	Debit		3.05	0.00	35.35	CS108-L	Cybersoft Support	
*Opening Balance as of 10/01/2015					38.40			
Grand Total:			19.85	50.00				



*Cash Collection***Cash Collection**

Site: ASHTON HIGH-602  
Date: 10/01/2015 - 10/31/2015

Generated 11/16/2015 07:43:41 PM by Cybersoft Support  
Report Type: Summary

Site	Cash Sales Breakfast		Cash Sales Lunch		Cash Sales Snack		Tax	Payments		Total Cash (Sales + Tax + Payments)			Additional	Calculated	Actual	Variance	Amount	Deposit
	Student	Adult	Student	Adult	Student	Adult	Adult	Student	Adult	Student	Adult	Total	Income	Cash	Cash		Deposited	Variance
0187 ASHTON HIGH-602	0.00	0.00	6.20	0.00	0.00	0.00	0.00	230.00	50.00	236.20	50.00	286.20	0.00	286.20	34.00	-252.20	0.00	-286.20
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>6.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>230.00</b>	<b>50.00</b>	<b>236.20</b>	<b>50.00</b>	<b>286.20</b>	<b>0.00</b>	<b>286.20</b>	<b>34.00</b>	<b>-252.20</b>	<b>0.00</b>	<b>-286.20</b>

**Report Selections**

Include Satellite Schools: No  
Report Options: N/A

*Suspicious Transactions***Suspicious Transactions**

Site: ASHTON HIGH-602  
Date: 11/01/2015 - 11/30/2015

Generated 11/16/2015 07:46:25 PM by Cybersoft Support

Terminal	Transaction Type	Count
<b>Area: Edge County Schools</b>		
<b>Site: ASHTON HIGH-602</b>		
<b>UserName: Cybersoft Support</b>		
<b>Activity Date: 11/09/2015</b>		
CS108-L	Cancel Pre Pay	1
CS108-L	Clear Item	2
CS108-L	Void	1
<b>Activity Date: 11/10/2015</b>		
CS108-L	Clear Item	3
<b>Activity Date: 11/14/2015</b>		
CS108-L	Clear Item	6
CS108-L	Void	1

**Report Selections:**

UserName: All

## Revenue

## Revenue

Site: ASHTON HIGH-602  
Date: 10/01/2015 - 10/31/2015

Generated 11/16/2015 07:44:20 PM by Cybersoft Support  
Report Type: Summary

Site	Student					Adult					Total		Additional Income	Grand Total (Total+Additional Income)
	Breakfast	Lunch	Snack	A La Carte	Total	Breakfast	Lunch	Snack	A La Carte	Tax	Total	Cash Sale +Cash Tax	Debit Sale +Debit Tax	
0187 ASHTON HIGH-602	1.00	11.20	0.00	45.20	57.40	0.00	5.60	0.00	3.00	0.00	8.60	6.20	59.80	0.00
TOTAL	1.00	11.20	0.00	45.20	57.40	0.00	5.60	0.00	3.00	0.00	8.60	6.20	59.80	0.00

## Report Selections

Site Type: All  
Include Satellite Schools: No

## Till Status

## Till Status

Site: ASHTON HIGH-602  
Date: 10/01/2015 - 10/31/2015

Generated 11/16/2015 07:47:12 PM by Cybersoft Support  
Report Type: Detailed

Terminal	User Name	Opening Time	Status	Closing Time	Opening Cash	Closing Cash	Calculated Cash	Variance
Site:0187 ASHTON HIGH-602								
Opening Date: 10/1/2015 11:19:31 AM								
CS108-L	Current Standing		Reconciled		25.00	30.00	3.20	1.80
CS108-L	cssupport	10/1/2015 11:19:31 AM	Opened	10/1/2015 11:20:00 AM	25.00	0.00	0.00	-25.00
CS108-L	cssupport	10/1/2015 11:19:31 AM	Closed	10/1/2015 11:28:00 AM	25.00	30.00	3.20	1.80
CS108-L	cssupport	10/1/2015 11:19:31 AM	Reconciled	10/1/2015 11:35:00 AM	25.00	30.00	3.20	1.80
10/1/2015 11:19:31 AM Total								-19.60
Opening Date: 10/9/2015 2:19:21 PM								
CS108-L	Current Standing		Opened		25.00	0.00	0.00	-25.00
CS108-L	cssupport	10/9/2015 2:19:21 PM	Opened	10/9/2015 2:19:00 PM	25.00	0.00	0.00	-25.00
10/9/2015 2:19:21 PM Total								-50.00
Opening Date: 10/20/2015 9:01:49 AM								
CS108-L	Current Standing		Reconciled		25.00	49.50	30.00	-5.50
CS108-L	cssupport	10/20/2015 9:01:49 AM	Opened	10/20/2015 9:02:00 AM	25.00	0.00	0.00	-25.00
CS108-L	cssupport	10/20/2015 9:01:49 AM	Closed	10/20/2015 9:44:00 AM	25.00	29.50	30.00	-25.50
CS108-L	cssupport	10/20/2015 9:01:49 AM	Closed	10/20/2015 9:50:00 AM	25.00	49.50	30.00	-5.50
CS108-L	cssupport	10/20/2015 9:01:49 AM	Reconciled	10/20/2015 9:52:00 AM	25.00	49.50	30.00	-5.50
10/20/2015 9:01:49 AM Total								-67.00
Opening Date: 10/21/2015 10:18:45 AM								
CS108-L	Current Standing		Opened		25.00	0.00	100.00	-125.00
CS108-L	cssupport	10/21/2015 10:18:45 AM	Opened	10/21/2015 10:19:00 AM	25.00	0.00	0.00	-25.00
10/21/2015 10:18:45 AM Total								-150.00
Opening Date: 10/23/2015 9:14:03 AM								
CS108-L	Current Standing		Closed		25.00	0.00	0.00	-25.00
CS108-L	cssupport	10/23/2015 9:14:03 AM	Opened	10/23/2015 9:14:00 AM	25.00	0.00	0.00	-25.00
CS108-L	cssupport	10/23/2015 9:14:03 AM	Closed	10/23/2015 10:01:00 AM	25.00	0.00	0.00	-25.00
10/23/2015 9:14:03 AM Total								-75.00
Opening Date: 10/23/2015 11:12:14 AM								
CS108-L	Current Standing		Reconciled		25.00	25.00	0.00	0.00

# SchoolCafé

SchoolCafé works hand-in-hand with PrimeroEdge POS to provide a secure, online payment system for school meals and other district purchases (school supplies, year books, pictures, etc.). Parents use either a credit or debit card to make purchases. SchoolCafé communicates frequently throughout the day with PrimeroEdge POS to automatically exchange student payment information, current account balance, account usage history, and join sibling accounts.

Cybersoft hosts the parent portal in our server farm located in Houston and Austin, Texas. As parents log in to SchoolCafé the site is customized to match branding for your district.



The SchoolCafé website uses 128-bit encrypted secure connections (HTTPS). Data stored in the database is encrypted using highly-secure, private/internal encryption methods, and is compliant with PCI standards. The SchoolCafé payment system uses SSL (1024-bit encryption) and HTTPS throughout the web site. While transferring data to and from the web site to the PrimeroEdge server at the district, all files are encrypted before the transfer and decrypted after the files are received.

SchoolCafé supports all major credit or debit cards. Parents remotely access accounts anytime from any Internet-enabled PC to view account history or replenish funds to their student's account.

## Register

Parents register online at [www.schoolcafe.com](http://www.schoolcafe.com) to set up a student payment account. Registered parents view their student(s) meal account history, set up automatic online meal payments, and enable low-balance notifications via email. This secure site allows parents to register their credit or debit card information and set up one-time or automatic payments when the student meal account reaches the parents' preset low-level balance.

## Applying for Eligibility Benefits

The application for eligibility benefits process is streamlined by asking questions "up front" that help to eliminate unnecessary screens in the application process. The parent enters just the needed information for her students.

The screenshot shows the 'Eligibility Benefits' section of the SchoolCafe website. On the left is a green sidebar with navigation links: 'Eligibility Benefits' (selected), 'Apply', 'My Applications', 'Eligibility Notifications', 'Menus & Nutrition', 'My Account', 'Polls (0)', 'Support', and 'Logout'. The main content area is titled 'Select students from your SchoolCafe account' and lists four students with checkboxes: Alex Clay, Hope May, Nathan Andrew Parsons, and Shayla Wiley. Below this are four questions, each with 'Yes' and 'No' radio buttons and a red '\* required' label:

- Are there any other students in your household?
- Do any of the students in your household receive income?
- Do you want to Decline Benefits?
- Do you receive any assistance from SNAP, TANF, or FDPIR?

At the bottom are 'Previous' and 'Next' buttons.

At the end of the process, the parent receives her student's eligibility results.

The screenshot shows the 'My Applications' page. It includes a search bar and a table of applications. The table has columns for Academic Year, Submission Date, Results, Students, and Application. A single application is listed for the 2016-2017 academic year, submitted on 01/26/17, with results 'Free based on income' for students 'Test Test, CLAY ALEX, MAY HOPE, PARSONS NATHAN, WILEY SHAYLA'. A 'Download' link is provided for the application.

Academic Year	Submission Date	Results	Students	Application
2016 - 2017	01/26/17	Free based on income	Test Test, CLAY ALEX, MAY HOPE, PARSONS NATHAN, WILEY SHAYLA	<a href="#">Download</a>

### View

When SchoolCafé opens, parents see their child's name, current account information and balance, and a navigable dashboard at their fingertips.

The screenshot shows the SchoolCafé parent dashboard. At the top, a welcome message reads "Welcome, angela (Springdale PS)". Below this is the "Student Accounts" section with the subtext "Manage your student accounts" and an "Add a Student" button. Two student account cards are displayed. The first card for Billy Lee King shows a balance of \$0.00 and a note "Withdrawn from HAR-BER HIGH". The second card for Joshua Owen King shows a balance of \$26.50 and a note "Enrolled at SHAW ELEMENTARY". Below the second card, there are controls for "Automatic Payment" (set to "Not Set") and "Low Balance Alert" (set to "Not Set"). A teal "Purchase History" button is located below these controls. Red arrows point from external text boxes to specific elements: "SchoolCafé Welcome (your name & district)" points to the header; "Alerts" points to the top right; "Student account balance with date and time" points to the balance on the second card; "Automatic Payment set (amount)/not set" points to the "Automatic Payment" control; and "Low Balance Alert set (amount)/not set" points to the "Low Balance Alert" control.

SchoolCafé Welcome  
(your name & district)

Alerts

Welcome, angela (Springdale PS)

Student Accounts

Manage your student accounts

Add a Student

Billy Lee King  
Withdrawn from HAR-BER HIGH  
\$0.00  
Current Balance as of Nov 13, 2013 @ 9:10AM CST

Joshua Owen King  
Enrolled at SHAW ELEMENTARY  
\$26.50  
Current Balance as of Nov 13, 2013 @ 9:10AM CST

Automatic Payment  
Not Set

Low Balance Alert  
Not Set

Purchase History

Automatic Payment  
set (amount)/not set

Low Balance Alert  
set (amount)/not set

Parents are able to view student account payment history and meal account activity. Additionally, parents can view and change their account profiles, passwords, and check for messages sent to their account.

**Purchase History**  
View purchase history and details associated with your student accounts.

**Filters**

Anthony Michael Borrero  February 3, 2016 - April 4, 2017

Search:

Date	Type	Description	Amount
01/31/17	Debit	Lunch Meal	\$2.00
01/31/17	Debit	Breakfast Meal	\$1.00
01/27/17	Debit	Lunch Meal	\$2.00
01/26/17	Debit	Breakfast Meal	\$1.00
01/25/17	Debit	Breakfast Meal	\$1.00
01/24/17	Debit	Lunch Meal	\$2.00
01/23/17	Debit	Breakfast Meal	\$1.00
01/20/17	Debit	Breakfast Meal	\$1.00
01/19/17	Debit	Breakfast Meal	\$1.00
01/17/17	Debit	Lunch Meal	\$2.00

Showing 1 to 10 of 108 entries

### *Fee*

A convenience fee of 5% is charged to the parent's credit or debit card for each payment transaction. The district has the choice of paying the fee or having it applied to the parents account.

### *Bonus*

Each district may choose to offer incentives for parents that use the online payment system. Districts can choose to apply a bonus of either a percentage or fixed dollar amount when the minimum payment is met. Bonus dollars are added to the student's meal account.

### *District Access and Reports*

The district can view all meal payment activities by school, number of payments made on-line, total amount received, and view or print reports or deposit summaries. No banking information is ever stored on the district server.



# The PrimeroEdge Value Add

## SchoolCafé

### The Common Challenge

The common challenge for school nutrition operations is the ability to properly offer, maintain, and market services and benefits to families. Typically, parents have no other option but to use multiple applications or websites to interact with their children's school nutrition program. This leads to the difficulty and frustration of providing consistent, effective marketing for your program to parents and students. Unfortunately, this creates confusion and limited adoption from families.

### The Single Solution

Providing a single platform for payments, menus, and eligibility applications to families will help you market better, offer more value, and increase usage and engagement among parents and students. With SchoolCafé, we've combined it all in a single app for parents and students.

In other words, SchoolCafé connects families to school nutrition.



## Payments

Parents can securely make payments to their child's cafeteria account. Review balances and receive phone/email alerts if preset low balance thresholds are reached. Purchase history and restrictions can be monitored and configured on the go.

## Menus & Nutrition

Publishing and displaying your menus has never been easier. It's all about the source! PrimeroEdge Menu Planning offers one-click, instant publishing of your menus, nutritionals, allergens, and images to SchoolCafé. There's no more waiting around and you get valuable time and effort back. What's more, parents and students can select items to form a meal and view combined allergens and nutrient analysis. Have issues with an ingredient or last minute changes to the cafeteria menu? No worries. Your menu changes made in PrimeroEdge are available in SchoolCafé immediately, giving you flexibility while keeping parents and students in the loop.

## Eligibility Applications

Many low income families lack computers or Internet connection at home. Providing the ability for parents to apply for eligibility benefits from their mobile devices ensures more accessibility to families in need. Parents can receive immediate determination on their child's eligibility.

## Family Engagement

Prior approaches have always provided options just for the parents, but not students. SchoolCafé is for the entire family. Give a choice and voice to students by providing the ability to mark popular items as 'favorites', rate food, and even share their meals on social media. They will receive phone notifications via the SchoolCafé app the next time their favorite items are being served. Students can also connect directly to their cafeteria account on their phone to view their balance and access their digital ID card (with barcode). This leads to faster lines and no more lost ID cards. Further engage and interact with parents and students by sending out polls and phone notifications.

## Analytics & Reporting

SchoolCafé captures and provides valuable reporting and analytics on user activity, payment trends, item interactions, and poll results. All of the valuable information you need is in one place to help you make the most informed decisions about your internal operations and external engagement.



### Your First Year FREE!

It's on the house! For the first year, we're offering SchoolCafé at no cost.

Forget asking parents to log in to multiple programs or have information scattered throughout different sources. Choose SchoolCafé and connect families to all things school nutrition.



# Student Eligibility

Cybersoft has built PrimeroEdge Application Processing to comply with all USDA Guidelines for meal application processing. PrimeroEdge offers users the flexibility of processing traditional paper applications or applications submitted electronically through PrimeroEdge Online Application website. Paper applications can be processed manually or by using advanced scanning technology. The recognition tools in PrimeroEdge will identify the application type by the information provided, process the application and assign the correct eligibility. The status of applications is immediately updated across the district.

## Meal Application Design

As a service and part of the annual update, Cybersoft has an in-house team that supports meal application design for scanning. With many districts across the country using PrimeroEdge Application Processing, our service includes creating meal applications that meet USDA Guidelines. Choose between portrait or landscape application design.

Cybersoft creates applications in English and Spanish. Cybersoft works closely with your district to create applications in other languages that may be needed. School systems planning to continue manual application processing simply use the application created by your state.

[illegible][illegible]

### Application Recognition

PrimeroEdge immediately recognizes provided information by the type of application that has been submitted by the family (i.e., SNAP, Foster child, Income, etc.) and determines eligibility in accordance with USDA guidelines.

### Direct Approval Methods

PrimeroEdge includes features that enable districts to process student meal eligibility using Direct Certification imports, Direct Free (for example Migrant, Homeless & Runaway), Head Start, Even Start, Direct Cert Foster, and Principal Approval as determined by district official.

Generated on: 3/8/2017 8:58:11 AM

## Eligibility Roster

As of 12/1/2016

ID	Name	Grade	Birth Date	Eligibility	Reason	Case #	Start Date	End Date
<b>Area: COUNTY SCHOOLS</b>								
<b>Site: ELEMENTARY/MIDDLE SCHOOL</b>								
253	JONATHAN W	PK	6/10/2012	Free	DC SNAP		9/26/2016	7/31/2017
868	AARON M.	PK	6/29/2006	Free	DC TANF		10/3/2016	7/31/2017
259	LANDON CARTER	PK	9/24/2011	Free	DC TANF	6146	7/1/2016	7/31/2017
251	LANCE	PK	9/29/2011	Free	DC TANF	6138	7/1/2016	7/31/2017
261	KAYDENCE JAYDE	PK	9/2/2011	Free	DC TANF	6147	7/1/2016	7/31/2017
258	SULLIVAN JAMES	PK	3/28/2012	Free	DC TANF	6145	7/1/2016	7/31/2017
257	DOMINICK ERSEL	PK	6/4/2012	Free	DC TANF	6144	7/1/2016	7/31/2017
256	ARIANNA ROCHELLE	PK	11/22/2011	Free	DC TANF	6143	7/1/2016	7/31/2017
255	RYLLEE PAIGE	PK	7/19/2012	Free	DC TANF	6142	7/1/2016	7/31/2017
<b>Count of students in Grade: 9</b>								
20008755	GRACE REBECCA	KG	4/9/2005	Free	DC SNAP	11100001238	10/7/2016	7/31/2017
<b>Count of students in Grade: 1</b>								
<b>Site Total: 10</b>								

Page 1 of 4

### *Role Based Permissions*

Database information and Application Processing can be limited and controlled by log in or by assigning permissions by individual for Application Processing functions.

### *Smart Bin*

The Smart Bin collects applications marked as “Pending”, applications that include Pending students or applications that have been deleted. These applications can be opened and modified. Pending Students displays all students that were not in the database at the time the application was being validated.

Pending Applications lists all applications marked as Pending during validation. When more information is received such that the Validation process can be completed, the application is processed through the Smart Bin. Sort the pending applications by application number, reason, date added, user or comments.

Applications deleted from the Validation process are stored in the Smart Bin. Deleted applications can be viewed and restored from the Smart Bin. PrimeroEdge provides the following list of reasons as to why an application can have a pending status: restored application, foster child application with multiple students listed, incomplete, incorrect income information, SNAP/TANF information, missing household members, no signature, SSN information missing/incorrect, possible duplicate information, online application: Unmatched student, and reapplying after verification.

## Master Index

The Master Index allows users with the appropriate permissions the ability to query current and past year applications through a variety of variables. When an application has been selected, the user has access to all of the information for that particular application.

Use search conditions in any combination to find applications or students

**Master Index**

Academic Year: 2016 - 2017 Site Code: -- All -- Site: -- All -- Grade: -- ALL --

Search By: ☒ Application ☐ Student

Batch #: Application #: Application Status: -- ALL -- Eligibility: -- ALL -- Entry Method: -- ALL --

Guardian SSN: Guardian Name: Language: -- ALL --

Apply Reset

**Applications** [Export to Excel](#)

Application #	Batch #	Entry Method	Eligibility	Basis	Application Status
<a href="#">925</a>	96	Manual	Denied	Income	Notified
<a href="#">926</a>	96	Manual	Free	Income	Notified
<a href="#">927</a>	99	Manual	Free	Income	Notified
<a href="#">928</a>	100	Manual	Reduced	Income	Notified
<a href="#">929</a>	101	Manual	Free	Income	Processed
<a href="#">930</a>	101	Manual	Free	Income	Processed
<a href="#">931</a>	101	Manual	Free	Income	Notified
<a href="#">932</a>	101	Manual	Free	Income	Notified
<a href="#">933</a>	101	Manual	Denied	Income	Notified
<a href="#">934</a>	101	Manual	Denied	Income	Notified

Page size: 10 556 items in 56 pages

All applications or students meeting selected search conditions

When an application has been selected, the user has access to all information for the application.

History tab tracks all activity  
for an application  
(received, processed, notified)

Verification tabs track all activity  
and information related to the application's  
progress through the Verification process

Application #: 932 (4 of 23) Batch #: 101

Validate Notification ...

Application Info Optional Info Guardian Info History Refuse Benefits Image/Documents Verification Info Verification Response

Application # 932 Entry Method Manual Date Received 8/16/2016 Language English Add For Verification

Household Size 2 Total Income (M) \$1,122.00 Application SSN 2111 ☐ No SSN ☒ Application is signed

**Students**

Student ID	Name	Site	Grade	Direct Approval	Birth Date
20006868	ALEXANDER, JUSTIN T	101	04	No	10/8/1998

**Household Members**

Name	Work	Assistance	Other	No Income
ALEXANDER, JUSTIN T	--	--	--	<input checked="" type="checkbox"/>
Member 2	\$1,122.00(M)	--	--	<input type="checkbox"/>

Extending or refusing benefits after  
the initial application processing  
date requires comments

### *Manage Students (Adding a student)*

PrimeroEdge provides the ability to manually add students who have not been entered into the student information system. Temporary ID numbers can be assigned. As SIS imports are received and the temporary ID profile matches with a profile imported from the SIS, then the student's data is automatically updated.

**Add New Student**

Particulars Demographics Picture Allergies and Restrictions Confirmation

First Name

Last Name

Middle Name

SSN

Home Phone

Address

Apt

City

State

Zip

Site

Grade

Homeroom

Student ID

PIN

State ID

**Eligibility**

Eligibility	Reason	ExpirationDate
Paid	DEFAULT	7/31/2017

**Current Balance is \$0.00**

☒ Account is active

If the student information system assigns a different ID, the merge student functionality can be used to consolidate the student record. PrimeroEdge provides the ability for permissible users to manually access and edit student eligibility status. All changes must include comments which are time and date stamped. Changes are tracked under the "Eligibility" tab.

### Notify the Family

Letter, email, or both can be sent to parents after the application is processed. Notification letters or emails are automatically generated quickly and easily. The notification is created from a current batch of applications or by single application. Each notice is personalized and printed in the language of the application used by the family. English, Spanish, Chinese and other languages are available. All notices can be personalized with district letterhead and graphics. Once printed or emailed, an electronic copy of the processors name, time and date stamp is recorded and added to the student's file.

Batch Type identifies how the application was received into PrimeroEdge

Batch to Notify							
Batch #	Total Applications	Received Date	Checked Out By	Date Checked Out	Batch Type	<input type="checkbox"/> Email	<input type="checkbox"/> Print
<a href="#">100</a>	1	9/22/2016			Manual	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">102</a>	1	9/30/2016			Manual	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">103</a>	1	10/4/2016			Manual		<input type="checkbox"/>
<a href="#">104</a>	3	10/11/2016			Manual		<input type="checkbox"/>
<a href="#">105</a>	3	10/11/2016			Manual		<input type="checkbox"/>
<a href="#">107</a>	1	10/18/2016			Manual		<input type="checkbox"/>
<a href="#">110</a>	1	11/23/2016			Manual		<input type="checkbox"/>
<a href="#">111</a>	1	11/30/2016			Online		
<a href="#">115</a>	2	12/6/2016			Manual		<input type="checkbox"/>
<a href="#">117</a>	3	12/8/2016			Manual		<input type="checkbox"/>

1
2
3
4
5

Page size: 10
41 items in 5 pages

Applications in Batch #102						<input type="button" value="Close Application List"/>
Application #	Eligibility	Basis	Status	<input type="checkbox"/> Email	<input type="checkbox"/> Print	
<a href="#">953</a>	Free	Income	Processed	<input type="checkbox"/>	<input type="checkbox"/>	

Select method of notification in **Batch to Notify** list to send notification to all applications in batch

Select method of notification in **Applications in Batch** list to send notification to individual applications in batch



**Applications In Batch** list shows all applications in a selected batch, with eligibility status and basis for approval. Available methods of notification offer corresponding checkboxes, i.e., if an email address is provided on the application, the Email checkbox appears.

## Student Eligibility Sample Reports

### *Application Approval List (Application Reports)*

Generated on: 11/16/2015 7:50 PM

### Application Approval List

Edge County Schools  
8/1/2013 - 8/31/2013

Batch	Application	Amount	Frequency	Size	SNAP/TANF	Eligibility	Basis
<b>Determining Official: Cybersoft Support</b>							
1101	14486	\$900.00	M	2		Free	Income

Reviewing Official's Signature: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_

Follow-up Official's Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

\* Indicates the application was reprocessed after the date for which the report was generated.



*Application Processing (Application Reports)*

Generated on: 11/16/2015 7:50 PM

**Application Processing**

Edge County Schools

From 8/1/2013 To 8/31/2013

All Applications	Entry Method			
All Users	Online	Manual	Scanned	Total
Received	0	2	0	2
Deleted	0	0	0	0
Processed	0	1	0	1
Pending	0	1	0	1
Not Processed	0	0	0	0

Processed Applications	Entry Method			
User Name	Online	Manual	Scanned	Total
Cybersoft Support	0	1	0	1
<b>Total Applications</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

*Expiring Approvals (Application Reports)*

Generated on: 11/16/2015 7:52 PM

### Expiring Approvals

Edge County Schools  
2013 - 2014

Student ID	Student Name	Grade	Eligibility	Reason	Expiration Date
<b>Site: 0187 ASHTON HIGH-602</b>					
329945	Acha-Morfaw, Bianca	9	Reduced	GRACEPERIOD	7/31/2020
329916	Acha-Morfaw, Erica	12	Reduced	GRACEPERIOD	7/31/2020
320313	Agan, Ethan	9	Reduced	GRACEPERIOD	7/31/2020
410740	Almanza, Yefri	9	Free	GRACEPERIOD	7/31/2020
364261	Alsandor, Tyler	9	Free	GRACEPERIOD	7/31/2020
330020	Alston, Tyra	11	Free	GRACEPERIOD	7/31/2020
326266	Alvarez, Abel	9	Free	GRACEPERIOD	7/31/2020
327441	Alvarez, Javier	11	Free	GRACEPERIOD	7/31/2020
350868	Aquino, Katharine	9	Free	GRACEPERIOD	7/31/2020
350867	Aquino-Portillo, Anthony	9	Free	GRACEPERIOD	7/31/2020
328939	Askew, Thomas	9	Free	GRACEPERIOD	7/31/2020
311269	Awtrey, Austin	12	Free	GRACEPERIOD	7/31/2020
311270	Awtrey, Jonathan	10	Free	GRACEPERIOD	7/31/2020
327341	Bailey, Ryan	12	Free	GRACEPERIOD	7/31/2020
329206	Barnes, Brooke	11	Free	GRACEPERIOD	7/31/2020
330032	Barnwell, Morgan	12	Free	GRACEPERIOD	7/31/2020
311276	Barton Carr, Trenton	12	Reduced	GRACEPERIOD	7/31/2020
315561	Baxley, Katlynn	10	Free	GRACEPERIOD	7/31/2020
360082	Beasley, Timorria	9	Reduced	GRACEPERIOD	7/31/2020
311280	Beason, Anissa	12	Free	GRACEPERIOD	7/31/2020
334990	Benjamin, Andrew	12	Free	GRACEPERIOD	7/31/2020
320326	Biangasso, Katalina	9	Free	GRACEPERIOD	7/31/2020
310712	Bone, Brandon	11	Free	GRACEPERIOD	7/31/2020
409350	Boyd, Armand	10	Free	GRACEPERIOD	7/31/2020
325811	Braswell, Jessica	12	Free	GRACEPERIOD	7/31/2020
325810	Braswell, William	10	Free	GRACEPERIOD	7/31/2020
310720	Brazel, Trevor	12	Reduced	GRACEPERIOD	7/31/2020
410213	Brooks, Gerran	12	Free	GRACEPERIOD	7/31/2020
317348	Brown, Blake	9	Reduced	GRACEPERIOD	7/31/2020
347862	Brown, Jarell	11	Free	GRACEPERIOD	7/31/2020
408140	Brown, Warren	9	Reduced	GRACEPERIOD	7/31/2020
343569	Burgos, Christian	10	Reduced	GRACEPERIOD	7/31/2020
310730	Butler, Paris	11	Free	GRACEPERIOD	7/31/2020
315885	Camp, Taylor	11	Free	GRACEPERIOD	7/31/2020
393271	Capes, Dustin	11	Free	GRACEPERIOD	7/31/2020

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*Benefits Issuance (Eligibility Reports)*

Generated on: 11/16/2015 7:57 PM

**Benefits Issuance Document**

Edge County Schools

From 7/31/2012 To 7/31/2012

Student ID	Student Name	Grade	Eligibility	Effective Date	End Date	Reason
<b>Site: 0107 BRIGH STAR ELEMENTARY-606</b>						
376467	Castor, Madison	3				
			Paid	7/12/2011	08/31/2012	DEFAULT
			Paid	7/16/2012	07/31/2020	DEFAULT
				7/31/2012	07/31/2012	Withdrawn from district
8	Funds, Student	KG				
			Paid	7/12/2011	08/31/2012	DEFAULT
			Paid	7/16/2012	07/31/2020	DEFAULT
				9/26/2011		Returned to district
417624	Miller, Kaleigh	KG				
			Paid	7/27/2012	08/08/2012	DEFAULT
				7/31/2012	08/01/2012	Withdrawn from district

*Eligibility Roster (Eligibility Reports)***Eligibility Roster**

Edge County Schools

As of 7/31/2012

ID	Name	Grade	Eligibility	Reason	Start Date	End Date
<b>SFA: Edge County Schools</b>						
<b>Site: 0187 ASHTON HIGH-602</b>						
364647	Abb, Brandon T	9	Paid	DEFAULT	7/16/2012	7/31/2020
316854	Aulgur, Anna N	9	Free	DIRECTCERT	7/26/2012	7/31/2020
371133	Averett, Ti'nea A	9	Free	DIRECTCERT	7/26/2012	7/31/2020
343185	Ballenger, Trenton X	9	Free	GRACEPERIOD	7/16/2012	8/27/2012
352336	Clay, Marvin E	9	Free	DIRECTCERT	7/26/2012	7/31/2020
346088	Coffman, William W	9	Free	DIRECTCERT	7/26/2012	7/31/2020
331777	Daniel, Maurice J	9	Free	DIRECTCERT	7/26/2012	7/31/2020
412354	Dornal, She'ar Y	9	Free	DIRECTCERT	7/26/2012	7/31/2020
322099	Ferguson, Cameron A	9	Paid	DEFAULT	7/16/2012	7/31/2020
313883	Ford, Dallas T	9	Paid	DEFAULT	7/16/2012	7/31/2020
415380	Fullins, Atallah M	9	Free	GRACEPERIOD	7/16/2012	7/31/2020
329463	Goff, Rachel L	9	Free	GRACEPERIOD	7/16/2012	7/31/2020
320403	Griffin, Kelyn L	9	Free	GRACEPERIOD	7/16/2012	7/31/2020
377444	Harris, Deshawn M	9	Paid	DEFAULT	7/16/2012	7/31/2020
320704	Hendricks, Cassidy E	9	Paid	DEFAULT	7/16/2012	7/31/2020
310824	Jones, Dwayne T	9	Paid	DEFAULT	7/16/2012	8/13/2012
322324	Kirks, Sara L	9	Paid	DEFAULT	7/16/2012	7/31/2020
315291	L`Hoste, Abigail M	9	Paid	DEFAULT	7/16/2012	7/31/2020
334817	Lincoln, Erin M	9	Free	GRACEPERIOD	7/16/2012	8/5/2012
322641	Luke, Charisma M	9	Free	GRACEPERIOD	7/16/2012	8/13/2012
357566	Myers, Lindsay A	9	Paid	DEFAULT	7/16/2012	7/31/2020
313424	Newby, Sara E	9	Paid	DEFAULT	7/16/2012	7/31/2020
326510	Santillano, Jorge Y	9	Free	GRACEPERIOD	7/16/2012	8/22/2012

## Eligibility Summary (Eligibility Reports)

Generated on: 11/16/2015 8:01 PM

# Student Eligibility

## Edge County Schools

As of: 7/31/2012

Site	Free								Reduced			Paid			Total				% Eco Dis	
	DC	Direct Approvals	Income	Categorical	Foster	Other	Total	% DC	Income	Other	Total	No App	Denied	Total		% Free	% Red	% Paid		
Edge County Schools																				
0100 CHAPEL MILL HIGH-624	103	0	0	0	0	0	112	215	47.91	0	52	52	117	0	117	384	55.99	13.54	30.47	69.53
0103 YATES MIDDLE-628	43	0	0	0	0	0	49	92	46.74	0	19	19	61	0	61	172	53.49	11.05	35.47	64.53
0104 ND ELEMENTARY-629	53	0	0	0	0	0	35	88	60.23	0	16	16	37	0	37	141	62.41	11.35	26.24	73.76
0107 BRIGHT STAR ELEMENTARY-606	54	0	0	0	0	0	25	79	68.35	0	15	15	76	0	76	170	46.47	8.82	44.71	55.29
0108 FAIRFIELD MIDDLE-631	112	0	0	0	0	0	110	222	50.45	0	44	44	147	0	147	413	53.75	10.65	35.59	64.41
0112 MASON ELEMENTARY-632	24	0	0	0	0	0	24	48	50.00	0	11	11	64	0	64	123	39.02	8.94	52.03	47.97
0113 MASON MIDDLE-633	68	0	0	0	0	0	48	116	58.62	0	18	18	103	0	103	237	48.95	7.59	43.46	56.54
0175 LIETSMAN HIGH-615	50	0	0	0	0	0	58	108	46.30	0	26	26	72	0	72	206	52.43	12.62	34.95	65.05
0178 ARBOR MITCH ELEMENTARY-604	32	0	0	0	0	0	35	67	47.76	0	5	5	56	0	56	128	52.34	3.91	43.75	56.25
0180 FAIRPLAY MIDDLE-613	29	0	0	0	0	0	27	56	51.79	0	10	10	125	0	125	191	29.32	5.24	65.45	34.55
0184 SHOAL WATER-610	28	0	0	0	0	0	13	41	68.29	0	11	11	35	0	35	87	47.13	12.64	40.23	59.77
0187 ASHTON HIGH-602	35	0	0	0	0	0	36	71	49.30	0	11	11	32	0	32	114	62.28	9.65	28.07	71.93
0188 CENDERU MIDDLE-609	109	0	0	0	0	0	86	195	55.90	0	26	26	90	0	90	311	62.70	8.36	28.94	71.06
0193 SD ELEMENTARY-617	17	0	0	0	0	0	13	30	56.67	0	3	3	81	0	81	114	26.32	2.63	71.05	28.95
0198 BRIGHT STAR ELEMENTARY-622	50	0	0	0	0	0	34	84	59.52	0	9	9	28	0	28	121	69.42	7.44	23.14	76.86
0200 HOLT ELEMENTARY-625	20	0	0	0	0	0	17	37	54.05	0	7	7	79	0	79	123	30.08	5.69	64.23	35.77
0203 MAHANEY ELEM-627	54	0	0	0	0	0	44	98	55.10	0	16	16	60	0	60	174	56.32	9.20	34.48	65.52
0208 CHANCELLOR ELEMENTARY-630	42	0	0	0	0	0	29	71	59.15	0	17	17	76	0	76	164	43.29	10.37	46.34	53.66
0212 MAHANEY HIGH-634	17	0	0	0	0	0	15	32	53.13	0	3	3	26	0	26	61	52.46	4.92	42.62	57.38
0213 FACTORY SHOALS ELEMENTARY-621	62	0	0	0	0	0	27	89	69.66	0	9	9	35	0	35	133	66.92	6.77	26.32	73.68
0298 SWEETWATER ELEMENTARY-623	83	0	0	0	0	0	50	133	62.41	0	15	15	38	0	38	186	71.51	8.06	20.43	79.57
0303 MIRROR LAKE ELEMENTARY-626	32	0	0	0	0	0	26	58	55.17	0	12	12	108	0	108	178	32.58	6.74	60.67	39.33
039 BURNETT ELEMENTARY-607	65	0	0	0	0	0	24	89	73.03	0	10	10	16	0	16	115	77.39	8.70	13.91	86.09

Eco Dis: Economically Disadvantaged  
Other (Free): Grace Period, Verification and Transfer

Page : 1 of 2



*Student Status Change (Eligibility Reports)***Status Change Report**

Edge County Schools

From 8/1/2012 To 8/10/2012

ID	Name	Grade	Eligibility			Reason
			From	To	Effective Date	
Edge County Schools						
Edge County Schools						
0187 ASHTON HIGH-602						
317172	Alexander, Kye F	10	Free	Free	8/8/2012	INCOME
310353	White, Hailey R	10	Reduced	Reduced	8/6/2012	INCOME
310355	White, Michael T	10	Reduced	Reduced	8/6/2012	INCOME
321403	Merkerson, Cecil A	10	Free	Reduced	8/8/2012	INCOME
313785	Vines, Rachel L	10	Free	Free	8/2/2012	INCOME
418029	Vann, Zariah S	10	Paid	Free	8/6/2012	INCOME
326257	Davis, Amber A	10	Paid	Free	8/9/2012	DIRECTCERT
418895	Osborne, Tamar T	10	Paid	Free	8/9/2012	HOMELESS
335246	Murchinson, TiAsia N	10	Reduced	Reduced	8/7/2012	INCOME
312243	Wills, Victoria H	10	Reduced	Reduced	8/8/2012	INCOME
313599	Freeman, Jamie M	10	Free	Free	8/7/2012	INCOME
317999	Carr, Sidney K	10	Reduced	Paid	8/9/2012	DENIED
341898	Purves, Emily R	10	Reduced	Free	8/1/2012	INCOME
317743	Miller, Austin D	10	Reduced	Free	8/8/2012	INCOME
311283	Bester, Khalista R	10	Paid	Reduced	8/3/2012	INCOME
409033	Falkner, Victoria A	10	Free	Paid	8/11/2012	REFUSED
317365	Lawler, Matthew D	10	Paid	Reduced	8/3/2012	INCOME
335195	Clements, Tabitha S	10	Free	Free	8/8/2012	INCOME
365924	McManus, Hannah M	11	Free	Free	8/9/2012	INCOME
312163	Proulx, Brianna N	11	Free	Paid	8/9/2012	REFUSED
312164	Proulx, Thomas W	11	Free	Paid	8/9/2012	REFUSED
335504	Brown, Jazmine M	11	Free	Free	8/1/2012	INCOME
314088	Yarmoluk, Torianne A	11	Reduced	Reduced	8/3/2012	INCOME
318260	Alexander, Kevin F	11	Free	Free	8/8/2012	INCOME
410068	Grear, David D	11	Free	Paid	8/8/2012	DENIED
321717	Castelan, Daniel	11	Reduced	Reduced	8/7/2012	INCOME
315317	Patterson, Alexandria R	12	Reduced	Paid	8/8/2012	DENIED
418214	Fleck, Victoria L	12	Paid	Free	8/3/2012	INCOME
378682	Crawford, Kelsey N	12	Reduced	Paid	8/3/2012	DENIED
314196	McCowen, Luke A	12	Paid	Paid	8/2/2012	DENIED
339045	Chapman, Jacquelyn M	12	Reduced	Paid	8/9/2012	DENIED
339045	Chapman, Jacquelyn M	12	Paid	Reduced	8/9/2012	INCOME

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## Collection Report (Verification)

Generated on: 11/16/2015 8:10 PM

Department of Agriculture, Food and Nutrition Service				
<b>School Food Authority (SFA) Verification Collection Report</b>				
<p>State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).</p> <p>All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.</p> <p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.</p>				
SFA ID#:		Type of SFA: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	School Year: 2013 - 2014	
SFA Name: Edge County Schools		SFA City: Edge County Schools	SFA Zip code: 00000	
Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		<b>A. Number of Schools OR Institutions</b>	
	1-1: Total schools (Do not include RCCIs):		34	
	1-2: Total RCCIs (Do not include schools counted in 1-1):		-----	
	1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):		-----	
	1-2b: RCCIs with NO day students:		-----	
Section 2 SFAs with schools operating alternate provisions	<b>**ONLY SFAs with alternate provisions must report Section 2**</b>		<b>A. Number of Schools AND Institutions</b>	
	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		0	
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		0	
	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		0	
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0	
	2-3: Operating the Community Eligibility Provision:		1	
	2-4: Operating other alternatives for NSLP and SBP:		-----	
	2-5: Operating an alternate provision(s) for only SBP or only NSLP:		-----	
Section 3 Students approved as FREE eligible NOT subject to verification	<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>		<b>B. Number of FREE Students</b>	
	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)		0	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.		0	
	3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		6,881	
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.		-----	
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>		<b>A. Number of Applications</b>	
	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		785	
	4-2: Approved as FREE eligible: Based on household size and income information		2,292	
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		1,120	
T-1: Total FREE Eligible Students Reported:		12,119	T-2: Total REDUCED PRICE Eligible Students Reported:	1,891

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## Verification

Verification sampling is generated by selecting the preferred sample criteria. Choose from error prone (basic), random or focused sampling. At any time applications for cause can be added to the verification sample. Once the sample is generated, the selected applicants can be notified with a printed personalized letter and required verification forms.

Verification information is tracked from start to finish. When submitted information is received, verification documents can be electronically scanned into PrimeroEdge and are immediately linked to the respondents file for a complete audit document trail.

Unique to PrimeroEdge is the ability to track verification applications in various stages of their response.

Frail or applications that become inactive during verification can be replaced by using the PrimeroEdge Verification Status feature and selecting Deselected. By clicking the Deselected button, PrimeroEdge will add automatically replacement families to your verification sample to maintain the sample integrity.

**Tracking**

Academic Year: 2016 - 2017

Verification Status: Verification Complete, Verification Incomplete, No Response, Deselected

Buttons: Apply, Check for Inactive Applications, Print Selected Notices

Application #	Eligibility	Basis	Type	1st Notice	Follow Up	Completion Notice
<a href="#">5695</a>	Free	Income	Cause	✓		✓
<a href="#">5697</a>	Reduced	Income	Cause	✓		✓
<a href="#">5699</a>	Free	Income	Cause	✓		✓
<a href="#">5706</a>	Reduced	Income	Cause	✓		✓
<a href="#">5707</a>	Free	Income	Cause	✓		✓
<a href="#">5708</a>	Free	Income	Cause	✓		✓
<a href="#">5709</a>	Free	Income	Cause	✓		✓
<a href="#">5710</a>	Reduced	Income	Cause	✓		✓
<a href="#">5711</a>	Reduced	Income	Cause	✓		✓
<a href="#">5725</a>	Reduced	Income	Cause	✓		

Page size: 10

13 items in 2 pages



## Sampling

Verification samples can be generated by selecting error prone (basic), random or focused sampling. Applications for *cause* can be added to the sample at any time. The selected applicants are notified by a printed personalized letter along with required verification forms. Verification information is tracked from start to finish. PrimeroEdge allows verification documents can be electronically scanned and linked to the respondents file for a complete audit document trail.

PrimeroEdge allows users to track verification applications according to various stages of response. Fail or applications that become inactive during the verification process can be replaced by using the PrimeroEdge Verification Status feature and selecting Deselected. By clicking the Deselected button, PrimeroEdge will add automatically replacement families to your verification sample to maintain the sample integrity.

Sampling

Verification Samples

Academic Year	Sample Method	Number of Sites	Number of Applications	Count	Sample Complete	Sample Date	Generated On	Generated By
2016 - 2017	Standard	34	17	(8/9)	True	10/01/2016	7/19/2016 2:37 PM	Cybersoft Support

Sampling will be complete immediately after the deadline established by USDA has passed. To ensure that all approved applications processed on or before the USDA deadline are included in the count, click the "Generate Sample" button on the next working day immediately after the deadline as established by the USDA.

Sampling Methods

Default

☒ Standard (formerly Error Prone)

Alternate

☐ Alternate One (formerly Random)

☐ Alternate Two (formerly Focused)

Generate Sample

Reset Sample

PrimeroEdge auto-populates the Collection Report (FNS742), simplifying the verification process.

Generated on: 3/8/2017 10:21:17 AM

Department of Agriculture, Food and Nutrition Service				
<b>School Food Authority (SFA) Verification Collection Report</b>				
<p>State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).</p> <p>All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.</p> <p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.</p>				
SFA ID#:		Type of SFA: <input type="checkbox"/> Public <input checked="" type="checkbox"/> Nonprofit/Private	School Year: 2016 - 2017	
SFA Name: EDGE COUNTY SCHOOLS		SFA City: EDGE COUNTY SCHOOLS	SFA Zip code: 77777	
Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		<b>A. Number of Schools OR Institutions</b>	
	1-1: Total schools (Do not include RCCIs):		34	
	1-2: Total RCCIs (Do not include schools counted in 1-1):		-----	
	1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):		-----	
	1-2b: RCCIs with NO day students:		-----	
Section 2 SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**		<b>A. Number of Schools AND Institutions</b>	
	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		0	
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		0	
	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		0	
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0	
	2-3: Operating the Community Eligibility Provision:		2	
	2-4: Operating other alternatives for NSLP and SBP:		0	
2-5: Operating an alternate provision(s) for only SBP or only NSLP:		1	2	
Section 3 Students approved as FREE eligible NOT subject to verification	<p>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)</p>		<b>B. Number of FREE Students</b>	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.		0	
	3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		20	
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.		-----	
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		<b>A. Number of Applications</b>	
	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		1	
	4-2: Approved as FREE eligible: Based on household size and income information		13	
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		3	
T-1: Total FREE Eligible Students Reported:		36	T-2: Total REDUCED PRICE Eligible Students Reported:	6

FNS-742
Page: 1 of 2

Generated on: 3/8/2017 10:21:17 AM

## Department of Agriculture, Food and Nutrition Service

**School Food Authority (SFA) Verification Collection Report**

## Section 5

**\*\*ALL SFAs must report Section 5 or check box 5-1 if applicable\*\***5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification.  
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed? <input checked="" type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.	5-3: Type of Verification process used: 1. <input checked="" type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)
---	--

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.	5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone	0	5-5: Number of applications selected for verification sample:	8
---	---	---	---	---

5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
--	----------------------------------	------------------------------

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	5-7: Confirmed through direct verification:	4	7
--	---	---	---

5-8: Results of Verification by Original Benefit Type  
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1. Responded, NO CHANGE:	4	7	1. Responded, NO CHANGE:	0	0
2. Responded, Changed to REDUCED PRICE:	0	0	2. Responded, Changed to REDUCED PRICE:	2	4	2. Responded, Changed to FREE:	0	0
3. Responded, Changed to PAID:	0	0	3. Responded, Changed to PAID:	11	14	3. Responded, Changed to PAID:	0	0
4. NOT Responded, Changed to PAID:	0	0	4. NOT Responded, Changed to PAID:	0	0	4. NOT Responded, Changed to PAID:	0	0

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	13
--	----

FNS-742

Page: 2 of 2

## Reports

A large collection of reports are built into PrimeroEdge Application processing. Reports include Student

Eligibility, Student Status Change, Application Processing report, Student Roster, Verification Summary, Student Transfer or Withdrawal, Expired Approvals, Batch Cover Sheets and Audit Trail report. In addition to the standard reports, PrimeroEdge includes custom report writing capabilities through SQL reporting.

### Central Office Student Eligibility Reports

Application Reports	Eligibility Reports	Verification
Application Approval List	Expired Eligibility	Application Images
Application Processing	Other Benefits	Pre-Verification Details
Audit Trail	Benefits Issuance	Verification Results Details
Expiring Approvals	Eligibility Roster	Verification Worksheet
Batch Cover Sheet	Eligibility Summary	Verification Student List
Direct Approval Confirmation	Student Status Change	Verification Tracking Forms
	CEP Identified Students	
	Percent Economically Disadvantaged	
	DC Sibling	
	Student Activity	

*Audit Ready (Administrative Review)*

All student data and scanned applications and other documents (Verification) are electronically filed and readily accessible. Information includes the application images, current status information with history, student information, DC and Direct approval, verification information and processing information. PrimeroEdge allows districts to assign security credentials to state agency reviewers to remotely review applications over the web without travel and associated expenses.

**Eligibility Roster**

Area: --ALL-- Site Code: --ALL-- Site: --ALL-- Grade: --ALL--

As of Date: 3/8/2017

**Eligibility**

- ☒ Free
- ☒ Reduced
- ☒ Paid

**Options**

- ☐ Display Eligibility Code
- ☐ Display Contact Info
- ☐ Sort by Grade
- ☐ Only Verification Sites
- ☐ Only Non-CEP Sites

**Include**

- ☐ Inactive Students
- ☐ Inactive Sites

**Reason**

- ☒ Uncheck All
- ☒ Categorical
- ☒ Denied
- ☒ Pre-Approval
- ☒ CEP Transfer
- ☒ Even Start
- ☒ Principal Approved
- ☒ DC FDPIR
- ☒ Foster
- ☒ RCCI
- ☒ DC Foster
- ☒ Grace Period
- ☒ Refused Benefits
- ☒ DC Medicaid
- ☒ Head Start
- ☒ Removed
- ☒ DC SNAP
- ☒ Homeless
- ☒ Runaway
- ☒ DC TANF
- ☒ Import
- ☒ Transfer
- ☒ DC Unmatched
- ☒ Income
- ☒ Verification
- ☒ Default
- ☒ Migrant

**Generate Report**

Select one or more data criteria to generate a variety of reports within the Student Eligibility module

## Team Work (& Time Clock)

With the publication of the Professional Standards rule for school nutrition professionals in March 2015, you are now tasked with tracking required training hours in specific topic areas according to position and job requirements. So, take a look at how Team Work can put you ahead of your professional colleagues.

Employees are quickly added to Team Work through an import file. As employees attend training events, employee details reflect an employee's progress toward completing training requirements.

Employee Details: OWETA ABBOTT - 943001805

[Back to Employees](#)

**OWETA ABBOTT**

[View more](#)

Personal Details Training Time/Attendance Notes/Documents

Academic Year  
2014 - 2015

Training						
Date	Event	Hours	Mandatory	Completed	Notes	
05/11/2015	Demo Training	0.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	
	Topic Subtopic Method Source					
	1000 Nutrition 1100 Menu Planning Webinar Cybersoft PrimeroEdge					
05/07/2015	POS Training	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	
05/06/2015	Food Safety Training	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	
12/25/2014	Prim...	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	
11/11/2014	Verification Refresher	4.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	

View which classes are mandatory and which are "elective"

Determine at-a-glance which requirements an employee has completed or for which he is scheduled

Training events (classes, seminars, conferences, webinars, etc.) are set up with all details, including a Description (name), Topic (category), Subtopic (subcategory), Method (how conducted), and Source (requiring body).

**Training Events**

+ Add new record Show Filters

Description	Topic	Subtopic	Method	Source	Hours	Mandatory	Active	Edit	Delete
ASBO Meeting	1000 Nutrition	1200 Nutrition Education	Classroom	State DOE	6.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Demo Training	1000 Nutrition	1100 Menu Planning	Webinar	Cybersoft PrimoEdge	0.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Eligibility Training	3000 Administration Application Processing	3100 Free and Reduced Price Meal Benefits	Classroom	Cybersoft PrimoEdge	4.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Food Safety 101	Food Safety		Classroom	USDA	3.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Food Safety	2000 Operations	2600 Food Safety	Webinar	NFSMI (National Food Service Management Institute)	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Demo				Cybersoft PrimoEdge			<input checked="" type="checkbox"/>		
POS Training	2000 Operations Cashier	2300 Cashier and POS	Webinar	Cybersoft PrimoEdge	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Page size: 1

---

**Record Training**

1. ENTRY METHOD  
Group ✓

2. TRAINING EVENT  
Food Safety Training Edit ✓

3. TRAINING DATE  
05/18/2015 Edit ✓

4. SELECT TRAINEES

Area: --ALL-- Site Code: 001 Site: CENTRAL OFFICE

CEU Level: Program Staff

Display Results Start Over Select All Done

Employees -- CENTRAL OFFICE, Program Staff Total Trainees: 5 View: [Grid Icon] [List Icon] [Map Icon]


<b>ABBOTT, OWETA</b> 943001805  001 - CENTRAL OFFICE Program Staff	<b>ABBOTT, VICKY</b> 943001333  001 - CENTRAL OFFICE Program Staff	<b>ABSHIRE, ELLA</b> 943000679  001 - CENTRAL OFFICE Program Staff	<b>ADAMS, GARY</b> 943002151  001 - CENTRAL OFFICE Program Staff
<b>ADAMS, WILLIAM</b> 943000233  001 - CENTRAL OFFICE Program Staff	<b>ADKINS, BONNIE</b> 943000669  001 - CENTRAL OFFICE Program Staff	<b>ADKINS, KATHY</b> 943001692  001 - CENTRAL OFFICE Program Staff	<b>CAMPBELL, SHELLEY</b> 943002007  001 - CENTRAL OFFICE Program Staff
<b>ZHANG, YONGMIN</b> 943001899  001 - CENTRAL OFFICE Program Staff	<b>ZHAO, XIAOLIN</b> 943001206  001 - CENTRAL OFFICE Program Staff		

Done

Use the Record Training wizard to record training-event attendance for an individual or for an entire event.

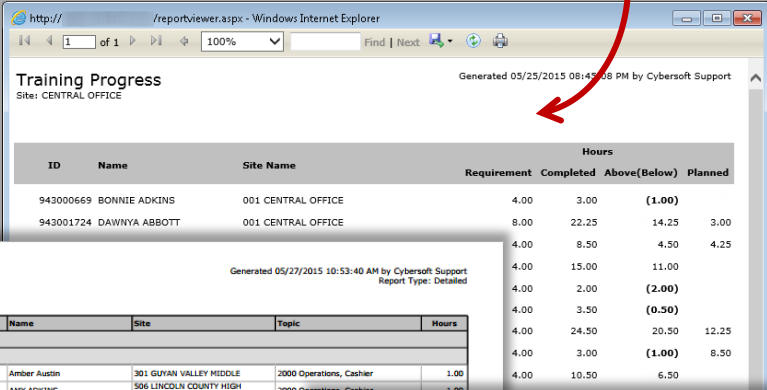


Reports detailing an employee's or site's progress toward meeting training requirements, or listing all training events scheduled for a specific topic, or a class certificate can be generated.



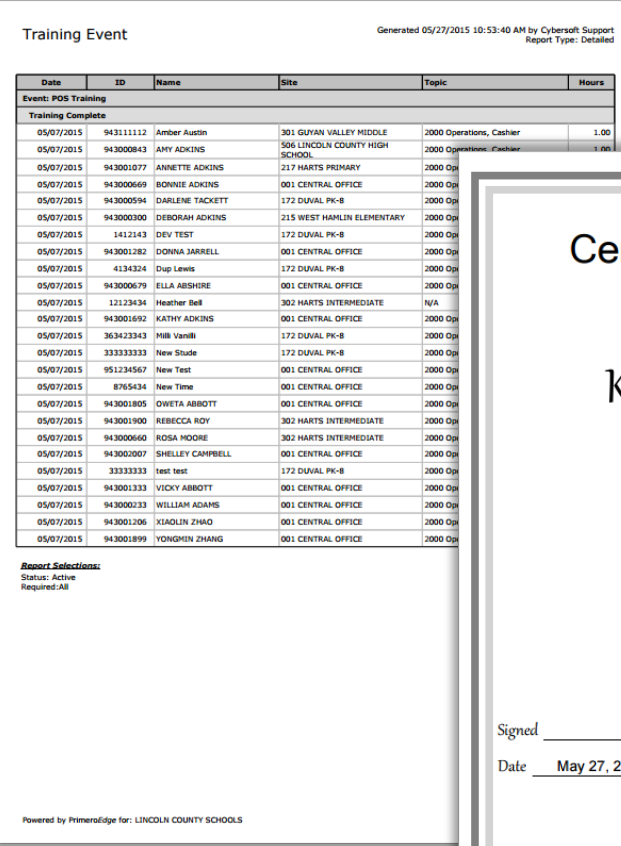
**Reports**

- Employee List
- Training Record
- Training Certificate
- Training Events
- Training Progress**
- Expiring Certifications

**Training Progress**  
Site: CENTRAL OFFICE  
Generated 05/25/2015 08:45:08 PM by Cybersoft Support

ID	Name	Site Name	Requirement	Completed	Above(Below)	Planned
943000669	BONNIE ADKINS	001 CENTRAL OFFICE	4.00	3.00	(1.00)	
943001724	DAWNIA ABBOTT	001 CENTRAL OFFICE	8.00	22.25	14.25	3.00
			4.00	8.50	4.50	4.25
			4.00	15.00	11.00	
			4.00	2.00	(2.00)	
			4.00	3.50	(0.50)	
			4.00	24.50	20.50	12.25
			4.00	3.00	(1.00)	8.50
			4.00	10.50	6.50	

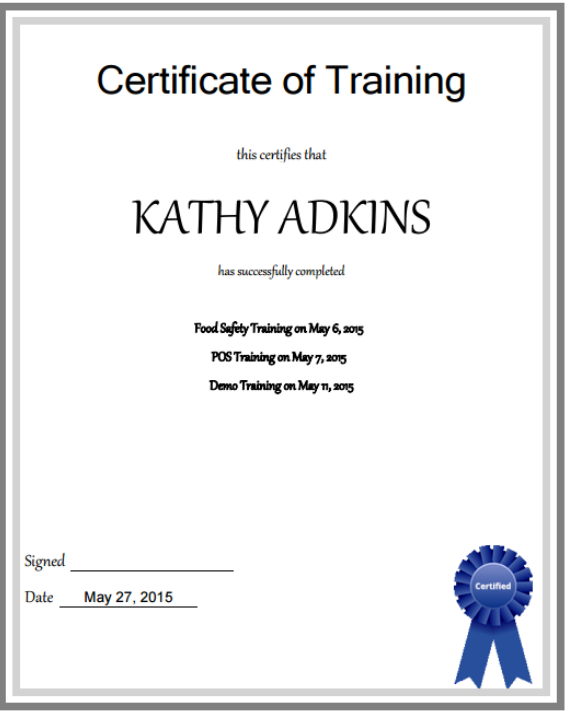
  


**Training Event**  
Generated 05/27/2015 10:53:40 AM by Cybersoft Support  
Report Type: Detailed

Date	ID	Name	Site	Topic	Hours
<b>Event: POS Training</b>					
<b>Training Complete</b>					
05/07/2015	943111112	Amber Austin	301 GUYAN VALLEY MIDDLE	2000 Operations, Cashier	1.00
05/07/2015	943000843	AMY ADKINS	506 LINCOLN COUNTY HIGH SCHOOL	2000 Operations, Cashier	1.00
05/07/2015	943001077	ANNETTE ADKINS	217 HARTS PRIMARY	2000 Op	
05/07/2015	943000669	BONNIE ADKINS	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943000594	DARLENE TACKETT	172 DUVAL PK-8	2000 Op	
05/07/2015	943000300	DEBORAH ADKINS	215 WEST HAMLIN ELEMENTARY	2000 Op	
05/07/2015	1412143	DEV TEST	172 DUVAL PK-8	2000 Op	
05/07/2015	943001282	DONNA JARRELL	001 CENTRAL OFFICE	2000 Op	
05/07/2015	4134324	Dup Lewis	172 DUVAL PK-8	2000 Op	
05/07/2015	943000679	ELLA ABISHORE	001 CENTRAL OFFICE	2000 Op	
05/07/2015	12123434	Heather Bell	302 HARTS INTERMEDIATE	N/A	
05/07/2015	943001692	KATHY ADKINS	001 CENTRAL OFFICE	2000 Op	
05/07/2015	363423343	Milk Vanilli	172 DUVAL PK-8	2000 Op	
05/07/2015	333333333	New Stude	172 DUVAL PK-8	2000 Op	
05/07/2015	951234567	New Test	001 CENTRAL OFFICE	2000 Op	
05/07/2015	8765434	New Time	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943001805	OWETA ABBOTT	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943001900	REBECCA ROY	302 HARTS INTERMEDIATE	2000 Op	
05/07/2015	943000640	ROSA MOORE	302 HARTS INTERMEDIATE	2000 Op	
05/07/2015	943002007	SHELLEY CAMPBELL	001 CENTRAL OFFICE	2000 Op	
05/07/2015	333333333	test test	172 DUVAL PK-8	2000 Op	
05/07/2015	943001333	VICKY ABBOTT	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943000233	WILLIAM ADAMS	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943001206	XIAOLIN ZHAO	001 CENTRAL OFFICE	2000 Op	
05/07/2015	943001899	YONGHUN ZHANG	001 CENTRAL OFFICE	2000 Op	

**Report Selections:**  
Status: Active  
Required: All

Powered by PrimoEdge for: LINCOLN COUNTY SCHOOLS

**Certificate of Training**


this certifies that

**KATHY ADKINS**

has successfully completed

Food Safety Training on May 6, 2015  
POS Training on May 7, 2015  
Demo Training on May 11, 2015

Signed \_\_\_\_\_  
Date May 27, 2015



Six reports highlights where your staff stands with their requirements:

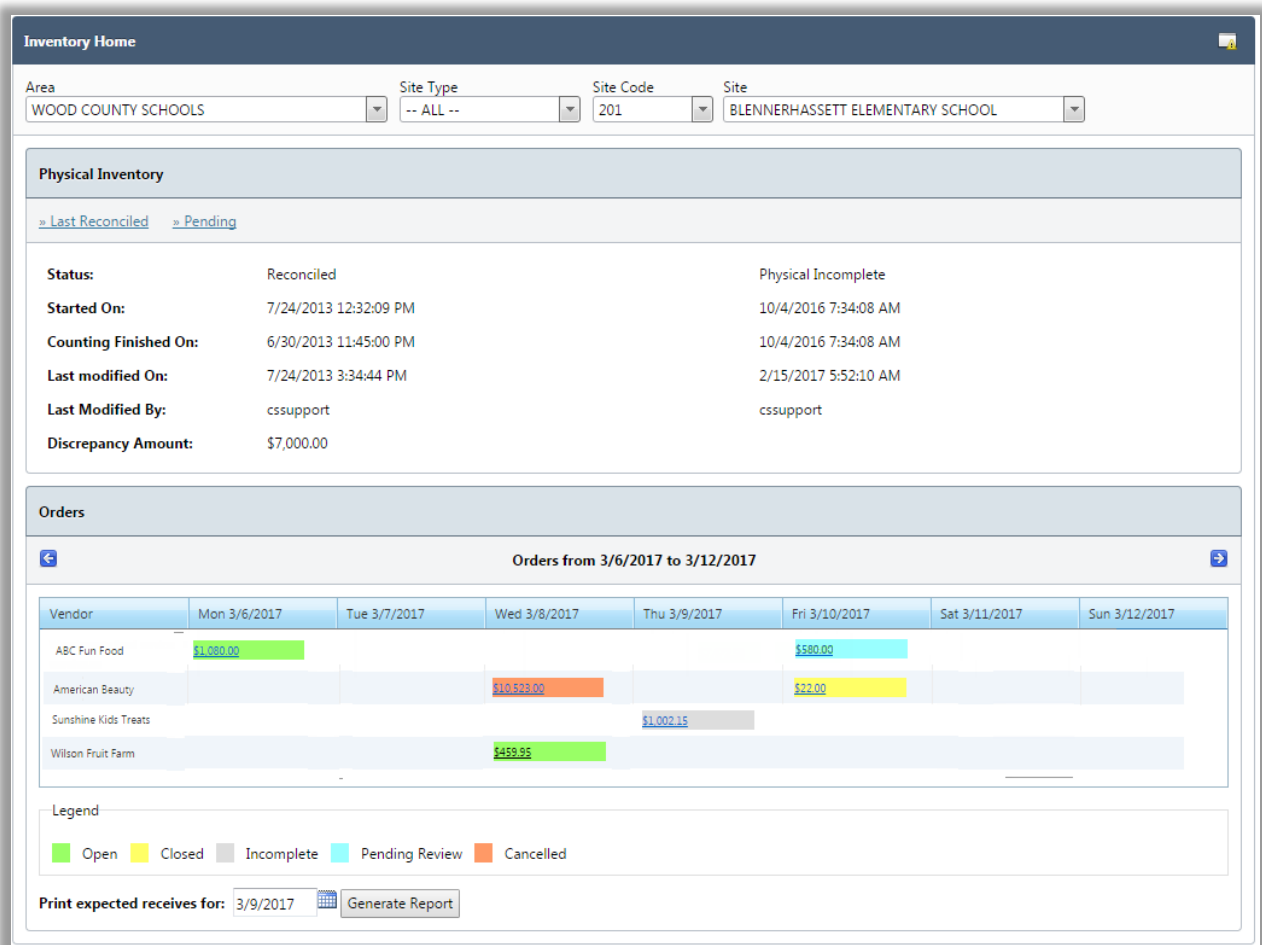
- Employee List
- Training Record
- Training Certificate
- Training Events
- Training Progress
- Expiring Certifications



# PrimeroEdge: Back Office


## Inventory

PrimeroEdge Inventory is a web-based software product designed to facilitate complete inventory control. From ordering and receiving to storage and distribution for food, nonfood and USDA commodities, PrimeroEdge offers real time communication between the central office and sites for accurate and up-to-date information. The system administrator assigns user rights according to job classifications. All activities are tracked and recorded for future reference.



The Inventory dashboard displays quick, at-a-glance operating information. Site managers, supervisors or administrators will automatically be directed to their home page that contains

site/user messages, current order status, inventory snapshots and current information. Color coding clearly indicates the status of orders.

**Items**  **Printable Page**

Item Category  
-- ALL --

Storage Category  
-- ALL --


Item Status  
Active





Item Description like\*

Search by Item # or Vendor Item # or UPC  
Item # or VI # or UPC like\*

**Restrict or expand Item List by item category, storage category, item status, item description, or item number**

**Item List**

Item #	Item Description	Storage Category	Data Source	Is Active
			<input type="text"/> 	
<a href="#">PR002</a>	Apples, Red Delicious	Cooler	Local	<input checked="" type="checkbox"/>
<a href="#">PR003</a>	Apples, Red School Boy	Cooler	Local	<input checked="" type="checkbox"/>
<a href="#">PR004</a>	Apples, Sliced Bulk	Cooler	Local	<input checked="" type="checkbox"/>
<a href="#">CN002</a>	Applesauce	Dry	Local	<input checked="" type="checkbox"/>
<a href="#">CN004</a>	Applesauce Cups, Plain	Dry	Local	<input checked="" type="checkbox"/>
<a href="#">FZ001</a>	Bacon, Turkey Pre-cooked	Freezer	Local	<input checked="" type="checkbox"/>
<a href="#">PP001</a>	Bag, 18 x 24 Storage	Dry	Local	<input checked="" type="checkbox"/>
<a href="#">PP002</a>	Bag, 18 x 30 Storage	Dry	Local	<input checked="" type="checkbox"/>
<a href="#">PP003</a>	Bag, 27 x 37 Storage	Dry	Local	<input checked="" type="checkbox"/>
<a href="#">PP004</a>	Bag, Brown #8 Lunch	Dry	Local	<input checked="" type="checkbox"/>

  1 **2** 3 4 5 6 7 8 9 10 ...  

Page size:

529 items in 53 pages

Track non-food items

## Ordering

To place orders, each site user selects a vendor from a predefined vendor list. As quantities are entered, the tab key can be used to scroll to the next item. Orders can be left open for completion later. PrimeroEdge automatically assigns an internal order number to all orders. Each order defaults to the next designated delivery day for receiving; the delivery dates can be changed.

Create custom purchasing guides. PrimeroEdge allows you to select item purchasing permission by school type or school. Use a common or custom vendor for each site.

**Item Information & Settings**

Item: **Apples**  
District Item #: **WDC-F3**

09/16/2014 - 09/30/2014 ▼ Apply

☒ Is Orderable ABC Fun Food ▼

**Ordering Info** Update Ordering Info

<input type="checkbox"/> Alternative	Select a vendor ▼
<input checked="" type="checkbox"/> Central Office	Gordan Food Service (GFS) ▼
<input checked="" type="checkbox"/> Elementary School	ABC Fun Food ▼
<input checked="" type="checkbox"/> High School	ABC Fun Food ▼
<input checked="" type="checkbox"/> Kitchen	ABC Fun Food ▼
<input checked="" type="checkbox"/> Middle School	ABC Fun Food ▼
<input checked="" type="checkbox"/> BLENNER MIDDLE SCHOOL	ABC Fun Food
<input checked="" type="checkbox"/> EDISON MIDDLE SCHOOL	ABC Fun Food
<input checked="" type="checkbox"/> HAMILTON MIDDLE SCHOOL	ABC Fun Food
<input checked="" type="checkbox"/> JACKSON MIDDLE SCHOOL	ABC Fun Food
<input checked="" type="checkbox"/> Warehouse	ABC Fun Food ▼

**Set Item Ordering ParLevel for Distribution Sites** Save Par Levels

Site Name	Ordering Par Level
-----------	--------------------

Other steps or procedures that can be enabled in the ordering process are:

- Orders can be set for review by supervisors or administrators for a combination of school, vendor, or item category. Reviewers can make adjustments, return to manager for modifications, disregard or approve order.
- Orders can be sent electronically using PrimeroEdge EOrdering.
- Consolidation of campus market orders to be received at the Central Warehouse.
- PrimeroEdge retains all order information for rapid retrieval anytime.
- Campus direct deliveries which have not been preordered can be received at each campus and added to the perpetual inventory.
- When order receiving is complete, all received items are automatically added to the campus perpetual inventory.
- View purchase history by school or vendor for a chosen date range.
- Transfer items locally between sites. Inventory adjustments are automatically made to the sites involved in the transfer.

**Goods Receipt Information**

Is this a current transaction: ☒ Yes ☐ No

Receive goods and match against quantity ordered. Users can note any deviations or other information.

Receipt Location: EDGE COUNTY HIGH-611  
 Vendor Name: MAYFIELD DAIRIES  
 Vendor Contact: 770-328-1689  
 Order Delivered By:   
 Comments:

Expected Delivery Date: 02/23/2012  
 Invoice #: 4567  
 Invoice Amount: 261.90  
 Order #: 17100  
 Total Order Amount: \$261.90  
 Receipt Amount: \$249.53

Message from webpage

Invoice amount and receive amount are different. Are you sure you want to continue?

OK Cancel

Line Item	VI #	St	Item Description	Unit	Price	Total Price	Note
43609	105057		ICE CREAM, CUP, STRAWBERRY, #43609, 3 OZ [Box=24 EACH]	5	\$4.3300	\$21.65	
45507	605205		ICE CREAM, FUDGE BAR, #45507, 2.5 OZ [Box=24 EACH]	10	\$4.1240	\$28.87	

Managers are alerted when the total receipt amount does not match with the invoice amount.

**Perpetual Inventory** Printable Page

Site Code: 4050 Site: EDGE COUNTY HIGH-611

**Item Search Criteria**

☐ Show All Inventory Items ☒ Show Only On Hand Inventory Items

Item Category: --ALL-- Item Description:

Item:

**EDGE COUNTY HIGH-611 Item List** Print Perpetual Inventory

Item #	Item Description	Quantity On Hand	MAP
Storage Category: COOLER			
Item Category: Condiment			
101088	MARGARINE SOLIDS [Case=30 Pound]	1 Case,25 Pound	\$21.5907
110045	SALAD DRESSING MIX, ORIENTAL SESAME SEED [Case=4 Container]	0 Case,2 Container	\$36.0800
110038	SALAD DRESSING MIX, RANCH [Case=18 Pouch]	4 Case,12 Pouch	\$13.9500
110043	SALAD DRESSING, CAESAR [gallon=1 Each]	2 gallon,0 Each	\$9.7429
110080	SALAD DRESSING, CAESAR, INDIVIDUAL [Case=60 Each]	6 Case,0 Each	\$18.5300

Track Quantity on Hand  
by school site

Track beginning and  
ending inventory

Report Generated On: 2/24/2012 9:18:24 PM

## Usage Report

Edge County Schools

Site: EDGE COUNTY HIGH-611

Start Date: Nov 1 2011 9:16PM

End Date: Dec 31 2011 9:16PM

Site	Beginning Inv	Purchases	Add to Inv.	Transfer In	Transfer Out	Ending Inv.	Usage
EDGE COUNTY HIGH-611	\$21,789.34	\$45,137.15	\$0.00	\$0.00	\$0.00	\$34,056.73	\$32,869.76
Non-commodity Food	\$12,526.47	\$30,045.24	\$0.00	\$0.00	\$0.00	\$21,254.28	\$21,317.43
Commodity Food	\$9,262.87	\$12,879.18	\$0.00	\$0.00	\$0.00	\$12,802.45	\$9,339.60
Non-Food	\$0.00	\$2,212.73	\$0.00	\$0.00	\$0.00	\$0.00	\$2,212.73

### Site Usage Details

Site: EDGE COUNTY HIGH-611

		Beginning Inv		Purchases		Add to Inv.		Transfer In		Transfer Out		Ending Inv.		Usage	
Item#	Item Description	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU
Valuation Group: Non-commodity Food		\$12,526.47		\$30,045.24		\$0.00		\$0.00		\$0.00		\$21,254.28		\$21,317.43	
Item Category: Meat		\$4,134.74		\$6,883.74		\$0.00		\$0.00		\$0.00		\$6,247.56		\$4,770.92	
102010	ALMONDS, SLICED, NATURAL [Units: Case = 2 bag]	1	0	1	0	0	0	0	0	0	0	1	0	1	0
107003	BEANS, CHILIMex [Units: Case = 6 no. 10 can]	2	0	2	0	0	0	0	0	0	0	2	4	1	2

### Valuation Groups

**Add New Valuation Group**

Valuation Group

Valuation Group Code

Valuation Method  
First In First Out (FIFO) ▼

Data Source  
--Select Data Source-- ▼

Asset Account

Expense Account

☐ Default in Physical Inventory

Configure inventory valuation methods to track inventory. Select from First In, First Out, Standard Price, Moving Average Price, and Last Received Price

Valuation Groups								
Valuation Group	Code	Valuation Method	Asset Account	Expense Account	Default in Phy Inv	Data Source	Edit	Delete
Commodity Bid	CB-001	First In First Out (FIFO)	A-4200000000000000000000000000000000000000	INVSPG.5400000000000000000000000000000000	True	Local		
Commodity Food		First In First Out (FIFO)	A-4200000000000000000000000000000000000000	E-5000000000000000000000000000000000000000	False	Local		
FIFO	WTC-VG4	First In First Out (FIFO)	A-4200000000000000000000000000000000000000	E-7000000000000000000000000000000000000000	False	Local		
Last Received Price	WTC-VG1	First In First Out (FIFO)	A-4200000000000000000000000000000000000000	E-6000000000000000000000000000000000000000	False	Local		
Moving Average Price	WTC-VG2	Last Received Price (LRP)	A-4200000000000000000000000000000000000000	E-8000000000000000000000000000000000000000	True	Local		
Non Food	WTC-VG3	Last Received Price (LRP)	A-4200000000000000000000000000000000000000	E-4000000000000000000000000000000000000000	True	Local		
Non-commodity Food		First In First Out (FIFO)	A-4100000000000000000000000000000000000000	E-4000000000000000000000000000000000000000	False	Local		
Non-Food		First In First Out (FIFO)	A-4300000000000000000000000000000000000000	E-6000000000000000000000000000000000000000	False	Local		

## Available Inventory Reports

Reports	
Back Orders	Expected Receipts
Employee Productivity	Inventory Aging
Price Details	Ordering Guide
Print Orders	Transfers
Inventory Valuation	Central Production
Purchases	Transaction History
Warehouse Issues	Usage
Item History	Withdrawal List
Item Inventory	Net Off Invoices
Discrepancy	Return List

## Inventory Reports by Function

Orders	Transfers/Withdraws	Inventory
Modify orders	Return List	Perpetual Inventory
Receipts		Physical Inventory
Invoice reconciliation		



## Sample Inventory Reports

## Back Order Report

Back Order Report

Site: All

Date: 09/01/2015 - 11/16/2015

Generated 11/16/2015 8:16:19 PM by Cybersoft Support

Site Name: ANNETTE THOMAS ELEMENTARY-603

					Order Qty		Back Order Qty		
Item #	Item Description	Order #	Status	Delivery Date	WU	BU	WU	BU	Comments
FFAVORS (DOD)									
607005	APPLE, CHL, SL, GRINS [1 Case = 100 BAG]	40276	Open	10/24/2015	4	0	4	0	
607006	BANANAS [1 Case = 40 POUND]	40276	Open	10/24/2015	2	0	2	0	
607008	BROCCOLI FLORETS [1 Case = 3 POUND]	40276	Open	10/24/2015	2	0	2	0	
607010	CABBAGE, GRN [1 Case = 10 POUND]	40265	Open	10/19/2015	1	0	1	0	
		40294	Open	11/8/2015	1	0	1	0	
607011	CABBAGE GRN [1 Case = 10 POUND]	40265	Open	10/19/2015	3	0	3	0	
		40276	Open	10/24/2015	1	0	1	0	
607012	CABBAGE RED,2-3CT [1 Case = 5 POUND]	40265	Open	10/19/2015	2	0	2	0	
		40276	Open	10/24/2015	1	0	1	0	
		40294	Open	11/8/2015	1	0	1	0	
MAYFIELD DAIRIES									
105050	ICE CREAM, CUP, VANILLA, #45502, 3 OZ [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
		40261	Open	10/9/2015	1	0	1	0	
		40266	Open	10/20/2015	2	0	2	0	
105056	ICE CREAM, FUDGE STICKS, MINI, #44076, 1.75 OZ [1 Carton = 1 each]	40258	Open	9/30/2015	2	0	2	0	
		40261	Open	10/9/2015	1	0	1	0	
605200	ICE CREAM, BROWN COW BAR #45280 [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
		40266	Open	10/20/2015	3	0	3	0	
605205	ICE CREAM, FUDGE BAR, #45507, 2.5 OZ [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
		40261	Open	10/9/2015	1	0	1	0	
605555	ICE CREAM, LOWFAT, CUP, CHOC, #43612, 4 OZ [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
605550	ICE CREAM, LOW FAT, CUP, VANILLA, #43698, 4 OZ [1 Box = 24 EACH]	40261	Open	10/9/2015	1	0	1	0	
105055	ICE CREAM, CUP, CHOC, #43606, 3 OZ [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
		40266	Open	10/20/2015	2	0	2	0	
105057	ICE CREAM, CUP, STRAWBERRY, #43609, 3 OZ [1 Box = 24 EACH]	40258	Open	9/30/2015	2	0	2	0	
		40261	Open	10/9/2015	1	0	1	0	
		40266	Open	10/20/2015	1	0	1	0	
105058	ICE CREAM, BROWN COW JUNIOR, #43956, 1.75 OZ [1 Box = 12 EACH]	40258	Open	9/30/2015	2	0	2	0	



*Discrepancy*

## Physical Inventories with Discrepancies

Generated 11/16/2015 8:18:09 PM by Cybersoft Support

Site: -- All --

Date: 07/01/2012 - 11/16/2015

Started Date	Site	Last Modified Date	Discrepancy Amount (in \$)
7/26/2012 8:31:15 AM	ANNETTE THOMAS ELEMENTARY-603	7/27/2012 11:27:47 AM	(17.98)
7/26/2012 10:37:30 AM	CENDERO MIDDLE-609	7/26/2012 11:32:46 AM	(71.04)
7/26/2012 2:50:11 PM	YATES MIDDLE-628	7/27/2012 7:49:47 AM	(160.88)
7/26/2012 3:16:44 PM	MASON MIDDLE-633	7/27/2012 8:14:06 AM	266.48
7/27/2012 8:22:58 AM	BRIGHT STAR ELEMENTARY-622	7/27/2012 1:44:10 PM	(266.87)
7/27/2012 8:41:26 AM	BURNETT ELEMENTARY-607	7/31/2012 7:50:27 AM	(143.04)
8/1/2012 9:27:01 AM	SHOAL WATER-610	8/1/2012 10:20:57 AM	994.77
7/26/2012 12:30:44 PM	EASTSIDE ELEMENTARY-612	7/31/2012 7:54:07 AM	(820.06)
7/31/2012 1:05:37 PM	HOLTELEMENTARY-625	8/2/2012 8:13:01 AM	(124.43)
7/31/2012 7:58:19 AM	SD ELEMENTARY-617	7/31/2012 9:08:06 AM	(379.53)
8/2/2012 1:48:13 PM	STEWART MIDDLE-618	8/3/2012 12:56:04 PM	26.30
7/30/2012 10:08:43 AM	BRIGHT STAR ELEMENTARY-622	7/31/2012 9:56:32 AM	(3,249.25)
7/31/2012 10:50:55 AM	BOONE ELEMENTARY-605	7/31/2012 12:19:05 PM	1,581.89
7/31/2012 1:12:36 PM	CHAPEL MILL HIGH-624	7/31/2012 2:06:07 PM	(780.09)
8/1/2012 8:50:36 AM	HERSEY ELEMENTARY-616	8/1/2012 10:13:05 AM	162.08
8/1/2012 10:58:01 AM	CENDERO MIDDLE-609	8/1/2012 12:00:37 PM	629.54
7/31/2012 11:06:38 AM	CHANCELLOR ELEMENTARY-630	8/1/2012 5:55:05 AM	(1,848.82)
7/31/2012 9:30:45 AM	BURNETT ELEMENTARY-607	8/2/2012 8:45:42 AM	276.43
8/1/2012 10:41:52 AM	SWEETWATER ELEMENTARY-623	8/1/2012 11:38:44 AM	12.08
7/31/2012 1:37:24 PM	MAHANEY ELEM-627	8/1/2012 5:57:40 AM	4.49
7/31/2012 3:19:56 PM	ARBOR MITCH ELEMENTARY-604	8/1/2012 10:21:38 AM	(423.65)
8/1/2012 7:49:27 AM	ND ELEMENTARY-629	8/1/2012 9:30:10 AM	1,931.90
7/31/2012 3:50:01 PM	FAIRFIELD MIDDLE-631	8/1/2012 12:56:17 PM	(0.32)
8/3/2012 10:24:49 AM	WEIMER ELEMENTARY-620	8/3/2012 2:40:56 PM	144.74
8/2/2012 2:13:16 PM	FAIRPLAY MIDDLE-613	8/3/2012 9:51:34 AM	(428.01)
8/2/2012 11:58:44 AM	MIRROR LAKE ELEMENTARY-626	8/6/2012 6:56:03 AM	(392.18)
7/26/2012 12:20:54 PM	ASHTON HIGH-602	8/1/2012 2:17:39 PM	(1,242.47)
8/1/2012 8:50:57 AM	LIETSMAN HIGH-615	8/1/2012 9:50:37 AM	1.44
7/31/2012 12:53:50 PM	MASON MIDDLE-633	8/1/2012 9:27:15 AM	(91.06)
7/31/2012 2:24:14 PM	MASON ELEMENTARY-632	8/1/2012 9:47:34 AM	(326.72)
8/1/2012 10:04:21 AM	YATES MIDDLE-628	8/2/2012 9:29:29 AM	67.07
7/31/2012 11:00:55 AM	FACTORY SHOALS ELEMENTARY-621	8/2/2012 8:42:54 AM	(154.24)
8/2/2012 10:42:18 AM	ANNETTE THOMAS ELEMENTARY-603	8/2/2012 2:31:15 PM	3.65
7/31/2012 7:54:02 AM	DICKENSON COUNTY HIGH-611	8/1/2012 2:27:09 PM	354.55
8/1/2012 7:39:37 AM	LIETSMAN ELEMENTARY-614	8/2/2012 9:56:54 AM	(241.97)
7/31/2012 8:00:48 AM	MAHANEY HIGH-634	8/3/2012 3:12:49 PM	(400.78)

*Inventory Valuation*

**Inventory Valuation**  
 Site: ANNETTE THOMAS ELEMENTARY-603  
 For Date: 11/16/2015

Generated 11/16/2015 8:21:10 PM by Cybersoft Support  
 Report Type: Detailed

Valuation Group	Valuation Method	Value
Commodity Food	LRP	6,579.84
Non-commodity Food	FIFO	11,161.96
Non-Food	FIFO	2,818.74
<b>Total:</b>		<b>20,560.54</b>

Item #	Item Description	WUOH	BUOH	Value
<b>Valuation Group: Commodity Food, Valuation Method: LRP</b>				<b>6,579.84</b>
<b>Category: Bread</b>				<b>209.52</b>
105070	BISCUIT DOUGH ROUND HAND-SPLIT ZTF NOI(105025)	4 (Case)	194.00 (Each)	122.52
552170	FRENCH TOAST STICKS, CINN. GLAZED	3 (Case)	0.00 (Each)	87.00
<b>Category: Dairy</b>				<b>1,641.96</b>
101272	CHEESE, AMERICAN 50% RF NOI	3 (Case)	17.00 (Pound)	78.50
205025	CHEESE, AMERICAN SLICED 100018	8 (Case)	13.84 (Pound)	503.96
205020	CHEESE, BLENDED SLICED YELLOW	3 (Case)	0.00 (pounds)	164.58
205028	CHEESE, CHEDDAR, REDUCED FAT	3 (Case)	0.00 (pounds)	287.55
101225	CHEESE, MILD CHEDDAR PORTIONS RF STICKSNOI	1 (Case)	0.00 (Bag)	26.02
101220	CHEESE, MILD CHEDDAR PORTIONS, FS NOI	6 (Case)	0.00 (Bag)	111.60
205038	CHEESE, MOZARELLA, SHREDDED	3 (Case)	0.00 (pounds)	166.56
101294	CHEESE, MOZZ STRING CHEESENOI	5 (Case)	0.00 (Each)	62.35
101274	CHEESE, YELLOW AMERICAN LOAF NOI(101081)	1 (Case)	0.00 (Pound)	20.89
101282	CHEESE,CHEDDAR CHEESE SAUCE POUCH NOI	1 (Case)	3.00 (Pouch)	60.89
101280	CHEESE,MILD CHEDDAR, FS SHRED NOI	3 (Case)	0.00 (Pound)	31.83
101292	CHEESE,MOZZ, FS SHREADED, NOI	2 (Case)	15.00 (Pound)	21.51
205040	CHEESE,MOZZ., SHRED LITE	1 (Case)	0.00 (Pound)	60.69
552160	OMELET, CHEDDAR CHEESE	1 (Case)	104.00 (Each)	45.04
<b>Category: Fruit</b>				<b>727.37</b>
607004	APPLES Red Delicious	5 (Case)	0.00 (POUND)	127.35
206008	APPLES, SLICED, CANNED(106003)	2 (Case)	0.00 (Can)	44.60
607006	BANANAS	13 (Case)	0.00 (POUND)	304.07
607014	CANTALOUPE	7 (Case)	0.00 (EACH)	144.20
206048	MIXED FRUIT, CANNED(106018)	2 (Case)	0.00 (Can)	42.54
206056	ORANGES, FRESH	1 (Case)	0.00 (Box)	13.33
206062	PEACHES, SLICED, CANNED(106030)	2 (Case)	0.00 (Can)	51.28

*Item History***Item History Report**

Generated 11/16/2015 8:23:26 PM by Cybersoft Support

Site: ANNETTE THOMAS ELEMENTARY-603  
 Date: 10/01/2015 12:00 AM - 11/01/2015 12:00 AM

History for Item: CABBAGE, GRN [Case=10 POUND] (607010)

Site: ANNETTE THOMAS ELEMENTARY-603

Actual Transaction Date	Transaction Date	Transaction Type	Transaction #	Adjustment		Perpetual Balance		Comments
				WU	BU	WU	BU	
10/8/2015 1:47:52 PM						3	0.00	Starting Balance
10/8/2015 1:47:52 PM	10/8/2015 1:47:52 PM	Receive	Order# 40260, Receipt# 47217	2	0.00	5	0.00	From FFAVORS (DOD)

History for Item: CANTALOUPE [Case=12 EACH] (607014)

Site: ANNETTE THOMAS ELEMENTARY-603

Actual Transaction Date	Transaction Date	Transaction Type	Transaction #	Adjustment		Perpetual Balance		Comments
				WU	BU	WU	BU	
10/8/2015 1:47:52 PM						6	0.00	Starting Balance
10/8/2015 1:47:52 PM	10/8/2015 1:47:52 PM	Receive	Order# 40260, Receipt# 47217	1	0.00	7	0.00	From FFAVORS (DOD)

History for Item: CARROT CHL BABY WHL- MINI BAGS [Case=200 BAG] (607017)

Site: ANNETTE THOMAS ELEMENTARY-603

Actual Transaction Date	Transaction Date	Transaction Type	Transaction #	Adjustment		Perpetual Balance		Comments
				WU	BU	WU	BU	
10/8/2015 1:47:52 PM						2	0.00	Starting Balance
10/8/2015 1:47:52 PM	10/8/2015 1:47:52 PM	Receive	Order# 40260, Receipt# 47217	1	0.00	3	0.00	From FFAVORS (DOD)

*Item Perpetual Inventory***Item Perpetual Inventory Report**

Generated 11/16/2015 8:24:47 PM by Cybersoft Support

Site: ANNETTE THOMAS ELEMENTARY-603

Report criteria for WholeUnits greater than 0 and less than 99999

Item #	Item Description	WUOH	BUOH
605015	1% MILK, 8 OZ CARTON [Carton = 1 EACH]	45	0.00
605020	1% MILK, GALLON [gallon = 4 quart]	5	0.00
605030	BUTTERMILK, 8OZ [Carton = 1 EACH]	3	0.00
605040	BUTTERMILK, GALLON [gallon = 1 gallon]	5	0.00
605092	Milk, Lactose Free Fat Free [Case = 1 Carton]	7	0.00

*Transaction History***Transaction History**

Generated 11/16/2015 8:25:28 PM by Cybersoft Support

Site: ANNETTE THOMAS ELEMENTARY-603  
Date: 10/16/2015 - 11/15/2015

Site Code	Site Name	Transaction Type	Transaction #	Transaction Date	Actual Transaction Date	Status
5052	ANNETTE THOMAS ELEMENTARY-603	Receive	Order# 40117	10/27/2015 10:04 AM	1/22/2015 2:20 PM	Negation
5052	ANNETTE THOMAS ELEMENTARY-603	Receive	Order# 40117	10/27/2015 10:04 AM	1/22/2015 2:20 PM	
5052	ANNETTE THOMAS ELEMENTARY-603	Receive	Order# 40295	11/9/2015 2:41 PM	11/9/2015 2:41 PM	

**Report Selections:**

Transaction Nature: All Transactions

*Transfers Report***Transfers Report**Generated 11/16/2015 8:27:01 PM by Cybersoft Support  
Report Type: SummarySite: ANNETTE THOMAS ELEMENTARY-603  
Date: 09/01/2014 - 11/16/2015

Site Code/Site Name		Non-commodity Food			Total		
		Sent Amount	Rcvd Amount	Net Amount	Sent Amount	Rcvd Amount	Net Amount
5052	ANNETTE THOMAS ELEMENTARY-603	18.09	0.53	17.56	18.09	0.53	17.56
<b>Total:</b>		<b>18.09</b>	<b>0.53</b>	<b>17.56</b>	<b>18.09</b>	<b>0.53</b>	<b>17.56</b>

**Transfer Details By Site**

Site Code: 5052

Site: ANNETTE THOMAS ELEMENTARY-603

Net Transfer Amount: \$17.56

Transaction Date/Type/Site Name			Non-commodity Food		Total	
			Sent Amount	Rcvd Amount	Sent Amount	Rcvd Amount
12/15/2014 10:46:24 AM	To	ARBOR MITCH ELEMENTARY-604	12.08		12.08	
1/22/2015 2:26:45 PM	To	ARBOR MITCH ELEMENTARY-604	1.33		1.33	
3/11/2015 1:33:05 PM	To	ARBOR MITCH ELEMENTARY-604	4.15		4.15	
3/11/2015 1:38:00 PM	From	BOONE ELEMENTARY-605		0.53		0.53
3/11/2015 1:44:30 PM	To	BOONE ELEMENTARY-605	0.53		0.53	
<b>Total:</b>			<b>18.09</b>	<b>0.53</b>	<b>18.09</b>	<b>0.53</b>



## Usage

## Usage Report

Site: ANNETTE THOMAS ELEMENTARY-603  
Date: 10/16/2015 - 11/16/2015

Generated 11/16/2015 8:28:25 PM by Cybersoft Support  
Report Type: Detailed

Site	Beginning Inv	Purchases	Add to Inv.	Transfer In	Transfer Out	Returns	Ending Inv.	Usage
ANNETTE THOMAS ELEMENTARY-603	20,544.73	15.81	0.00	0.00	0.00	0.00	20,560.54	0.00
Non-commodity Food	11,146.15	15.81	0.00	0.00	0.00	0.00	11,161.96	0.00
Commodity Food	6,579.84	0.00	0.00	0.00	0.00	0.00	6,579.84	0.00
Non-Food	2,818.74	0.00	0.00	0.00	0.00	0.00	2,818.74	0.00

## Site Usage Details

Site: ANNETTE THOMAS ELEMENTARY-603

		Beginning Inv		Purchases		Add to Inv.		Transfer In		Transfer Out		Returns		Ending Inv.		Usage	
Item #	Item Description	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU	WU	BU
Valuation Group: Non-commodity Food		11,146.15		15.81		0.00		0.00		0.00		0.00		11,161.96		0.00	
Item Category: Bread		1,904.64		15.81		0.00		0.00		0.00		0.00		1,920.45		0.00	
114015	ANIMAL CRACKERS [Units: Case = 100 Package]	1	12.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	12.00	0	0.00
105022	BAGELS, CINNAMON, RAISIN [Units: Case = 72 Each]	0	32.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	32.00	0	0.00
603006	BREAD, WHOLE GRAIN WHEAT [Units: Loaf = 20 Slice]	71	10.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	71	10.00	0	0.00
105096	BREAD, HONEY WHOLE WHEAT 378 Gold Fish Bread [Units: Bag = 120 SERVING]	2	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	0.00	0	0.00
603018	BUNS, KRYSTAL, SLICED [Units: Bag = 24 BUNS]	85	17.00	3	0.00	0	0.00	0	0.00	0	0.00	0	0.00	88	17.00	0	0.00
603016	BUNS, HAMBURGER, 4" WHEAT (BULK) [Units: Flat = 60 BUNS]	8	37.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	8	37.00	0	0.00
603024	BUNS, HOT DOG, FOOTLONG [Units: Bag = 6 BUNS]	64	0.00	2	0.00	0	0.00	0	0.00	0	0.00	0	0.00	66	0.00	0	0.00
603022	BUNS, HOT DOG, REGULAR, SIDE SLICED [Units: Bag = 16 BUNS]	54	10.00	3	0.00	0	0.00	0	0.00	0	0.00	0	0.00	57	10.00	0	0.00
603020	BUNS, STEAK 3 X 5" [Units: Flat = 48 buns]	18	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	18	0.00	0	0.00
603010	BUNS,HAMBURGER WHOLE GRAIN WHITE 41064 [Units: Flat = 30 Buns]	19	1.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	19	1.00	0	0.00

Powered by PrimoEdge for: Edge County Schools

Page: 1 of 17

WU - Whole Units, BU - Broken Units

# Central Warehouse

PrimeroEdge includes a feature-rich Central Warehouse module to facilitate ease of ordering, receiving and distribution as well as accurate accounting. Optional use of a bin system for storing warehouse products allows for precise First In, First Out goods distribution. Central Warehouse order guides are created automatically for each school via the item configuration process. Schools place their orders using the Central Warehouse order guide just like they would order from any outside vendor. All campus orders are consolidated and placed for shipment. Substitutions can be made per item and/or site. Additionally, pick tickets can be generated in multiple formats depending on preference, including by item, campus or route. When picking is complete, items are automatically removed from Central Warehouse inventory. Delivery tickets can be printed for distribution. As soon as the campus receives the order, items are automatically added to campus inventory.

Central Warehouse features include:

- Ability to set par levels for key inventory items to ensure they are always in stock
- Par level orders for multiple vendors can be created from a single screen
- Distribution Viewer allows Central Warehouse personnel to see the status of each day's warehouse deliveries
- Supports just-in-time or lead-time ordering
- Consolidated orders for quicker, bulk pull

Distribution

Warehouse  
Warehouse -1111

< September 2016 >  
Sun Mon Tue Wed Thu Fri Sat  
28 29 30 31 1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 1  
2 3 4 5 6 7 8

Closed  
Picking Completed  
Picking Started  
Assigned  
Consolidated  
Not Consolidated

Distribution for Warehouse -1111 on 9/13/2016

Distributions

Distribution #	Status	Last Modified By	Comments
588	Consolidated	Cybersoft Support	Projected Shipping

Orders

Site	Site Code	Order #	Amount	Comments	Distribution #	Route
<div> <div>Distribution #: 588</div> <div> Broussard Elementary School - 109 </div> </div>	109	91231	\$16.08		588	Tuesday Afternoon - Tuesday Afternoon

View Order Exceptions

## Routes

The flexible design of PrimeroEdge allows for creation of multiple custom routes based on geographical location, storage type (frozen, cooler, dry), or timed stops. Delivery tickets are printed by routing order.

Monday Afternoon ×
Monday Afternoon

Distribution Center  
Warehouse - 1111 ▼
☒ Active
Update Route

**Add a Site to the Route**

Area  
Edge County Schools ▼

Site Code  
108 ▼

Site  
Annette Thomas Elementary- 108 ▼

Delivery Template  
Monday ▼

Stop Order  

Add

**Sites In This Route**

Stop #	Site Name	Delivery Template	Delete
1	XX Alternative School	Monday [ All Items:Mon ]	
2	Wagonner Elementary - 111	Monday [ All Items:Mon ]	
3	Shoal Elementary - 102	Monday [ All Items:Mon ]	
4	Brown Elementary School - 107	Monday [ All Items:Mon ]	

### PrimeroEdge Central Warehouse

- Maintains daily perpetual inventory.
- Updates shipping, receiving, transfers, production, and manual additions or deletions.
- Allows for end-of-month blind physical inventory count.
- Allows for district-level consolidated inventory search for a specific item, producing results reporting the location(s) and quantity.
- Provides “product recall” or “product hold” management functions.
- Allows perpetual and physical inventory for each line item.
- Tracks usage history by month/year for any inventory item.

PrimeroEdge - Site Assignments Warehouse Assignment

Assignments for Item: PEACHES, SLICED, CANNED(106030) (206062) Projected QOH: 751 Old Assigned Qty: 0,0 New Assigned Qty: 0,0

**Possible Substitutions**

Sub. Item #	Substitution Item Description	PQOH	Conversion
No Substitutions for the Item			

Add Substitution Item #  =  Case of  Save

**Sites Ordered**

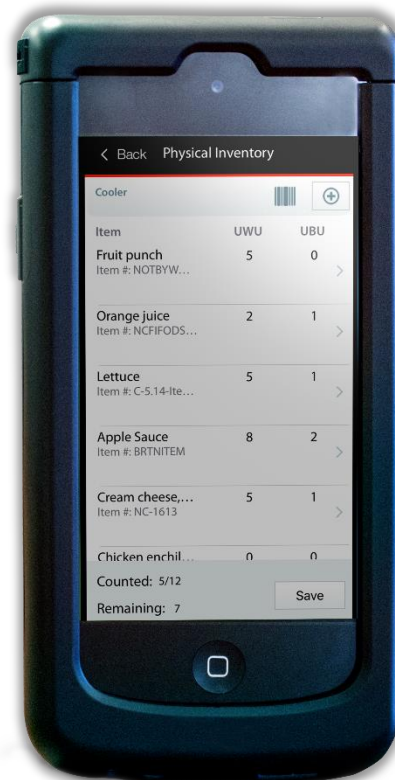
Save Save & Close Close

Site	Site Code	Qty Ordered	Qty Assigned All None
EDGE COUNTY HIGH-611	4050	4 Case,0 Can	0 0

Save Save & Close Close

### IntelliScan

Use the IntelliScan handheld scanner to quickly receive inventory items and automatically close receipts on confirmation. Physical Inventories can be conducted on or off-line.





# Menu Planning

PrimeroEdge Menu Planning is USDA-approved and has been updated to be compliant with the New Meal Patterns.

## Ingredients

Approved by USDA for Nutrient-Standard and Food Based Menu Planning, PrimeroEdge Menu Planning contains more than 15,000 food items for food and recipe management. PrimeroEdge provides easy access to the most current CN database to create local foods and new recipes. New ingredients can be added directly or created by copying and renaming existing ingredients. Save nutritional information from the nutrition label or as provided from the manufacturer for each ingredient. In addition, images of the nutritional labels can be scanned and managed within the software.

Ingredients

[Add New Ingredient](#)

Ingredient Code

Ingredient Name

Commodity/Recipe Code

Manufacturer/Brand

Product Code

Stock Item #

Data Source

-- ALL --

☐ Show Only Locally Grown

Tags

Enter the name of the tag or select from the list...

☐ Include Discontinued Ingredients

Matching Criteria

☐ Exact Match
 ☒ Smart Search

Apply

Reset

Ingredients List

Ingredient Code	Ingredient Name	Ingredient Short Name	Manufacturer	Commodity/Recipe code	Stock Item #	Data Source
<a href="#">LI100051</a>	Apple Slices, Unsweetened, Canned	Apple Slices			9800062	Local <a href="#">Discontinue</a>
<a href="#">LI100017</a>	Bagel Half; Bake Crafters, Individually Wrapped; as served 221	BAGEL HALF, IW 221	Bake Crafters Food Company			Local <a href="#">Discontinue</a>
<a href="#">LI100021</a>	Bananas, small	Bananas, small	Dole			Local <a href="#">Discontinue</a>
<a href="#">LI100113</a>	Basil	Basil				Local <a href="#">Discontinue</a>
<a href="#">LI100066</a>	Beef Taco Filling, Tyson				11282	Local <a href="#">Discontinue</a>
<a href="#">LI100077</a>	Black Pepper	Black Pepper			6184850	Local <a href="#">Discontinue</a>
<a href="#">LI100016</a>	Banana					Local <a href="#">Discontinue</a>

## Recipes

PrimeroEdge facilitates the use of recipes by including recipes from the USDA or by creating or importing complete local recipes. Searching for a recipe is quick and simple by recipe category, local or USDA recipe, recipe code number or by using a keyword or ingredient.

## USDA Recipe Database

PrimeroEdge Menu Planning includes USDA recipes within the software. The Smart Search tool makes locating recipes in PrimeroEdge quick and easy. PrimeroEdge offers recipe scaling for batch cooking or planned production.

[Add New Recipe](#)

**Recipe Search Criteria**  
Recipe Code  Recipe Name  ☐ Include Discontinued Recipes ☐ Show Only Locally Grown  
Tags  Data Source   
Ingredient  ☒ Smart Search  
Matching Criteria ☐ Exact Match ☒ Smart Search

**Recipe List**

Recipe Code	Name	Serving Size	Type	Number of Servings	Source	
<a href="#">LR100051</a>	Apple Cake	1 Slice	Production	8	Local	<input type="button" value="Discontinue"/>
<a href="#">PER C-01</a>	Apple Cobbler C-01	1 portion	Dual Entry	50	Cybersoft	
<a href="#">PER C-02B</a>	Apple Crisp (made with butter) C-02B	1 piece	Dual Entry	50	Cybersoft	
<a href="#">LR100025</a>	Apple Crisp (made with butter) C-02B	1 piece	Production	50	Local	<input type="button" value="Discontinue"/>
<a href="#">PER C-02C</a>	Apple Crisp (made with rolled wheat) C-02C	1 piece	Dual Entry	50	Cybersoft	
<a href="#">PER C-02</a>	Apple Crisp C-02	1 piece	Dual Entry	50	Cybersoft	
<a href="#">LR100060</a>	Apple Crisp C-02	1 piece	Nutrition Analysis	50	Local	<input type="button" value="Discontinue"/>
<a href="#">LR100068</a>	Apple Honey Crisp	1 piece	Nutrition Analysis	50	Local	<input type="button" value="Discontinue"/>
<a href="#">PER C-02A</a>	Apple Honey Crisp C-02A	1 piece	Dual Entry	50	Cybersoft	
<a href="#">LR100085</a>	Apple Slices, Unsweetened, Canned	1/2 cup	Single Ingredient	1	Local	<input type="button" value="Discontinue"/>

Page size: 
429 items in 43 pages

The screenshot displays the 'Quick Recipes' application window. At the top, there's a header bar with the title 'Quick Recipes' and window control icons. Below the header, a link 'Add New Recipe' is visible. The main area is divided into sections. The first section contains a 'Data Source' dropdown set to 'Local', a 'Recipe' text field with 'LR100051', and a checked 'Smart Search' checkbox. Below this is a 'Lock' button. The second section, titled 'Recipe', has a tabbed interface with 'General', 'Ingredients', 'Nutrients', 'Menu Item', 'Allergens', 'Scale', 'Documents (0)', and 'History'. The 'Scale' tab is active, showing 'Scale Recipe By Batch' and 'Custom Scale Recipe' options. The 'Scale Recipe By Batch' section shows '8 (1 Slice) servings = 1 Batch' and a dropdown for '8 servings (1 Batch)', with 'Scale Recipe' and 'Scale Production Recipe' buttons. The 'Custom Scale Recipe' section has a 'Standardize to:' field with '100.00', a 'servings of' field with '1', a unit dropdown set to 'Slice', and 'Scale Recipe' and 'Scale Production Recipe' buttons. A 'Recipe Report' button is located in the top right of the recipe section.

When entered into PrimoEdge,  
scaling recipes by batch or servings is  
quick and easy.

## Menus Items

Raw foods, prepared foods and recipes can be managed and easily located using PrimeroEdge. PrimeroEdge enables users to add and modify ingredients or recipes to the menu item file. Menu items are ready for use in building school menus. For each menu item, the user can configure portion sizes for each RDA group, HACCP processes, and component contributions all within the same screen.

**Contributions - 1.000 Slice**

**Meal Pattern**

Milk Type: Skim/fat-free, unflavored
☐ Fruit Juice
☐ Vegetable Juice
☒ Grain Based Dessert

Food Component	Contribution
Fruits (cups)	1/2 Fruit
Fluid Milk (cups)	MILK-F
Meat/Meat Alternates (oz eq.)	Meat/MA
<b>Grains (oz eq.)</b>	
Whole Grain-Rich	2 WGR
Non Whole Grains-Rich	Non-WGR
<b>Vegetables (cups)</b>	
Dark Green	Veg-DG
Red/Orange	Veg-RO
Beans/Peas (Legumes)	Veg-BP
Starchy	Veg-S
Other	1 Veg-O

Save

## Menus

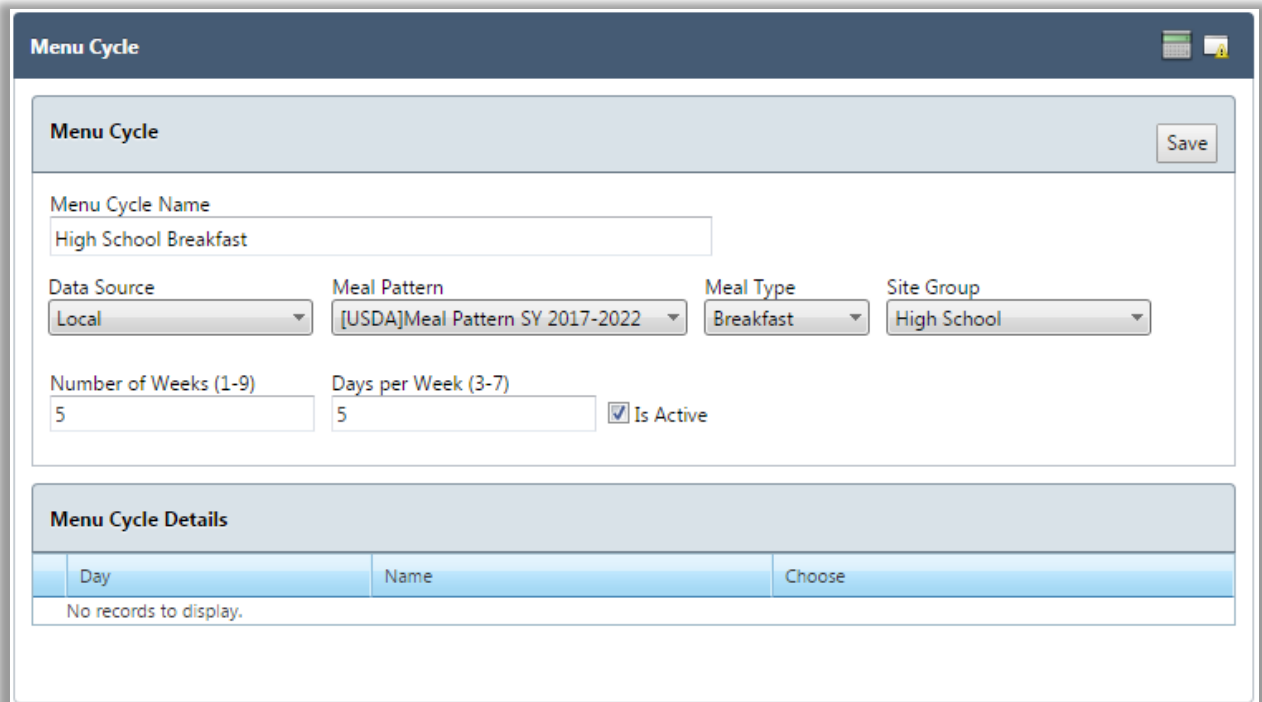
Build individual menus by day, school type and meal service. Daily menus are used to create cycle menus.

PrimeroEdge provides on-board decision support assistance to optimize nutrient and cost aspects. Dynamic visual feedback is provided to the user highlighting nutritional information and menu costs as menus are being created. Each menu can be analyzed against nutrient standards using simple or weighted analysis methods.

PrimeroEdge supports the latest standards required by the USDA including the New Meal Pattern.

## Menu Cycles

PrimeroEdge simplifies the process of building and assigning cycle menus by school or school type. Existing menus can be assigned to different days of the cycle menus. Existing menu cycles can be copied and modified to create new cycle menus in a fraction of the time. Each cycle menu can be analyzed against food-based nutrient standards using the weighted analysis method.



**Menu Cycle**

Menu Cycle Name: High School Breakfast

Data Source: Local Meal Pattern: [USDA]Meal Pattern SY 2017-2022 Meal Type: Breakfast Site Group: High School

Number of Weeks (1-9): 5 Days per Week (3-7): 5 ☒ Is Active

**Menu Cycle Details**

Day	Name	Choose
No records to display.		

When creating a Menu Cycle, the menu planner can determine the number of weeks and days per week for each cycle.

## Menu Calendar

PrimeroEdge facilitates populating school calendars using a variety of ways including single menus, cycle menus, or individual menu items. The user is presented with a color-coded monthly calendar highlighting the status of menu completion for each day. Menus can be published to the SchoolCafé website where parents view their student's daily, weekly and monthly menus as well as detailed nutritional information.

## Weekly Nutritional Analysis

PrimeroEdge provides a convenient, easy-to-use way to ensure that nutrient standards are met for each week using simple or weighted analysis methods. Combined breakfast and lunch nutrient analysis can be assessed as well.

Generated on: 2/24/2017 9:24:16 AM by Cybersoft Support

Menu Cycle Week Nutrient Analysis

Menu Cycle: Off The Wall Menu Cycle

Week: 1

Result: Fail

Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Meal Type: Lunch

Serving Group: K-5

Site Group: Elementary School

Cycle Week Nutrient Summary				Cycle Week Food Component Summary			
Nutrient	Weekly Standard Value	Actual Value	% of Calories	Food Component	Standard Value	Actual Value	% of Total
Calories (Kcal)(1)	[550.00 - 650.00]	0.00(M)		Fruit	>= 2.500	[0.000 - 2.500]	
Fat (g)		0.00(M)		Veg	>= 3.750	0.000	
Sfat (g)(1)	< 10.00 % of Calories	0.00(M)		Veg-DG	>= 0.500	0.000	
TFat (g)(2)		0.00(M)		Veg-RO	>= 0.750	0.000	
Chol (mg)		0.00(M)		Veg-BP	>= 0.500	0.000	
Na (mg)(1)	< 1,230.00	0.00(M)		Veg-S	>= 0.500	0.000	
Carb (g)		0.00(M)		Veg-O	>= 0.500	0.000	
TDF (g)		0.00(M)		Grains	[8.000 - 9.000]	[0.000 - 11.250]	
Sugars (g)		0.00(M)		Non-WGR		0.000	
Pro (g)		0.00(M)		WGR	>= 100.000 % of	11.250	100.00
Fe (mg)		0.00(M)		Meat/MA	[8.000 - 10.000]	0.000	
Ca (mg)		0.00(M)		MILK-F	>= 5.000	10.000	
A.IU		0.00(M)		Fruit-J	<= 50.000 % of	0.000	0.00
VitC (mg)		0.00(M)		Grain-D	<= 2.000	0.000	
Mois (g)		0.00(M)		Vegetable-J	<= 50.000 % of	0.000	
Ash (g)		0.00(M)		MILK-V		Fail	

Legend

(M) Indicates missing values.

1 Standard Value is the daily average requirement for a school week.

2 Trans Fat is provided for informational purposes, not for monitoring purposes.

Menu Item (Serving Size)	Plan Qty	Calories (Kcal) (1)	Fat (g)	Sfat (g) (1)	TFat (g)(2)	Chol (mg)	Na (mg) (1)	Carb (g)	TDF (g)	Sugars (g)	Pro (g)	Fe (mg)	Ca (mg)	A.IU	VitC (mg)	Mois (g)	Ash (g)
Funky Elementary Lunch Menu - Day: 1	250																
Category: Fruit; Choose: 1																	
Apples - LR100219 (25 oz.)	0	1771.88	17.72	8.86	0.00	44.30	177.19	177.19	44.30	88.59	88.59	159.47	8859.38	44296.88	531.56	(M)	(M)
peaches - LR300082 (1/2 c.)	0	68.00	0.04	0.00	0.00	0.00	6.00	18.26	1.60	(M)	0.55	0.45	3.99	23.00	3.00	(M)	(M)
Category: SC - Brkfst Meal; Choose: 1																	

## RDA Datasets

PrimeroEdge Menu Planning and Production Management includes USDA provided RDA datasets. PrimeroEdge also enables the district to create and change custom RDA datasets to suit district requirements.

Data Sources								
Data Sources Owned								
	Data Source	Abbreviation	Ingredient Code Prefix	Recipe Code Prefix	Data Source Type	Version	AddedBy	AddedOn
	Local	Local	LI	LR	Local	V1	Cybersoft Support	6/22/2011 4:00:04 PM
>	State Level	State	SI	SR	Shared	V1	Cybersoft Support	6/27/2011 3:00:58 PM
>	State level2	State2	S2	S2-	Shared	v1	Cybersoft Support	8/19/2011 10:14:58 AM
>	Elementary	ELM	ELM	ELM	Shared	V1	Cybersoft Support	10/22/2012 3:12:08 PM
>	WVGlobaIDS	WVGDS	GI	GR	Global	G1	Cybersoft Support	10/30/2014 12:44:39 PM
Accessible Data Sources								
Data Source				Version	Owned By	Data Source Type		
Child Nutrition Database				15		Global		
Cybersoft				v1		Global		

## Reports

Acceptability Factor	Post Production Analysis
Allergen Chart	Recipe Book
Allergen Report	Recipe Costing Report
Ingredient List	Recipe Materials Report
Locally Grown Usage	Recipe Nutrition
Menu Calendar	Usage Reports
Menu Item Nutrients	Weekly Nutrient Analysis
Nutrient Standards	

## Sample Menu Planning Reports

## Allergen Chart

Generated on: 11/16/2015 8:35:08 PM

### Allergen Chart

Edge County Schools

From Date: 11/1/2015 - To Date: 11/16/2015

CONDIMENT	Crustacean Shellfish	Egg	Fish	Gluten	Milk	Peanuts	Soy	Tree nuts	Wheat
Dressing, Ranch Lite Ind - LR100343					MC				
Honey Mustard - LR100160									
Ketchup, Ind Pack - LR100157									
Mayonnaise, Ind Pkt - LR100158									
Mustard, Indv Pkts - LR100148									
Salad Dressing Variety - LR100156					MC				
Side of Salsa - LR100370									

## Allergen Report

Generated on: 3/9/2017 12:01:13 PM by Cybersoft Support  
Report Option: All Active Menu Items

### Allergen Report

Site	Menu Date	Meal Type	Data Source	Recipe Code	Menu Item	Allergen(s)
			Local	LR100027	Copy of 0.86 oz Precooked Formed Fish Nuggets	Contains Avocado, Banana, Beef, Chocolate/Cocoa, Crustacean Shellfish, Egg, Fish, Gluten, Lactose, Milk, MSG, Peanuts, Red Dye, Soy, Tomatoes, Tree nuts, Wheat, Yeast.
		Breakfast	Local	LR100035	test	May contain Egg, Soy.
HIGHLAND HIGH SCHOOL	2/22/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
HIGHLAND HIGH SCHOOL	2/23/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
HIGHLAND HIGH SCHOOL	2/24/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
LOUETTA HS	2/22/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
LOUETTA HS	2/23/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
LOUETTA HS	2/24/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
STUEBNER HS	2/22/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
STUEBNER HS	2/23/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
STUEBNER HS	2/24/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
TELLIS HIGH SCHOOL	2/22/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
TELLIS HIGH SCHOOL	2/23/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.
TELLIS HIGH SCHOOL	2/24/2017 12:00:00 AM	Lunch	Local	LR100035	test	May contain Egg, Soy.

**Report Selections:**  
Data Source: All  
Standard Allergens: Peanuts,Soy

Powered by PrimeroEdge for: EDGE COUNTY SCHOOLS

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## Menu Calendar

Generated on: 11/16/2015 8:35:42 PM

**Menu Calendar Report - November, 2015**

Edge County Schools

School - ALL      Site Group - Elementary

Meal Type - Lunch      Menu Line - Regular

	16 Nov	17 Nov	18 Nov	19 Nov	20 Nov
	Milk, Strawberry Trumoo FF 8oz	Milk, Vanilla Trumoo FF 8oz	Milk, Strawberry Trumoo FF 8oz	Milk, Vanilla Trumoo FF 8oz	Milk, Skim 8oz
	Milk, Vanilla Trumoo FF 8oz	Salad Dressing Variety	Milk, Vanilla Trumoo FF 8oz	Salad Dressing Variety	Milk, Strawberry Trumoo FF 8oz
					Milk, Vanilla Trumoo FF 8oz

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**Menu Calendar Report - November, 2015**

Edge County Schools

School - ALL      Site Group - Elementary

Meal Type - Lunch      Menu Line - Regular

	9 Nov	10 Nov	11 Nov	12 Nov	13 Nov
Salad-Egg	Turkey & Cheese Toastie	Salad-Ham	Pinto Beans	Seasoned Corn	
Chickpea Salad	Green Beans, canned	Broccoli Dippers	Red Cabbage & Apple Slaw	Fresh Fruit	
Mashed Potatoes-pearls	Sweet Potato Stix	Ratatouille	Cinnamon Apple Slices	Mixed Fruit	
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Orange Juice, 4oz	
Orange Juice, 4oz	Orange Juice, 4oz	Orange Juice, 4oz	Orange Juice, 4oz	Milk, 1% 8oz	
Pears, Canned Sliced	Peaches-Sliced	Pineapple Tidbits	Milk, 1% 8oz	Milk, Chocolate Trumoo FF 8oz	
Milk, 1% 8oz	Milk, 1% 8oz	Milk, 1% 8oz	Milk, Chocolate Trumoo FF 8oz	Milk, Skim 8oz	

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Generated on: 11/16/2015 8:35:42 PM

**Menu Calendar Report - November, 2015**

Edge County Schools

School - ALL      Site Group - Elementary

Meal Type - Lunch      Menu Line - Regular

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1 Nov</b>	<b>2 Nov</b>	<b>3 Nov</b>	<b>4 Nov</b>	<b>5 Nov</b>	<b>6 Nov</b>	<b>7 Nov</b>
	Chef Salad-Middle School	Fruit Salad	Chef Salad-Middle School	Beef Tacos	Fruit Salad	
	Hamburger	Ham & Cheese Sandwich	Chicken Parmesan-Breaded Filet	Pizza, Mexican	Hot & Spicy Chicken Bites	
	Peanut Butter & Jelly Sandwich	Pizza, French Bread	Grilled Cheese Sandwich	Salad-Chicken Caesar	Meatloaf (Salsa)	
	Rice, White Steamed	Rice, White Steamed	Hot Dog	Turkey & Cheese Sandwich	Peanut Butter & Jelly Sandwich	
	Sliced Turkey & Gravy	Spicy Orange Chicken-Tyson	Vegetable Salad-Middle School	Vegetable Salad-Middle School	Rolls, Breadsticks, Homemade	
	Vegetable Salad-Middle School	Vegetable Salad-Middle School	Caesar Side Salad	Lettuce & Tomato Cup	Vegetable Salad-Middle School	
	French Fries-Straight Cut BAKED	Asian Vegetables	Seasoned Corn	Plain Refried Beans	Marinated Veggie Salad	
	Lettuce/Tomato/Pickle Cup	Tomato & Carrot Dippers	Fresh Fruit	Fresh Fruit	Mashed Potatoes-pearls	
	Applesauce	Fresh Fruit	Orange Juice, 4oz	Orange Juice, 4oz	Fresh Fruit	
	Fresh Fruit	Mixed Fruit	Peaches-Sliced	Pears, Canned Sliced	Orange Juice, 4oz	
	Orange Juice, 4oz	Orange Juice, 4oz	Milk, 1% 8oz	Milk, 1% 8oz	Pineapple Tidbits	
	Milk, 1% 8oz	Milk, 1% 8oz	Milk, Chocolate Trumoo FF 8oz	Milk, Chocolate Trumoo FF 8oz	Milk, 1% 8oz	
	Milk, Chocolate Trumoo FF 8oz	Milk, Skim 8oz	Milk, Skim 8oz	Milk, Skim 8oz	Milk, Chocolate Trumoo FF 8oz	
	Milk, Skim 8oz	Milk, Strawberry Trumoo FF 8oz	Milk, Strawberry Trumoo FF 8oz	Milk, Strawberry Trumoo FF 8oz	Milk, Skim 8oz	
	Milk, Strawberry Trumoo FF 8oz	Milk, Vanilla Trumoo FF 8oz	Milk, Vanilla Trumoo FF 8oz	Milk, Vanilla Trumoo FF 8oz	Milk, Strawberry Trumoo FF 8oz	
	Milk, Vanilla Trumoo FF 8oz	Salad Dressing Variety	Salad Dressing Variety	Salad Dressing Variety	Milk, Vanilla Trumoo FF 8oz	
	Salad Dressing Variety			Side of Salsa	Salad Dressing Variety	
<b>8 Nov</b>	<b>9 Nov</b>	<b>10 Nov</b>	<b>11 Nov</b>	<b>12 Nov</b>	<b>13 Nov</b>	<b>14 Nov</b>
	BBQ Chicken Flatbread	Fish Strips	Chicken Parmesan-Breaded Filet	Creole Chicken	Beefy Macaroni	
	Country Steak Fingers with rice	Goldfish Grilled Cheese Sandwich	Peanut Butter & Jelly Sandwich	Grilled Cheese Sandwich	Chicken Patty Sandwich	
	Peanut Butter & Jelly Sandwich	Rolls, Breadsticks, Homemade	Pizza, Cheese Stuffed Crust (WG)	Hot Dog	Salad-Egg	
	Rolls, Breadsticks, Homemade	Salad-Tuna	Pizza, Pepperoni Wedge, Stuffed Crust	Rice, White Steamed	Uncrustable, PBJ 2.8oz	
				Salad-Turkey	Glazed Carrots	

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## Menu Item Nutrients

## Menu Item Nutrient Report

Edge County Schools

Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Serving Group: K-5

Data Source: Local

Item Name (Serving Size)	FE (Kcal)	Fat (g)	Sfat (g)	TFat (g) (1)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
16" Pepperoni Pizza-Best Express - LR100402 (1 slice)	320.00	14.40	6.40	0.00	32.00	840.00	32.00	3.20	4.00	14.40	2.88	320.00	600.00	9.60	(M)	(M)
5 Layer Burrito - LR100078 (1 ea.)Contains Wheat.	455.72	19.34	9.68	0.00(M)	54.58	1066.29	47.97	8.73	0.00(M)	24.56	2.73	198.96	243.99	5.57	118.22 (M)	2.31(M)
All In One Taster Bowl - LR100164 (1/2 c.)Contains Milk, Soy.	368.23	17.10	4.83	0.00(M)	33.85(M)	1166.21	38.86	4.23(M)	0.00(M)	14.41	1.26(M)	82.49(M)	102.16 (M)	2.67(M)	87.03(M)	1.08(M)
Animal Crackers - LR100225 (1 pkg.)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
Apple Crisp - LR100234 (1 piece)	184.52	7.74	1.59	0.00	0.00	113.75	27.67	1.32	(M)	1.79	1.27	17.14	325.42	0.51	10.04	0.42
Applesauce - LR100107 (1/2 c.)	87.17	0.22	0.04	(M)	0.00	2.56	22.42	1.54	(M)	0.21	0.15	3.85	7.69	2.18	105.09	0.27
Apricot Cup - LR100309 (1 ea.)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)
Asian Salad - LR100252 (1 salad)	178.49	5.44	2.01	0.00	24.11	438.35	20.08	2.91	0.00	14.15	1.17	62.19	7455.28	17.42	98.86	0.91
Asian Vegetables - LR100099 (1/2 c.)	37.30	0.00	0.00	0.00	0.00	23.08	5.96	2.98	0.00	2.98	0.40	22.26	492.79	25.71	23.60	0.00
Assorted Canned Fruit - LR100121 (1/2 c.)	53.50	0.04	0.00	(M)	0.00	3.45	14.21	1.16	(M)	0.33	0.29	6.87	122.89	3.93	79.07	0.22
Assorted Fruit Juice-4oz - LR100210 (1/2 c.)	63.86	0.16	0.02	(M)	0.00	4.65	15.48	0.28	(M)	0.47	0.24	13.02	58.59	24.40	107.52	0.36
Assorted Fruit Juice-6oz - LR100215 (3/4 c.)	97.00	0.25	0.00	0.00	0.00	7.04	23.38	0.42	(M)	0.71	0.37	19.70	88.24	36.69	(M)	(M)
Baby Carrots-Mini Bag - LR100341 (1 bag (1.6oz))	16.00	0.05	0.01	0.00	0.00	35.20	3.70	1.31	(M)	0.29	0.41	14.40	6254.40	1.20	(M)	(M)
Baked Beans-No Molasses - LR100055 (1/2 c.)	168.51	2.14	0.82	(M)	9.59	570.29	32.81	7.67	(M)	7.41	2.45	77.95	41.66	3.50	100.01	2.59
Baked Cherries - LR100166 (1/2 c.)	63.63	0.09	0.02	(M)	0.00	0.70	16.00	1.38	(M)	0.76	0.23	7.91	124.31	0.66	49.70	0.55
Baked Potato-Half - LR100137 (1/2 potato)	81.64	0.11	0.04	0.00	0.00	17.76	18.54	1.90	0.00	2.16	0.93	12.97	8.65	8.30	68.32	1.15
Baked Potato-Whole - LR100138 (1 potato)	163.29	0.23	0.07	0.00	0.00	35.51	37.07	3.81	0.00	4.33	1.87	25.95	17.30	16.61	136.64	2.30
Baked Sweet Potato - LR100212 (1 potato)	184.96	7.19	1.32	(M)	0.00	146.63	28.31	3.90	(M)	2.04	0.81	40.89	18765.15	3.12	102.11	1.49
BBQ Chicken Flatbread - LR100399 (1 ea.)Contains Wheat, Gluten.	295.60	6.31	2.15	0.00	66.72	906.66	35.77	1.25	1.00	21.61	2.55	155.35	21.26	0.00	50.04	2.04

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## Menu Item Nutrient Report

Edge County Schools

Item Name (Serving Size)	FE (Kcal)	Fat (g)	Sfat (g)	TFat (g) (1)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)	Pro (g)	Fe (mg)	Ca (mg)	A,IU	VitC (mg)	Mois (g)	Ash (g)
Veggie Sticks w/Dip - LR100096 (1/2 c.)	178.93	16.46	2.55	0.00	13.41	293.27	6.88	1.85	(M)	1.04	0.25	38.26	7513.32	3.78	81.86	0.82
Waffle Sticks - LR100200 (2 ea.)	140.00	2.00	0.50	0.00	0.00	340.00	28.00	2.00	(M)	3.00	1.44	60.00	0.00	0.00	(M)	(M)
Waffles, Snack'n Blueberry - LR100202 (1 ea.)	240.00	8.00	2.50	0.00	25.00	(M)	36.00	3.00	(M)	5.00	1.08	20.00	(M)	(M)	(M)	(M)
Waffles, Snack'n Cinnamon - LR100203 (1 ea.)	240.00	9.00	2.50	0.00	25.00	250.00	35.00	2.00	(M)	5.00	1.08	20.00	(M)	(M)	(M)	(M)
Waffles, Snack'n Maple - LR100204 (1 ea.)	240.00	9.00	2.50	(M)	25.00	280.00	35.00	2.00	(M)	5.00	0.72	20.00	(M)	(M)	(M)	(M)
Watermelon-Fresh - LR100342 (1/2 c.)	27.67	0.14	0.02	(M)	0.00	0.92	6.96	0.37	(M)	0.56	0.22	6.46	524.79	7.47	84.34	0.23
Winter Mix Vegetables - LR100076 (1/2 c.)	34.82	0.01	0.00	0.00	0.00	229.74	5.62	2.79	0.00	2.76	0.40	24.59	442.27	43.88	55.76	0.51
Yogurt, FF Peach-4oz - LR100216 (1 ea.)Contains Milk.	90.00	0.00	0.00	0.00	0.00	75.00	19.00	0.00	16.00	3.00	0.00	300.00	0.00	0.00	(M)	(M)
Yogurt, Raspberry FF-4oz - LR100217 (1 ea.)Contains Milk.	90.00	0.00	0.00	0.00	0.00	75.00	19.00	0.00	16.00	3.00	0.00	300.00	0.00	1.20	(M)	(M)
Yogurt, Straw/Ban FF-4oz - LR100218 (1 ea.)Contains Milk.	90.00	0.00	0.00	0.00	0.00	75.00	19.00	0.00	16.00	3.00	0.00	300.00	0.00	1.20	(M)	(M)
Yogurt, Strawberry FF-4oz - LR100219 (1 ea.)Contains Milk.	90.00	0.00	0.00	0.00	0.00	75.00	19.00	0.00	16.00	3.00	0.00	300.00	0.00	1.20	(M)	(M)

## Legend

(M) Indicates missing values.

1 Trans Fat is provided for informational purposes, not for monitoring purposes.

*Menu Cycle Week Nutrient Summary*

Generated on: 11/16/2015 8:33:43 PM

## Menu Cycle Week Nutrient Summary Report

Edge County Schools

Menu Cycle Name - Elem Lunch Week 1-Chicken Teriyaki (November 2015)

Site Group - Elementary

Meal Pattern - [USDA]Meal Pattern SY 2014-2017

Serving Group - K-5

Calculation Method - Weighted Analysis

Meal Type - Lunch

Week - 1

Nutrient	Day 1	Day 2	Day 3	Day 4	Day 5	Week Standard Value	Actual Value	% of Calories
FE (Kcal)(1)	610.06	673.46	629.12	639.41	647.75	[550.00 - 650.00]	639.96	
Fat (g)	15.32 (22.60%)	18.12 (24.22%)	22.32 (31.93%)	19.73 (27.77%)	24.54 (34.10%)		20.01	28.13%
Sfat (g)(1)	4.15 (6.12%)	4.48 (5.99%)	5.88 (8.42%)	5.08 (7.15%)	5.82 (8.09%)	< 10.00 % of Calories	5.08	7.15%
TFat (g)(2)	0.00	0.00	0.00	0.00	0.00		0.00	
Chol (mg)	51.57	81.78	49.98	47.16	129.35		71.97	
Na (mg)(1)	945.91	1359.68	1345.27	1254.82	698.65	< 1,230.00	1,120.86	
Carb (g)	84.99 (55.73%)	100.07 (59.44%)	79.61 (50.62%)	86.11 (53.87%)	77.26 (47.71%)		85.61	53.51%
TDF (g)	7.70	12.99	10.21	10.97	7.38		9.85	
Sugar (g)	22.80 (14.95%)	29.69 (17.63%)	28.58 (18.17%)	25.43 (15.91%)	29.93 (18.48%)		27.29	17.05%
Pro (g)	32.81 (21.51%)	27.42 (16.29%)	26.12 (16.61%)	22.75 (14.23%)	26.65 (16.46%)		27.15	16.97%
Fe (mg)	4.54	6.25	3.06	2.77	6.28		4.58	
Ca (mg)	359.23	347.43	501.28	424.98	479.58		422.50	
A, IU	778.70	4759.09	8609.00	4519.94	3528.82		4,439.11	
VitC (mg)	21.19	33.91	104.37	28.73	41.37		45.91	
Mois (g)	44.66	200.19	230.09	194.90	92.48		152.46	
Ash (g)	1.34	0.87	2.53	3.00	0.82		1.71	

*Menu Cycle Costing*

## Menu Cycle Cost

Generated 11/16/2015 08:34:04 PM by Cybersoft Support

Name: Elem Lunch Week 1-Chicken Teriyaki (November 2015)

Total Meal Count: 46020

Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Site Group: Elementary

Meal Type: Lunch

Recipe Code	Description	Serving Size	Planned Qty	Unit Cost	Total Cost
<b>Week: 1 (46020 Meals)</b>					
<b>Day: 1 - 121: 113: 109: 100: 89: 86: 81: 77: 73: 68: 50: Monday-Chicken Teriyaki (Oct) (9204 Meals)</b>					
<b>Menu Item Category: Entree</b>					
LR100179	Chicken Teriyaki-Tyson w/Roll	3 oz.	2,301	1.0864	2,499.77
LR100020	Hamburger	1 ea.	6,903	0.3407	2,351.68
<b>Category Food Cost Per Meal:</b>				<b>0.53</b>	
<b>Menu Item Category: VEGETABLE</b>					
LR100099	Asian Vegetables	1/2 c.	1,841	0.2307	424.79
LR100250	French Fries-Straight Cut BAKED	1/2 c.	7,363	0.1155	850.43
<b>Category Food Cost Per Meal:</b>				<b>0.14</b>	
<b>Menu Item Category: FRUIT</b>					
LR100120	Fresh Fruit	1 whole fruit	3,682	0.6164	2,269.59
LR100278	Mandarin Oranges	1/2 c.	3,682	0.2302	847.44
LR100381	Orange Juice, 4oz	1 Carton	1,841	0.1370	252.24
<b>Category Food Cost Per Meal:</b>				<b>0.37</b>	
<b>Menu Item Category: MILK</b>					
LR100161	Milk, 1% 8oz	1 Carton	3,958	0.2800	1,108.24
LR100039	Milk, Chocolate Trumoo FF 8oz	1 Carton	4,602	0.2800	1,288.56
LR100040	Milk, Skim 8oz	1 Carton	460	0.2706	124.47
LR100041	Milk, Strawberry Trumoo FF 8oz	1 Carton	92	0.2830	26.04
LR100042	Milk, Vanilla Trumoo FF 8oz	1 Carton	92	0.2830	26.04
<b>Category Food Cost Per Meal:</b>				<b>0.28</b>	
<b>Menu Item Category: CONDIMENT</b>					
LR100157	Ketchup, Ind Pack	1 ea.	3,682	0.0086	31.81
LR100148	Mustard, Indv Pkts	1 packet	1,841	0.0078	14.43
LR100156	Salad Dressing Variety	2 Tbsp.	3,682	0.0173	63.60
<b>Category Food Cost Per Meal:</b>				<b>0.01</b>	
<b>Average / Total Meal Cost for Day 1:</b>				<b>1.32</b>	<b>12,179.13</b>
<b>Day: 2 - 121: 113: 109: 100: 89: 86: 81: 77: 73: 68: 50: Tuesday-Chili (9204 Meals)</b>					
<b>Menu Item Category: Entree</b>					
LR100237	Chili w/Beans and Rice	1 c.	4,602	0.5582	2,568.75
LR100054	Corn Dog-Baked	1 ea.	4,602	0.2667	1,227.20
<b>Category Food Cost Per Meal:</b>				<b>0.41</b>	



*Menu Nutrient Analysis*

Generated on: 11/16/2015 8:31:43 PM

**Menu Nutrient Analysis Report**

Edge County Schools

Menu Name - Monday-Chicken Teriyaki (November 2015)

Site Group - Elementary

Meal Pattern - [USDA]Meal Pattern SY 2014-2017

Serving Group - K-5

Calculation Method - Weighted Analysis

Meal Type - Lunch

Result - **Pass**

Nutrient Summary				Food Component Summary			
Nutrient	Weekly Standard Value	Actual Value	% of Calories	Food Component	Standard Value	Actual Value	% of Total
FE (Kcal)(1)	[550.00 - 650.00]	610.06		Fruit	>= 0.500	[0.500 - 1.000]	
Fat (g)		15.32	22.60	Veg	>= 0.750	1.000	
Sfat (g)(1)	< 10.00 % of Calories	4.15	6.12	Veg-DG		0.000	
TFat (g)(2)		0.00		Veg-RO		0.000	
Chol (mg)		51.57		Veg-BP		0.000	
Na (mg)(1)	< 1,230.00	945.91		Veg-S		1.000	
Carb (g)		84.99	55.73	Veg-O		1.000	
TDF (g)		7.70		Grains	>= 1.000	2.000	
Sugar (g)		22.80	14.95	Non-WGR		0.000	
Pro (g)		32.81	21.51	WGR		2.000	
Fe (mg)		4.54		Meat/MA	>= 1.000	2.000	
Ca (mg)		359.23		MILK-F	>= 1.000	1.000	
A, IU		778.70		Fruit-J		0.000	
VitC (mg)		21.19		Grain-D		0.000	
Mois (g)		44.66		Vegetable-J		0.000	
Ash (g)		1.34		MILK-V		Pass	

**Legend**

1 Standard Value is the daily average requirement for a school week.

*Recipe Costing*

Generated on: 11/16/2015 8:31:10 PM

**Monday-Chicken Teriyaki (November 2015)**

Edge County Schools

Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Site Group: Elementary

Meal Type: Lunch

Total Meals: 9204

Recipe Code	Description	Serving Size	Planned Qty	Unit Cost	Total Cost
<b>Entree</b>					
LR100179	Chicken Teriyaki-Tyson w/Roll	3 oz.	2,301	1.0864	2,499.77
LR100020	Hamburger	1 ea.	6,903	0.3407	2,351.68
<b>Food Cost / Meal:</b>				<b>0.53</b>	
<b>VEGETABLE</b>					
LR100099	Asian Vegetables	1/2 c.	1,841	0.2307	424.79
LR100250	French Fries-Straight Cut BAKED	1/2 c.	7,363	0.1155	850.43
<b>Food Cost / Meal:</b>				<b>0.14</b>	
<b>FRUIT</b>					
LR100120	Fresh Fruit	1 whole fruit	3,682	0.6164	2,269.59
LR100278	Mandarin Oranges	1/2 c.	3,682	0.2302	847.44
LR100381	Orange Juice, 4oz	1 Carton	1,841	0.1370	252.24
<b>Food Cost / Meal:</b>				<b>0.37</b>	
<b>MILK</b>					
LR100161	Milk, 1% 8oz	1 Carton	3,958	0.2800	1,108.24
LR100039	Milk, Chocolate Trumoo FF 8oz	1 Carton	4,602	0.2800	1,288.56
LR100040	Milk, Skim 8oz	1 Carton	460	0.2706	124.47
LR100041	Milk, Strawberry Trumoo FF 8oz	1 Carton	92	0.2830	26.04
LR100042	Milk, Vanilla Trumoo FF 8oz	1 Carton	92	0.2830	26.04
<b>Food Cost / Meal:</b>				<b>0.28</b>	
<b>CONDIMENT</b>					
LR100157	Ketchup, Ind Pack	1 ea.	3,682	0.0086	31.81
LR100148	Mustard, Indv Pkts	1 packet	1,841	0.0078	14.43

## Weekly Food Component Report

Weekly Food Component Report								
Edge County Schools								
Menu Cycle Name - Elem Lunch Week 1-Chicken Teriyaki (November 2015)								
Site Group - Elementary			Meal Pattern - [USDA]Meal Pattern SY 2014-2017					
Serving Group - K-5			Meal Type - Lunch					
Week - 1								
Fruit (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check
Minimum Fruits (cups)	[0.500 - 1.000] (Pass)	[1.000 - 1.500] (Pass)	[1.500 - 2.000] (Pass)	[1.500 - 2.000] (Pass)	[1.000 - 1.500] (Pass)	[5.500 - 8.000]	≥ 2.500	Pass
Weekly Fruit Juice Limit Requirement	Total Weekly Fruit	Total Weekly Fruit Juice	Percent of Total Weekly Fruit that is Juice	Weekly Requirement Check				
≤ 50.000 % of	8.000	0.000	0.000%	Pass				
Vegetables (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check
Vegetables (cups)	1.000 (Pass)	[1.000 - 1.750] (Pass)	[2.125 - 3.500] (Pass)	[1.000 - 1.125] (Pass)	[1.000 - 2.500] (Pass)	[6.125 - 9.875]	≥ 3.750	Pass
Dark Green	0.000	0.000	2.250	0.000	1.000	3.250	≥ 0.500	Pass
Red/Orange	0.000	0.750	0.250	0.500	0.250	1.750	≥ 0.750	Pass
Beans/Peas (Legumes)	0.000	0.500	0.000	1.000	0.000	1.500	≥ 0.500	Pass
Starchy	1.000	0.000	0.000	0.000	1.000	2.000	≥ 0.500	Pass
Other	1.000	0.500	1.000	0.625	1.250	4.375	≥ 0.500	Pass
Weekly Vegetable Juice Limit Requirement	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percent of Total Weekly Vegetables that is Juice	Weekly Requirement Check				
≤ 50.000 % of	9.875	0.000	0.000%	Pass				
Meat / Meat Alternate (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check
Meat/Meat Alternates (oz eq.)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	10.000	[8.000 - 10.000]	Pass
Grains (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check
Grains (oz eq.)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	1.000 (Pass)	9.000	[8.000 - 9.000]	Pass

# Production

Production takes your Menus assigned to the Menu Calendar and creates a Production Record for each planned Menu. Color highlights the status of each Production Plan/Record on the Production Menu.

## Plan Incomplete

Menu is assigned; no planned meal counts have been

## Plan Complete

Projected Menu Item counts for Serving Groups have been

## Record Complete

Counts of served Menu Items have been entered and saved.

## Withdrawal Complete

Menu items/ingredients have been withdrawn from

Plan

Select Serving Date    Production-Plan    Prep-Site-Distribution    Production-Record    Production-Withdraw

Site Code Site  
0101 ABRAHAM LINCOLN ELEMENTARY

■ Plan Incomplete    
 ■ Plan Complete    
 ■ Record Complete    
 ■ Withdrawal Complete    
 ■ Holiday

November, 2012

SUN	MON	TUE	WED	THU	FRI	SAT
28 Oct	29 Oct	30 Oct	31 Oct	1 Nov	2 Nov	3 Nov
	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	
4 Nov	5 Nov	6 Nov	7 Nov	8 Nov	9 Nov	10 Nov
	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	
11 Nov	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov	17 Nov
	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	
18 Nov	19 Nov	20 Nov	21 Nov	22 Nov	23 Nov	24 Nov
	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar	Lunch-Fruit bar Lunch-Pizza bar Lunch-Salad bar			
25 Nov	26 Nov	27 Nov	28 Nov	29 Nov	30 Nov	1 Dec



## Production Plan

Once menus are assigned, they become the basis for production plans for each school or kitchen site. Assigned menus by school or school type are available at the campus to fill in production plan counts. PrimeroEdge includes a time-saving auto-fill feature which allows past production plan numbers to populate into any future production plan based on a configurable percentage of matched items served. When used in conjunction with PrimeroEdge Inventory, orders for required inventory items can be automatically generated with Production Ordering.

Plan

Select Serving Date

Production Plan

Production Record

Production Withdraw

ABRAHAM LINCOLN ELEMENTARY - 9/23/2013 - Lunch - Sandwich Bar

Save

Preparation Site:

Site Code

Site

0101

ABRAHAM LINCOLN ELEMENTARY

Status:

Plan Incomplete

Added By:

Cybersoft Support

Added On:

9/23/2013 3:42 PM

Modified By:

Modified On:

Plan Comments

Will have visitors from Central Office

Offer vs. Serve

Technician's Worksheet

Production Form

Production Ticket

Auto Fill Date:

Add Menu Item

Serving Group	Planned Count
K-5	460
Program Adults	36
Second Meals	15
Drop Trays	5
Sample Trays	5
Total:	521

Menu Items

Save Plan as Complete

Save Plan

10 items in 1 pages


Back

## Production Record

Each production record is available for completion on the day of production. Counts of total number produced and all food items that are not served are recorded on the technicians' worksheet which is then transferred to the production record at the close of each day's production. Food items not served are entered as a leftover to be reused, as a return to stock item, or as waste. Reusable leftovers can be carried over to a future production record with production quantities automatically calculating and filling in the production record. When used in conjunction with PrimeroEdge Inventory, stock items can be withdrawn.

The PrimeroEdge recipe tool allows users to print and scale recipes by batch or number of specific servings on demand for reference and accurate production. Each production record features a technicians' worksheet for recording HACCP temperatures and leftover quantities.

Generated on: 10/2/2013 5:25:28 PM



### Daily Food Production Record

0101 - ABRAHAM LINCOLN ELEMENTARY

Preparation Site: 0101 - ABRAHAM LINCOLN ELEMENTARY

Meal: Lunch Line: Sandwich Bar Date: 09/23/13 Offer Vs. Serve: NO

Serving Group	Planned Count	Actual Count
K-5	460	427
Program Adults	36	35
Second Meals	15	11
Drop Trays	5	2
Sample Trays	5	0
<b>Total:</b>	<b>521</b>	<b>475</b>

Plan Comments:

Record Comments:

Menu Item (Recipe #)	Meal Contribution	K-5	Total Planned	Servings Produced	Total Served	Qty Prepared	Leftover	Comments
<b>Entrees</b>								
Burrito, Grilled Bean & Cheese (TR1010)	1 WG 2 Meat/MA	200 (1 ea.)	200 (1 ea.)	210 (1 ea.)	200 (1 ea.)	2 Case 66 Each OR 85 lb. 5.00 oz.(Burrito, Grilled Bean & Cheese) - FZ021.	Carryover 8 (1 ea.) to 09/30/2013 Waste 2 (1 ea.)	Burrito was dry; try a new brand
PBJ Sandwich, Wheat Grape (TR1007)	2 Non-WG 2 Meat/MA	100 (10 oz.)	100 (10 oz.)	125 (10 oz.)	109 (10 oz.)	3 Case 45 Each OR 78 lb. 2.00 oz.(PBJ Sandwich, Wheat Grape) - FZ082.	Carryover 16 (10 oz.) to 09/25/2013	
Sandwich, Deli Turkey Ham & Cheese (TR1008)	2 WG 2 Meat/MA 1/4 Veg-DG 1/4 Veg-RO	100 (1 CN-sandwich)	100 (1 CN-sandwich)	105 (1 CN-sandwich)	102 (1 CN-sandwich)	2 Case 10 Each OR 33 lb. 12.74 oz.(Sandwich, Deli Turkey Ham & Cheese) - FZ100.	Carryover 3 (1 CN-sandwich) to 09/25/2013	
<b>Milk</b>								
Milk, Nonfat Chocolate 1/2 Pint (TR1012)	1 MILK-F	200 (1 ea.)	200 (1 ea.)	206 (1 ea.)	206 (1 ea.)	2 Case 66 Carton OR 103 lb. (Milk, Nonfat Chocolate 1/2 Pint) - DR001.		
Milk, Nonfat Strawberry 1/2 Pint (TR1013)	1 MILK-F	50 (8 fl. oz.)	50 (8 fl. oz.)	75 (8 fl. oz.)	75 (8 fl. oz.)	1 Case 5 Carton OR 37 lb. 8.00 oz.(Milk, Nonfat Strawberry 1/2 Pint) - DR004.		
Milk, Nonfat White 1/2 Pint (TR1014)	1 MILK-F	200 (1 ea.)	200 (1 ea.)	224 (1 ea.)	224 (1 ea.)	3 Case 14 Carton OR 112 lb. (Milk, Nonfat White 1/2 Pint) - DR003.		
Milk, Soy 1/2 Pint (TR1015)	1 MILK-F	50 (8 fl. oz.)	50 (8 fl. oz.)	62 (8 fl. oz.)	62 (8 fl. oz.)	5 Case 2 Carton OR 31 lb. (Milk, Soy 1/2 Pint) - DR006.		

Page: 1 of 1

## Production Status

The Production Status feature provides a real time snapshot of the status of production on various days. Viewable statuses include Plan Incomplete, Plan Completed, Record Complete, and Withdrawal Complete.

## Production Reports

Post Production Details	Preparation Items Shipped/Received
Pre-Production Costing	Meal Count Troubleshooting
Production Print Recipes	Recipe Signage
Production Reports	Post Production Analysis

## Sample Production Reports

### Production Record

**Production Records**
Generated 11/16/2015 08:40:11 PM by Cybersoft Support

Site: 5052 - ANNETTE THOMAS ELEMENTARY-603  
 Serving Date: 10/5/2015  
 Meal Service: Lunch  
 Menu Line: Regular

Preparation Site: 5052 - ANNETTE THOMAS ELEMENTARY-603  
 Offer Vs. Serve: True  
 Meal Pattern: [USDA]Meal Pattern SY 2014-2017

Serving Group	Planned Count	Actual Count
6-8	200	205
Adult	0	0
Ala Carte	0	0
Program Adults	0	0
Second Meals	0	0
Drop Trays	0	0
Sample Trays	0	0
<b>Total:</b>	<b>200</b>	<b>205</b>

Plan Comments:   
 Record Comments:

Menu Item (Recipe #)	6-8	Adult	Ala Carte	Total Planned	Servings Produced	Total Served	Non-Reimbursable	Reimbursable	Leftover	Comments
<b>Entree; Choose: 1</b>										
Chef Salad-Middle School (LR100123)	40 (1 salad)	0 (1 salad)	0 (1 salad)	40 (1 salad)	40 (1 salad)	40 (1 salad)		40 (1 salad)		
	Meal Contribution: 1 Non-WGR, 2 Meat/MA, 1 Veg-DG, 1/4 Veg-RO, 1/4 Veg-O									
Hamburger (LR100020)	40 (1 ea.)	0 (1 ea.)	0 (1 ea.)	40 (1 ea.)	45 (1 ea.)	45 (1 ea.)		45 (1 ea.)		
	Meal Contribution: 2 WGR, 2 Meat/MA									
Peanut Butter & Jelly Sandwich (LR100023)	40 (1 sandwich)	0 (1 sandwich)	0 (1 sandwich)	40 (1 sandwich)	40 (1 sandwich)	40 (1 sandwich)		40 (1 sandwich)		
	Meal Contribution: 2 WGR, 2 Meat/MA									
Rice, White Steamed (LR100092)	40 (1/2c.)	0 (1/2c.)	0 (1/2c.)	40 (1/2 c.)	40 (1/2 c.)	38 (1/2 c.)		38 (1/2 c.)	Carryover 2 (1/2 c.) to 10/07/2015	
	Meal Contribution: 1 WGR									
Sliced Turkey & Gravy (LR100105)	40 (2 oz.)	0 (2 oz.)	0 (2 oz.)	40 (2 oz.)	40 (2 oz.)	35 (2 oz.)		35 (2 oz.)	Waste 5 (2 oz.)	
	Meal Contribution: 2 Meat/MA									
<b>VEGETABLE; Choose: 2</b>										
French Fries-Straight Cut BAKED (LR100250)	100 (1/2c.)	0 (1/2c.)	0 (1/2c.)	100 (1/2 c.)	100 (1/2 c.)	100 (1/2 c.)		100 (1/2 c.)		
	Meal Contribution: 1 Veg-S									
Lettuce/Tomato/Pickle Cup (LR100025)	100 (1/2c.)	0 (1/2c.)	0 (1/2c.)	100 (1/2 c.)	100 (1/2 c.)	100 (1/2 c.)		100 (1/2 c.)		
	Meal Contribution: 1 Veg-O									
<b>FRUIT; Choose: 2</b>										
Applesauce (LR100107)	50 (1/2c.)	0 (1/2c.)	0 (1/2c.)	50 (1/2 c.)	50 (1/2 c.)	50 (1/2 c.)		50 (1/2 c.)		
	Meal Contribution: 1 Fruit									

*Technician's Worksheet***Technician's Worksheet**

Site: ANNETTE THOMAS ELEMENTARY-603  
Date: 10/05/2015

Generated 11/16/2015 08:42:55 PM by Cybersoft Support

Meal Service: Lunch  
Menu Line: Regular

Serving Group	Planned Count	Actual Count
6-8	200	
Adult	0	
Ala Carte	0	
Program Adults	0	
Second Meals	0	
Drop Trays	0	
Sample Trays	0	
<b>Total:</b>	<b>200</b>	

Serving Size	Planned	Produced	Carryovers	Return to Stock	Waste	Non-Reimbursable
Category: Entree; Choose: 1						
Chef Salad-Middle School (LR100123) 1 Non-WGR, 2 Meat/MA, 1 Veg-DG, 1/4 Veg-RO, 1/4 Veg-O						
1 salad	40					
Temperatures (F):	Cold Hold					
Hamburger (LR100020) 2 WGR, 2 Meat/MA						
1 Each	40					
Temperatures (F):	Hot Hold Cook					
Peanut Butter & Jelly Sandwich (LR100023 - Prepared Item) 2 WGR, 2 Meat/MA						
1 sandwich	40					
Temperatures (F):	Cold Hold					
Rice, White Steamed (LR100092) 1 WGR						
1/2 cup	40					
Temperatures (F):	Hot Hold					
Sliced Turkey & Gravy (LR100105) 2 Meat/MA						
2 ounce	40					
Temperatures (F):	Hot Hold Cook					
Category: VEGETABLE; Choose: 2						
French Fries-Straight Cut BAKED (LR100250) 1 Veg-S						
1/2 cup	100					
Temperatures (F):	Hot Hold					
Lettuce/Tomato/Pickle Cup (LR100025) 1 Veg-O						
1/2 cup	100					
Temperatures (F):	Cold Hold					
Category: FRUIT; Choose: 2						
Applesauce (LR100107) 1 Fruit						
1/2 cup	50					
Temperatures (F):	Cold Hold					

*Signage***Applesauce****PER SERVING (1/2 c.)**

<b>87</b> CALORIES	<b>0.0<sub>g</sub></b> SAT FAT	<b>3<sub>mg</sub></b> SODIUM	<b>22.4<sub>g</sub></b> CARBS
-----------------------	-----------------------------------	---------------------------------	----------------------------------

**Allergens:****Made With:**

---

**Asian Vegetables****PER SERVING (1/2 c.)**

<b>37</b> CALORIES	<b>0.0<sub>g</sub></b> SAT FAT	<b>23<sub>mg</sub></b> SODIUM	<b>6.0<sub>g</sub></b> CARBS
-----------------------	-----------------------------------	----------------------------------	---------------------------------

**Allergens:****Made With:**

---

**BBQ Chicken Flatbread****PER SERVING (1 ea.)**

<b>296</b> CALORIES	<b>2.1<sub>g</sub></b> SAT FAT	<b>907<sub>mg</sub></b> SODIUM	<b>35.8<sub>g</sub></b> CARBS
------------------------	-----------------------------------	-----------------------------------	----------------------------------

**Allergens:** Contains Gluten, Wheat.**Made With:**

---

*Carryovers*

Generated on: 11/16/2015 8:40:46 PM

## Carryovers Report

Edge County Schools

From : 10/01/2015 To : 11/15/2015

Category	Menu Item	Amount (Serv. Size)	Days	On Menu	Comment
<b>5052 - ANNETTE THOMAS ELEMENTARY-603 - From Date :10/05/2015 - To Date :10/07/2015 - Lunch - Elementary</b>					
Entree	Rice, White Steamed	2 ( 1/2 c.)	2	No	

*Recipe Scaling by Serving*

Generated on: 11/16/2015 8:44:53 PM

## LR100118 - Tossed Salad

Edge County Schools

Scaled for 8 7/8 pound servings

HACCP Process:      Process 1: No Cook

**Tips/Comments**

- This recipe will be used as a base for most green salad recipes.

Stock Item# / Recipe Code	Stock Item / Recipe Name	Stock Quantity	Directions
606039	LETTUCE, ROMAINE, FRESH , As Purchased	6 pound, 5 1/3 ounce	
606070	TOMATOES, REGULAR , As Purchased	1 pound, 9 1/3 ounce	
606016	CARROTS , As Purchased	1 pound, 9 1/3 ounce	
607012	CABBAGE RED,2-3CT , As Purchased	1 pound, 9 1/3 ounce	1. Wash iceberg & Romaine under cold water. 2. Rinse cabbage, carrots & tomatoes. 4. Cut lettuce into 1 inch pieces. Shred carrots and cabbage. 5. Add salad ingredients to greens and toss lightly. 6. Dice tomatoes and serve on top of salad. 7. Serve 1 cup portions if serving salad as side vegetable.

CCP Name	CCP Description	Critical Temperature	Corrective Action
Cold Hold	Cold Holding	41.00	Discard the food if it cannot be determined how long the food temperature was above

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## 5052, ANNETTE THOMAS ELEMENTARY-603

Edge County Schools

## Lunch Menu Management Report

Serving Date: Monday, October 05, 2015

Total Meals: 205

Menu Line: Regular

Recipe Code	Description	Serving Size	Amount Prepared	Unit Cost	Purchase Cost	Left Over Today
<b>Entree</b>						
LR100123	Chef Salad-Middle School	1 salad	40	0.59	23.74	
LR100020	Hamburger	1 ea.	45	0.34	15.33	
LR100023	Peanut Butter & Jelly Sandwich	1 sandwich	40	0.19	7.70	
LR100092	Rice, White Steamed	1/2 c.	40	0.04	1.43	2
LR100105	Sliced Turkey & Gravy	2 oz.	40	0.26	10.50	
<b>Food Cost / Meal:</b>				<b>0.29</b>		
<b>VEGETABLE</b>						
LR100250	French Fries-Straight Cut BAKED	1/2 c.	100	0.12	11.55	
LR100025	Lettuce/Tomato/Pickle Cup	1/2 c.	100	0.16	15.61	
<b>Food Cost / Meal:</b>				<b>0.13</b>		
<b>FRUIT</b>						
LR100107	Applesauce	1/2 c.	50	0.14	7.15	
LR100120	Fresh Fruit	1 whole fruit	25	0.62	15.41	
LR100381	Orange Juice, 4oz	1 Carton	25	0.14	3.43	
<b>Food Cost / Meal:</b>				<b>0.13</b>		
<b>MILK</b>						
LR100161	Milk, 1% 8oz	1 Carton	40	0.28	11.20	
LR100039	Milk, Chocolate Trumoo FF 8oz	1 Carton	40	0.28	11.20	
LR100040	Milk, Skim 8oz	1 Carton	40	0.27	10.80	
LR100041	Milk, Strawberry Trumoo FF 8oz	1 Carton	40	0.28	11.20	
LR100042	Milk, Vanilla Trumoo FF 8oz	1 Carton	40	0.28	11.20	
<b>Food Cost / Meal:</b>				<b>0.27</b>		
<b>CONDIMENT</b>						
LR100157	Ketchup, Ind Pack	1 ea.	50	0.01	0.43	
LR100148	Mustard, Indv Pkts	1 packet	25	0.01	0.20	
LR100156	Salad Dressing Variety	2 Tbsp.	25	0.02	0.43	
<b>Food Cost / Meal:</b>				<b>0.01</b>		
<b>Grand Totals:</b>				<b>0.82</b>	<b>168.49</b>	



# Bid Analysis

Bid Analysis is a secure, online system that allows for creating and managing bids on one or more inventory items. Bids can be created for individual districts as well as districts that function together as a cooperative for best-price bidding. Package sizes and prices are assessed to achieve lowest cost.

PrimeroEdge Bid Analysis automates and simplifies the bidding process. Bids are analyzed and responses presented side-by-side to easily and clearly select the best value.

The Bid Analysis module requires the use of PrimeroEdge Inventory.

## *Key Features*

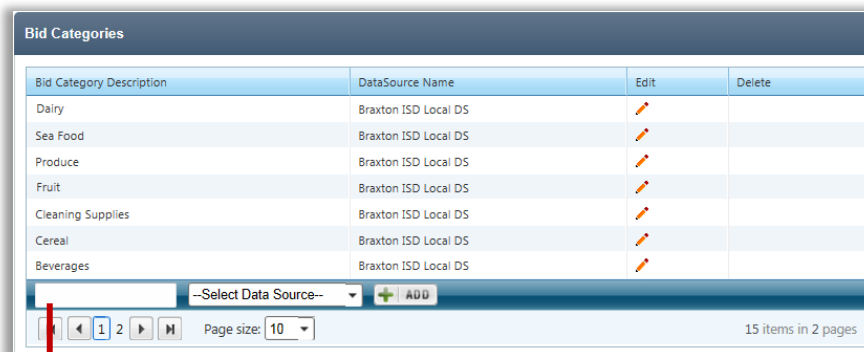
- Interfaces with the **Inventory** module to eliminate duplicating bid items in a separate database.
- Bid items can be all items identified with a selected bid category, items from previously placed inventory orders, or can be selected individually.
- Bid items can be members of a “local” database that is used only by one district, or they can be members of a “shared” database that is used by a group of districts, such as a cooperative.
- Individual cooperative districts can choose to accept bids on all bid items, selected bid items, or can opt out entirely from the bid process.
- Bids are set up/awarded as either a “Line Item” type where responses can be made to one or more Individual bid items, or “All or None” where a response must be made to all items in the bid or the response is not considered in the analysis and award process.

## *Current Bid Analysis Functionality*

- Bids can be based on data from the Inventory module
- Vendors can be selected ahead of time
- Bids can be analyzed based on feedback that is entered from the vendor responses
- After analyzing the bid can be awarded
- Once bid is awarded the contract date and all pricing conditions will be imported into inventory
- Items on bid will be available to order based on the delivery date of the item. Items can be ordered ahead of the bid award date as long as the delivery date is the bid contract date or later

## Bid Categories

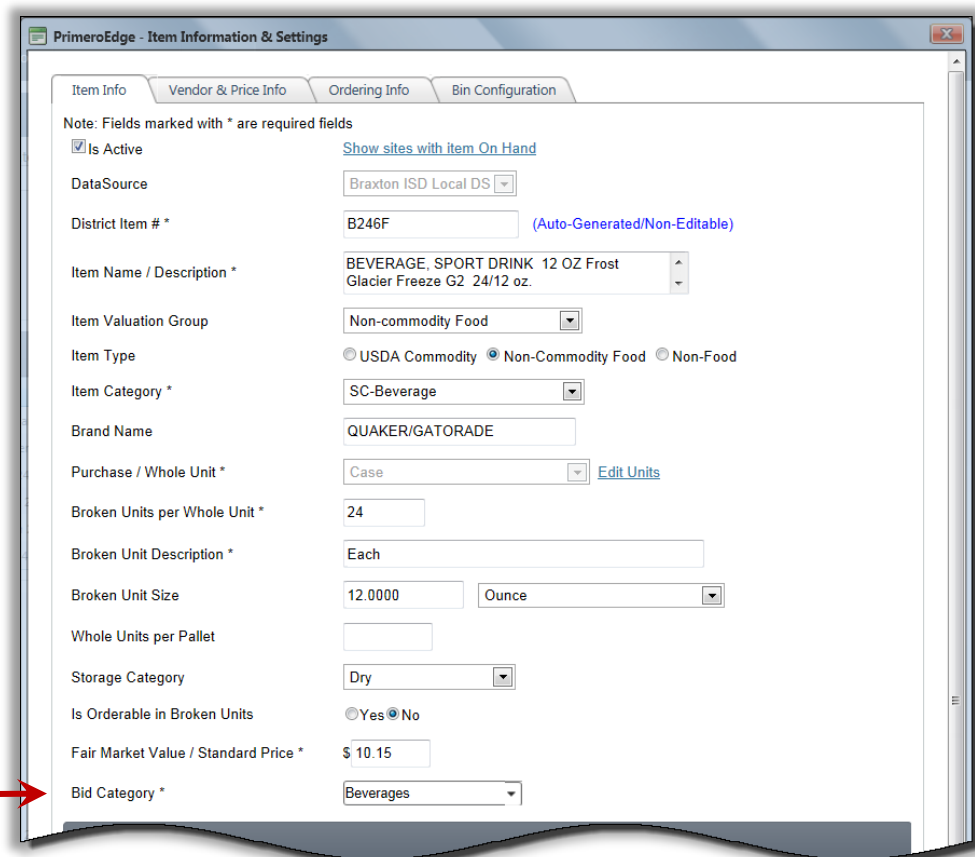
Item to be included in a bid must be added to a bid category. Adding an item to a bid category automatically adds the item to a bid with a starting point of "Use All Category Items."



Bid Category Description	DataSource Name	Edit	Delete
Dairy	Braxton ISD Local DS		
Sea Food	Braxton ISD Local DS		
Produce	Braxton ISD Local DS		
Fruit	Braxton ISD Local DS		
Cleaning Supplies	Braxton ISD Local DS		
Cereal	Braxton ISD Local DS		
Beverages	Braxton ISD Local DS		

--Select Data Source-- ADD

Page size: 10 15 items in 2 pages



PrimoEdge - Item Information & Settings

Item Info Vendor & Price Info Ordering Info Bin Configuration

Note: Fields marked with \* are required fields

☒ Is Active [Show sites with Item On Hand](#)

DataSource: Braxton ISD Local DS

District Item #: B246F (Auto-Generated/Non-Editable)

Item Name / Description \*: BEVERAGE, SPORT DRINK 12 OZ Frost  
Glacier Freeze G2 24/12 oz.

Item Valuation Group: Non-commodity Food

Item Type: ☐ USDA Commodity ☒ Non-Commodity Food ☐ Non-Food

Item Category \*: SC-Beverage

Brand Name: QUAKER/GATORADE

Purchase / Whole Unit \*: Case [Edit Units](#)

Broken Units per Whole Unit \*: 24

Broken Unit Description \*: Each

Broken Unit Size: 12.0000 Ounce

Whole Units per Pallet:

Storage Category: Dry

Is Orderable in Broken Units: ☐ Yes ☒ No

Fair Market Value / Standard Price \*: \$ 10.15

Bid Category \*: Beverages

## Vendor Set Up

For vendors set up in the Inventory module to be accessible in Bid Analysis, Vendor Type must be set to "Bid" on the Vendor Info tab.

**Vendor Information & Settings**

Vendor Info

Vendor Contact(s) Info

Vendor Supplied Items

Vendor EOrder Settings

Note: Fields marked with "\*" are required fields

☒ Is Active

Data Source

State Level

Vendor Number

VEND-001-YUMM

Vendor Name \*

Yummy Eats

VendorWebsite URL

www.yummyeats.com

Contact Name

John Yummy

Phone Number \*

281-281-2811

(e.g. xxx-xxx-xxxx)

FAX Number

281-281-2812

(e.g. xxx-xxx-xxxx)

Address Line 1

1234 Yummy Way

Address Line 2

Suite 600

City

Yummyville

Zip Code

77777

Vendor Type\*

☒ Bid ☐ Non-Bid ☐ Internal

Select a Supplier Site

Delivery Schedule \*

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

4:00 AM

[Site Delivery Schedule](#)

Preferred Ordering Mode

E-Ordering

Minimum Order Amount\* \$

100.00

Vendor Lead Time\*

10

(In Days)

Comments

Specializes in institutional sales of healthy meals and snacks for children.

Update Vendor

Vendors

When Vendor Type is set to “Bid” on the Vendor Info tab, the vendor’s name appears in the **Select Vendors to Publish** list on the **Publish** tab. You can then select vendors to invite to respond to the bid.

**Bid Info**

Bid #: 1234321, Name: Test Sea1234321, Start: 2/8/2012, End: 2/29/2012, Due Date: 2/3/2012 12:00:00 AM, Status: Published

General Items **Publish**

**Select Vendors to Publish**

<input checked="" type="checkbox"/> ADAMS PRODUCE	<input type="checkbox"/> GORDON	<input type="checkbox"/> Randalls
<input checked="" type="checkbox"/> COCACOLA	<input type="checkbox"/> HARDIN SYSCO	<input type="checkbox"/> Sams
<input type="checkbox"/> COSTCO	<input type="checkbox"/> HongKong Market	<input type="checkbox"/> Yummy Eats, Inc.
<input checked="" type="checkbox"/> EAGLE GROUP	<input checked="" type="checkbox"/> PALAZOLA PRODUCE	

2/13/2012 9:47 AM **Publish Bid** **Preview Bid Items**

**Bid Status**

Created: 2/8/2012 12:54 PM  
By: raj man  
Published: 2/13/2012 9:47 AM  
By: Cybersoft Support

**Print Bid Report**

Vendors to print for:  
--ALL-- **Vendor Bid Report**  
or:  
 **Non Vendor Report**

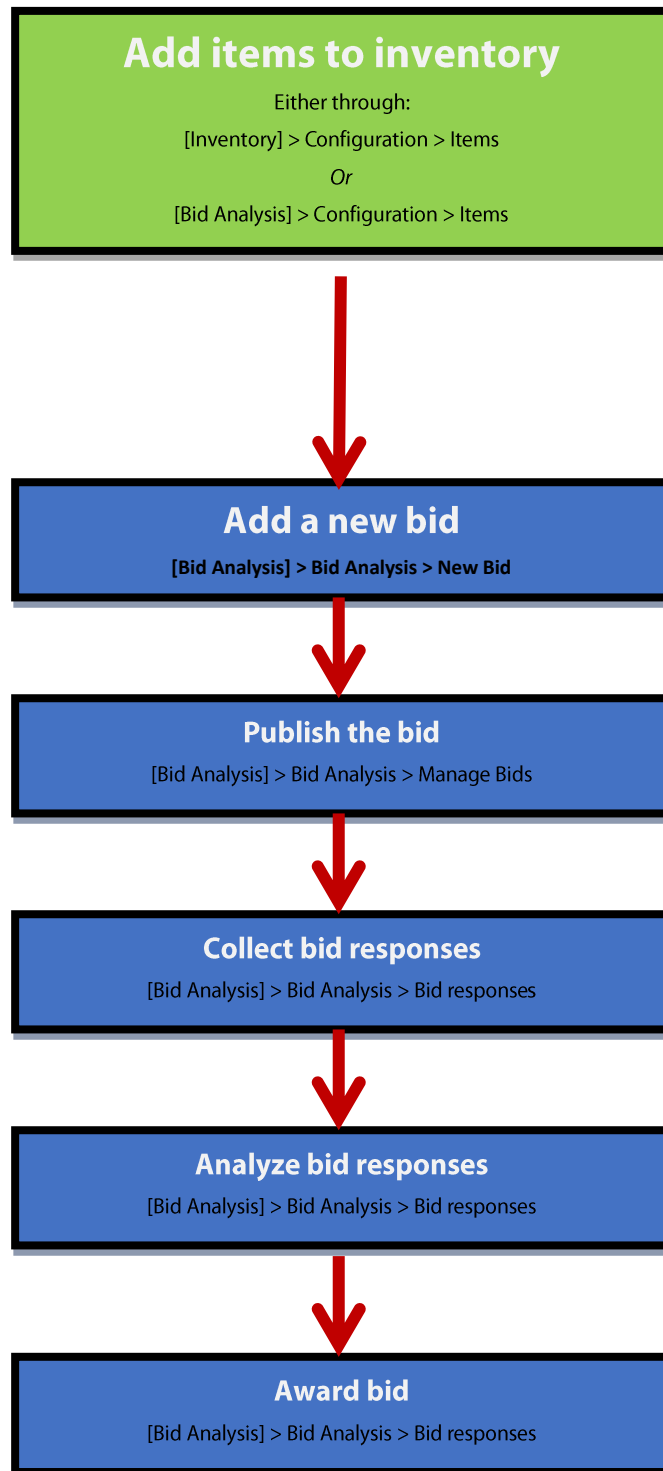
[Responses](#) **Cancel Bid** **Save**

## Bid Analysis Reports

Bid response analysis

Bid award

Invitation to bid

*Bidding Process*

## Sample Bid Analysis Reports

*Invitation to Bid*

Generated on: 11/16/2015 8:56:21 PM

### Invitation to Bid

-- December Milk bid -- Bid # Dec14  
For Period 11/22/2015 thru 11/27/2015

This bid will be awarded on an all or nothing basis.

Bid must be returned by: Thursday, November 19, 2015 12:00:00 AM -- MAYFIELD DAIRIES

Item # - Description - Unit Pack	Acceptable Brands	Est. Qty	Unit Price	Proposed Brand
605015 - 1% MILK, 8 OZ CARTON 1 EACH (8.0 oz.) /Carton	TruMoo	3		
Must be organic, no preservatives				
605020 - 1% MILK, GALLON 4 quart (1.0 qt.) /gal.		3		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605030 - BUTTERMILK, 8OZ 1 EACH (8.0 oz.) /Carton		4		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605040 - BUTTERMILK, GALLON 1 gallon (1.0 gal.) /gal.		1		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605096 - Orange Juice 100%, 4 oz 1 EACH (4.0 oz.) /Carton		1		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605060 - Skim Milk, 8oz 1 each (8.0 oz.) /Carton		6		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605110 - Sour Cream, Deans 5 pound (1.0 lb.) /Container		2		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605052 - TMOO SKIM CHOCOLATE 1 each (8.0 oz.) /Carton		1		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				
605072 - TMOO SKIM STRAWBERRY 1 each (8.0 oz.) /Carton		1		
WILL NOT ACCEPT ANY OTHER PACK SIZE.				

*Bid Response Analysis*

Generated on: 11/16/2015 9:00:48 PM

**Bid Response Analysis**

-- December Milk bid -- Bid # Dec14 -- For Period 11/22/2015 thru 11/27/2015

This bid will be awarded on an all or nothing basis

Item	Vendor Name	Vendor Pkg	Brand	Bid Price	Adj. Price
605015 1% MILK, 8 OZ CARTON Pkg Size:1 EACH (8.0 oz.) /Carton Bid Qty: 3					
	1250 - MAYFIELD DAIRIES	1 EACH (8.0 oz.) / Carton		0.50	0.50
	1230 - SARA LEE/EARTHGRAINS	1 EACH (8.0 oz.) / Carton	borden	2.00	2.00
(*)	1172 - ROYAL FOOD SERVICE INC.	1 EACH (8.0 oz.) / Carton	tru moo	3.00	3.00
605020 1% MILK, GALLON Pkg Size:4 quart (1.0 qt.) /gal. Bid Qty: 3					
(*)	1172 - ROYAL FOOD SERVICE INC.	4 quart (1.0 qt.) / gal.		0.50	0.50
	1250 - MAYFIELD DAIRIES	4 quart (1.0 qt.) / gal.		2.00	2.00
	1230 - SARA LEE/EARTHGRAINS	4 quart (1.0 qt.) / gal.		3.00	3.00
605030 BUTTERMILK, 8OZ Pkg Size:1 EACH (8.0 oz.) /Carton Bid Qty: 4					
	1250 - MAYFIELD DAIRIES	1 EACH (8.0 oz.) / Carton		1.00	1.00
(*)	1172 - ROYAL FOOD SERVICE INC.	1 EACH (8.0 oz.) / Carton		1.00	1.00
	1230 - SARA LEE/EARTHGRAINS	1 EACH (8.0 oz.) / Carton		1.00	1.00
605040 BUTTERMILK, GALLON Pkg Size:1 gallon (1.0 gal.) /gal. Bid Qty: 1					
(*)	1172 - ROYAL FOOD SERVICE INC.	1 gallon (1.0 gal.) / gal.		1.00	1.00
	1230 - SARA LEE/EARTHGRAINS	1 gallon (1.0 gal.) / gal.		1.00	1.00
	1250 - MAYFIELD DAIRIES	1 gallon (1.0 gal.) / gal.		3.00	3.00
605096 Orange Juice 100%, 4 oz Pkg Size:1 EACH (4.0 oz.) /Carton Bid Qty: 1					
	1250 - MAYFIELD DAIRIES	1 EACH (4.0 oz.) / Carton		1.00	1.00
(*)	1172 - ROYAL FOOD SERVICE INC.	1 EACH (4.0 oz.) / Carton		1.00	1.00
	1230 - SARA LEE/EARTHGRAINS	1 EACH (4.0 oz.) / Carton		1.00	1.00
605060 Skim Milk, 8oz Pkg Size:1 each (8.0 oz.) /Carton Bid Qty: 6					
(*)	1172 - ROYAL FOOD SERVICE INC.	1 each (8.0 oz.) / Carton		1.00	1.00
	1250 - MAYFIELD DAIRIES	1 each (8.0 oz.) / Carton		2.00	2.00
	1230 - SARA LEE/EARTHGRAINS	1 each (8.0 oz.) / Carton		2.00	2.00
605110 Sour Cream, Deans Pkg Size:5 pound (1.0 lb.) /Container Bid Qty: 2					
	1230 - SARA LEE/EARTHGRAINS	5 pound (1.0 lb.) / Container		1.00	1.00
(*)	1172 - ROYAL FOOD SERVICE INC.	5 pound (1.0 lb.) / Container		2.00	2.00
	1250 - MAYFIELD DAIRIES	5 pound (1.0 lb.) / Container		5.00	5.00
605052 TMOO SKIM CHOCOLATE Pkg Size:1 each (8.0 oz.) /Carton Bid Qty: 1					
	1250 - MAYFIELD DAIRIES	1 each (8.0 oz.) / Carton		1.00	1.00
(*)	1172 - ROYAL FOOD SERVICE INC.	1 each (8.0 oz.) / Carton		1.00	1.00
	1230 - SARA LEE/EARTHGRAINS	1 each (8.0 oz.) / Carton		2.00	2.00
605072 TMOO SKIM STRAWBERRY Pkg Size:1 each (8.0 oz.) /Carton Bid Qty: 1					
(*)	1172 - ROYAL FOOD SERVICE INC.	1 each (8.0 oz.) / Carton		1.00	1.00

(\*)-Winner

Page: 1 of 2



*Bid Award*

Generated on: 11/16/2015 8:51:18 PM

**Bid Award**

-- july milk bid -- Bid # 66778 -- For Period 7/1/2015 thru 7/31/2015

Item#	Description	Vendor Pkg	Brand	Bid Price	Bid Qty
1250 - MAYFIELD DAIRIES					
605015	1% MILK, 8 OZ CARTON	1 EACH (8.0 ounce) / Carton		5.00	10
605020	1% MILK, GALLON	4 quart (1.0 quart) / gallon		2.00	5

# Vendor Background

Headquartered in Houston, Texas, Cybersoft Technologies has offered its clients innovative technology solutions since its formation in 1996. Our over-arching goal is to apply our experience and industry leadership to meet or exceed our customers' expectations and deliver high-value products with exceptional benefits.

## *Consulting Services (since 1996)*

Our Consulting Services division provides business and technology solutions based on unparalleled industry knowledge and proven best practices. Cybersoft provides experienced resources that have faced the challenges of business-driven application implementation and upgrade projects. Cybersoft consultants work in diverse fields including Education, ERP, Finance and Telecom.

## *School Nutrition Solutions (since 2002)*

Cybersoft analyzed the software market from 2001 to 2002 for school nutrition service programs and interviewed food service professionals. The company found that school systems needed a better way to manage their operations. Cybersoft started its School Nutrition Solutions Division in 2002 and launched PrimeroEdge in 2003, a software solution with real-time functionality that eliminated time to upload and download information and virtually eliminated manual input of data.

Implementations of PrimeroEdge solutions can be found in over 700 school districts in 33 states and in fifteen state agencies. Districts range from small installations of three workstations to one of the largest districts in the nation with close to 300 schools serving over 200,000 students. We have recently been awarded a state contract that includes 4 of the top ten largest school districts in the nation encompassing nearly 1,000,000 students.

## *Who We Are*

Our slogan, "Superior Software, Superior Service" underlies all of our efforts in applying technological advances to improve the lives of our customers and our customers' customers. We do everything we can to make it simple to do business with us and to make it easy to use our products to improve district operations. Cybersoft views its customers as partners and bases its success as a corporation on its customers' success.

### *Key Decisions*

Good business decisions for both buyers **and** sellers are based on excellent technical decisions. PrimeroEdge has a history of making key technical decisions which have proven to provide great advantages for our customers and their patrons.

- PrimeroEdge develops software on the Microsoft .NET Framework—this enables our customers and us to quickly follow Microsoft Windows enhancements and developments, including Windows customers deployed on Apple Computer hardware. This decision has afforded manifold open-design benefits: interoperability, portability, security, simplified deployment, performance, etc. Because .NET targets cloud-based workloads, our .NET choice enables PrimeroEdge to lead the K-12 nutrition market in offering a fully integrated cloud-based solution.
- PrimeroEdge uses Microsoft SQL Server for our Nutrition Solution database, yielding performance, availability, and cloud support benefits on the database side. And, because we are a valued Microsoft strategic partner, we are able to pass significant technical partnership benefits directly to our large customer base.
- PrimeroEdge uses Schools Interoperability Framework (SIF)—this choice enables all functions within our School Nutrition solution to effectively export and import student and school information between PrimeroEdge and third-party software products, such as PowerSchool SIS, Chartwell ERP, and various financial software products.
- PrimeroEdge runs on non-proprietary hardware where available—benefits include
  - High quality at low cost due to competitive pricing
  - Expanded operability related to architectural rule compliance
  - Longer product life due to quality AND interoperability.

These benefits provide valuable return on investment (ROI) for our customers and should be considered when evaluating nutrition service solution

### *Strategic Relationships*

Our strategic business relationships include partnerships with industry-leading software providers, such as Microsoft, and memberships in professional communities providing insight and expertise in various business information industries.



Cybersoft is a Microsoft Partner with a Gold level competency as an Independent Software Vendor. Cybersoft PrimeroEdge was tested and certified for Microsoft by VeriTest for Windows Client, Windows Server, SQL Server and .NET managed code.

Cybersoft works closely with Microsoft in following the evolution of Microsoft technologies and is an early adopter. Cybersoft solutions are completely managed code running on the .NET Framework. The PrimeroEdge Windows and Web applications are developed using .NET, C# and ASP.NET. PrimeroEdge solutions utilize SQL Server for database management. This close association with Microsoft helps us to leverage new advances in application development tools and technologies. Cybersoft has received assistance from Microsoft in the performance testing of the PrimeroEdge solution and also in reviewing the architecture and providing guidance.



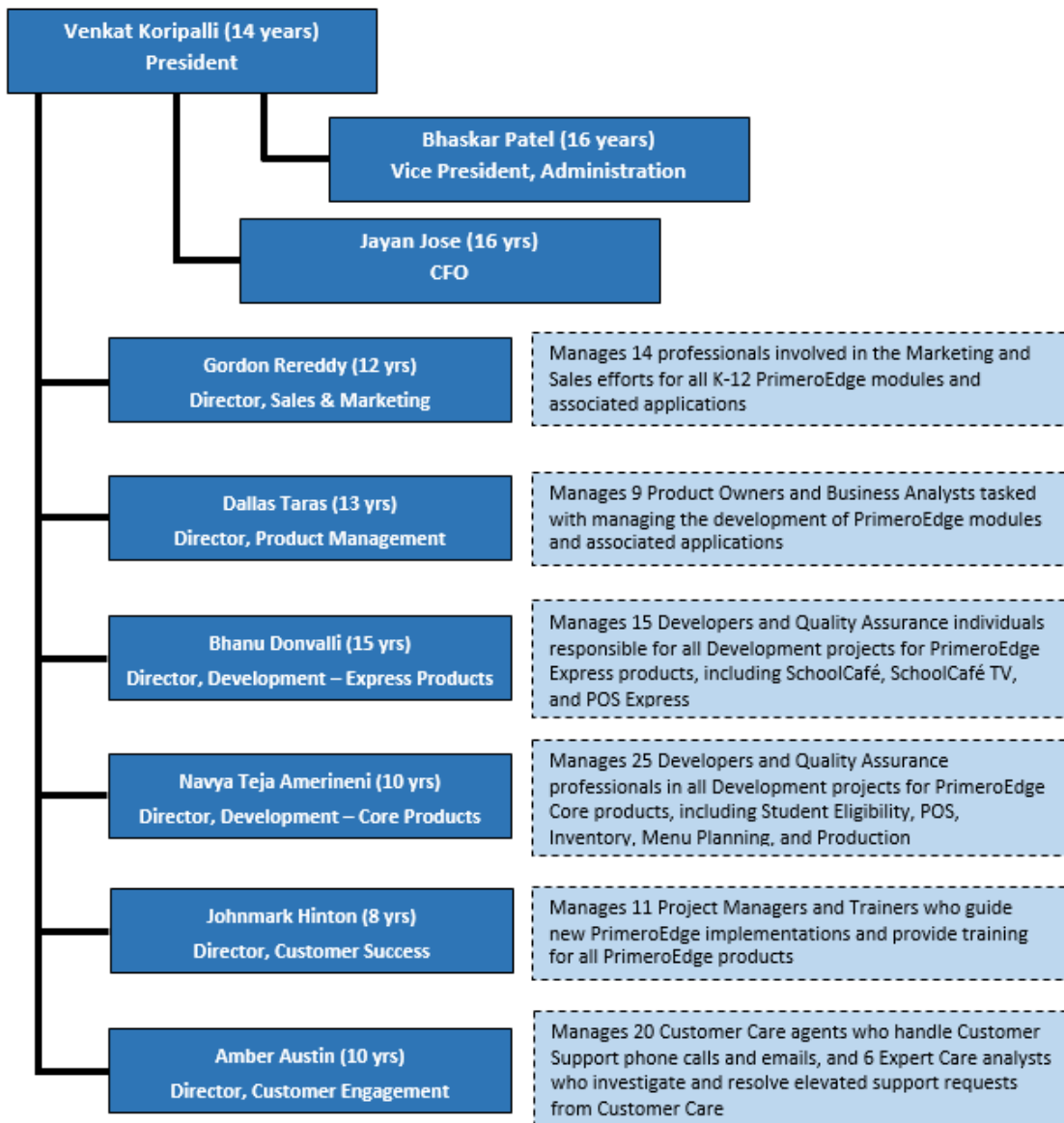
Cybersoft is a member of Software and Information Industry Association (SIIA).



Cybersoft is an active member of Schools Interoperability Framework (SIF) organization and has successfully completed the SIF Certification process to be 2.0 and 2.x compliant.

### PrimeroEdge Organization

The Cybersoft PrimeroEdge team employs over 100 people in inter-related, cross-purpose teams along with an administrative staff group.



Years shown is the number of years of PrimeroEdge service. Each individual joined Cybersoft PrimeroEdge as leaders in their chosen field with several years of experience. They all strive for the successful development, deployment, and support of SchoolCafé, and may dedicate up to 100% of their time as needed to accomplish these goals.

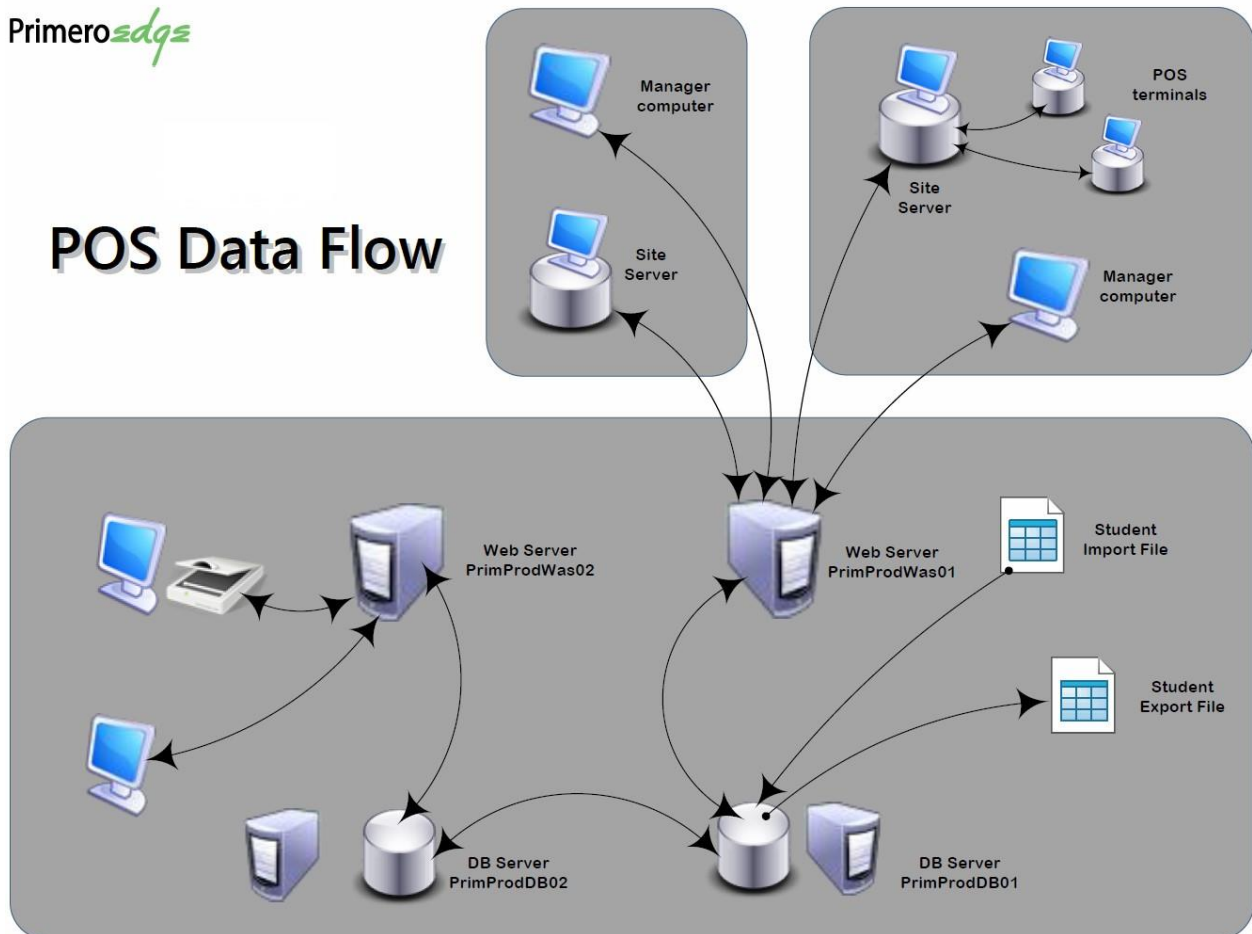
# Technical Response

## Technical Architecture

POS and central office connectivity can be wired or wireless. All communication between the server and school sites occurs over HTTPS. PrimeroEdge solutions have been built exclusively using the .NET framework from inception.

PrimeroEdge

### POS Data Flow



### Data Transfer

Data transfer between the server and POS machines happens asynchronously over Web Services using https. This happens via a guaranteed-delivery, queue-based mechanism and transfers are near real-time. Changes made at the central office are replicated to POS machines at school sites typically within 2 minutes. Similarly sales transactions from the POS are visible at the server within 2 minutes.

PrimeroEdge

# System Infrastructure

## *PrimeroEdge Servers for Hosted Solution*

PrimeroEdge runs on 2 load balanced web servers and a two-node cluster of SQL Server 2014 database servers. This provides redundancy, fault tolerance, high availability and high performance. PrimeroEdge is designed to scale out with more web servers or scale up with additional resources on the database servers as the needs increase. Well-designed firewalls and DMZ segments provide for high security. The application and servers also go through a monthly security audit.

## *Data Backups*

We recommend keeping all data intact in the database for auditing purposes. In some cases, per requirements for a single district, we have written custom archiving scripts to cover specific tables. This is completed by creating an Archive schema and populating clone tables with the archived data while deleting the records from the source tables.

Nightly full backups and hourly differential backups are made to a backup server in the same datacenter. In addition, a live hot backup is maintained in a separate disaster recovery location. The application can be switched over to the alternate location, if the need arises.

PrimeroEdge uses a configurable logging mechanism where logs can be written to a database, text files, or the event log. Depending on where the logs are written, they can be accessed using corresponding generic tools—no special log viewers are provided as part of PrimeroEdge. Basic SQL Server tools can be used for database backups. If Independence SD prefers to use third party tools to perform backups, PrimeroEdge follows all standards. PrimeroEdge contains built-in tools for importing data, exporting data, and synchronizing data between schools and the central server. PrimeroEdge has built-in processes for archiving data. If Independence SD has other needs not covered by existing PrimeroEdge functionality, SIS or third party SQL Server tools can be utilized.

## *Database*

SQL Server 2014 or higher is used to provide reliable data management to PrimeroEdge. SQL Server is a dependable database management system with good performance and scalability at an affordable price. SQL Server also has self-tuning and management capabilities making it easy to maintain without too much maintenance needed by a DBA.



### *SQL Reporting*

SQL Server 2014 Reporting Services provide comprehensive report authoring, management and delivery capabilities to PrimeroEdge. Use of this technology empowers the users to create their own reports and pick different schedules, rendering and delivery methods. For example, a meal count report can be scheduled to run at 4:00 PM every afternoon and delivered via email to a specified email address as a PDF, Excel or XML document.

### *Software*

PrimeroEdge supports single sign-on with simple and easy Active Directory integration. PrimeroEdge is built upon a flexible architecture that can scale from the smallest to the largest of districts. PrimeroEdge is built entirely using leading edge .NET technology with smart clients, XML and Web Services. It uses SQL Server and SQL Server Express to provide cost-effective and reliable data management.

Microsoft Windows Server, Microsoft IIS, Microsoft SQL Server, and .NET Framework all work together extremely well. The platform and the tools are progressive, feature rich and allow for very high productivity of the entire development team, while also providing an environment to create an excellent web-based software system. Cybersoft, being a Gold Microsoft Partner, is perfectly positioned to get the most out of the available tools and platform.

### *.NET Framework*

Cybersoft has developed many systems with the Microsoft .NET, C#, ASP.NET, Windows Server, IIS, SQL Server platform. The .NET Framework is Microsoft's platform for building applications that have visually stunning user experiences, seamless and secure communication, and the ability to model a range of business processes. The .NET Framework consists of:

- Common Language Runtime – provides an abstraction layer over the operating system
- Base Class Libraries – pre-built code for common low-level programming tasks
- Development frameworks and technologies – reusable, customizable solutions for larger programming tasks

### *Secure, Multi-Language Development Platform*

.NET is a powerful and robust software development technology that provides the security advancements, management tools, and updates needed to build, test, and deploy highly reliable and secure software. .NET provides a multi-language development platform, allowing us to work in the preferred programming language. The Common Language Runtime (CLR) provides support for powerful, static languages like Visual Basic and Visual C#, and the Smart client advent of the Dynamic Language Runtime (DLR) means that dynamic languages, such as Managed Jscript,

IronRuby and IronPython, are also supported. C# is the language of our choice as it is a clean, elegant, friendly and highly maintainable language. It is also widely used and hence there is good availability of books, learning resources and skilled professionals.

### *Next-Generation User Experiences*

Silverlight, a runtime that contains a subset of the .NET Framework, helps developers expand their reach by providing a cross-browser, cross-platform, and cross-device plug-in for delivering the next generation of .NET-based rich interactive applications (RIAs).

### *Cutting-Edge Web Application Development*

ASP.NET is a technology that enables Web developers to create large, enterprise-class dynamic Web applications. AJAX (Asynchronous JavaScript and XML) framework enables developers to quickly create more efficient, more interactive, and highly personalized Web experiences that work across all of the most popular browsers.

### *Secure, Reliable Web Services*

For service-oriented programming Windows Communication Foundation (WCF) unifies a broad array of distributed-systems capabilities in an extensible architecture, spanning transports, security systems, messaging patterns, encodings, network topologies, and hosting models.

In addition, our PrimeroEdge Hosted Online solution (Software as a Service or SaaS) is hosted by a SSAE 16 certified provider in a secure datacenter with high availability. Some features of this datacenter include:

- Location—Austin, TX
- Redundant OC-12 Connections—Multiple fiber optic connections through leading providers
- Building Security—24x7 monitoring and controlled access through biometric security
- Network Security—Constant performance monitoring, Switched and segmented network
- Backup Power—Uninterrupted power supply and diesel generator

Well-designed firewalls and DMZ segments provide for high data security. Monthly security audits are performed on the application and servers. Logs are monitored daily. Each week, full backups, nightly differential backups, and hourly transaction log backups are sent to a backup server in the same datacenter. Offsite backups for SAAS customers are stored in North Virginia, and the application can be switched over to the live hot backup site here in Houston, Texas, if the need arises. All servers are actively protected with AVG Antivirus Business Edition Version 3495

Installed Components: AVG Remote Administration, Anti-Rootkit, Anti-Spyware, Antivirus & Resident Shield.

Because performance is an important aspect of availability, PrimeroEdge continuously monitors external access as well as server resource utilization. Monitoring goes well beyond verifying the login page—an alert is sent when an error or poor performance is detected. The PrimeroEdge Expert Care team is alerted via email, phone and text messages if the application is unavailable or system resources exceed thresholds at any time (24x7).

### *Warranty/Support*

Standard manufacture warranties are between the school system and the manufacturer. Warranties can be extended to 3 years—pricing for 3-year warranties are included in the pricing section. These warranties typically cover the replacement of parts or failed units and do not include any associated labor to replace hardware or reinstall software. As part of the warranty and maintenance contract, PrimeroEdge provides toll-free phone and e-mail support in response to issues or problems.

Some problems can be resolved over the phone. However, some problems require a help desk agent to connect their PC to the customer computer to review the application or logs to determine the problem. Depending on district guidelines, PrimeroEdge uses various remote access methods to connect to the customer server or client computers. In the case of a defect found in the software, fault mapping and root cause analysis are conducted to identify and fix the problem.

## Security

### *Security Architecture*

PrimeroEdge supports a wide range of roles/permissions. Our implementation process incorporates consultation with decision makers to make the best possible choice regarding role/permission settings based on the user base. Additionally, we engage with the District Management team to inform users, especially new computer users, of the best practices in using systems with potentially sensitive data. This process often includes reinforcement of the District's Information Security policies.

PrimeroEdge integrates well with Microsoft Active Directory to provide authentication, authorization, group mapping, administration etc. With AD integration, there is an option for PrimeroEdge to take the user principal from the currently logged-in user from the Windows operating system. PrimeroEdge provides very configurable role-based security with very granular security control over each feature. In addition, a user can have access to one or more schools, one or more regions, or the entire District. Cybersoft and The School District should evaluate together if it is best to map the groups or utilize the roles from PrimeroEdge. Cybersoft will make any customizations needed to meet the School District requirements.

### *SchoolCafé Payments*

The SchoolCafé website utilizes 128-bit encrypted secure connections (https). The sensitive data in the database is encrypted using highly secure private/internal encryption methods and is compliant with PCI standards. SchoolCafé updates the PrimeroEdge POS throughout the day. Supporting all major credit or debit cards parents can remotely access accounts anytime from any Internet-enabled PC to view account history or replenish funds to the students account.

The SchoolCafé payment system uses SSL (2048-bit encryption) and https throughout the web site. While transferring data to and from the web site to the PrimeroEdge server at the district, all files are encrypted before the transfer and decrypted after the files are received.

### *User Security*

PrimeroEdge provides flexible role-based security with very granular access control over each feature. In addition, a user can have access to one or more SFAs, one or more supervisor areas, or the entire District.

## Interface Capabilities

### *Approach to Interfacing with Other District Mission-Critical Applications*

PrimeroEdge is built on the .NET Framework which inherently makes it easy to interface with other software systems. PrimeroEdge has the ability to export and import data in different formats including XML, flat files, and delimited files using commas, tabs, or other delimiters. These exports can be scheduled to run multiple times a day. The imports into PrimeroEdge can happen immediately after the file comes into the folder that the PrimeroEdge importer is watching.

### *Outside Order Communication*

Electronic ordering templates currently set up for vendors include: EDI850, EDI and flat file. All formats are transmitted via FTP using a configured username and password.

### *Software Updates*

Upgrades are necessary to continue delivering additional value to users. Regular and timely product enhancements are required to provide additional functionality or to comply with changing guidelines. Cybersoft aims to minimize the number and frequency of upgrades. To ensure no ill-effects of an untimely upgrade, the process of upgrades and hotfixes is controlled with a strict change control process. The release notes and the updates are sent to the designated contact for approval of the change. Once the approval is received, the update is completed at the agreed upon date and time. If the update involves any changes to the user interface, the update is not done without a chance to notify all of the users. If the changes require user training, that is taken care of before the changes are implemented.

Major updates and upgrades are released approximately 4-5 times annually. These updates/upgrades are provided at no additional cost to hosted customers and those on support and maintenance.

### *PrimeroEdge Website Updates*

The process of updating the website and database schema is automated from the Cybersoft office and has the benefit of not requiring district server or network access. The updates are scheduled during non-working hours after consulting with the district and monitored remotely until complete. Testing is conducted to ensure updates and hotfixes did not negatively impact the PrimeroEdge environment.

The remote update process allows PrimeroEdge to be deployed efficiently and quickly with minimal errors from human intervention.

### *PrimeroEdge POS Updates*

The process of updating the software on all the POS is simplified with PrimeroEdge's built in self-updating mechanism. The PrimeroEdge update tool utilizes Background Intelligent Transfer Service (BITS) to transfer files using idle network bandwidth. This update tool has a built-in notification mechanism and rolls back any unsuccessful updates while allowing normal POS operations.

This update tool offers the unique advantage of minimizing human intervention in updating client machines which can often be error-prone, costly, and lead to downtime. The updater tool is capable of not only updating the assemblies, but also the data-related tasks such as modifying the data or the data structure itself.

### *Software Customizations*

Customizations needed for the School District will be developed using the same process as other enhancements. PrimeroEdge used in installations across the country is all from the same codebase even though PrimeroEdge installations are very diverse—small districts, large districts, entire states or the multi-tenant Online PrimeroEdge. This is achieved using configuration options to turn functionality on or off or to keep custom changes available only to the customers that need them. In most cases though, the functionality requested by one customer is developed in such a way that the change is useful to a larger customer base.

### *Application Customization*

Cybersoft will provide software upgrades and technical support for the upgrade deployment as part of the annual maintenance. The release notes and the updates are sent to the designated contact for approval of the change. The updates will be tested thoroughly in the School District test environment. After the upgrade passes the tests, the new release will be deployed to the production environment.

# Implementation

## Introduction

The experienced, professional teams at Cybersoft leverage project management, training, and deployment resources to provide your district a cohesive implementation of PrimeroEdge. Our complete implementation solution includes software, installation, training, and continuing technical support and maintenance.

Partnership and collaboration are essential aspects of our project management approach. Cybersoft will work with Independence SD to ensure that all project objectives are planned, monitored and met and that there are no foreseeable issues with the plan or schedule. Together, we will assess and overcome project risks as they arise. We understand that this is a high-visibility project and are committed to planning and executing well so that Independence SD has a positive implementation experience.

Independence SD is in good hands with the Cybersoft Customer Success team that will be leading the implementation process. Customer Success team members are experts in PrimeroEdge installations and configuration, PrimeroEdge features and functionality, as well as USDA guidelines.

Although many experts will be part of your project team, Cybersoft will assign a Project Manager as the primary point of contact for the life of your implementation project. In addition to keeping the lines of communication open and Independence SD up-to-date on progress, the Project Manager is responsible for ensuring that all tasks are accomplished on schedule and within budget throughout the implementation process.

The Customer Success Team also provides a team member to help facilitate communication and assist with project tasks and training. This team member works directly with the Cybersoft Project Manager to ensure the successful implementation of all modules throughout the duration of the project.



# Staffing Approach

Cybersoft includes experience with implementing the integrated PrimeroEdge management system in the largest school districts in the nation working directly with the districts, state level personnel and management companies. A key element of Cybersoft's internal staffing process is to hire professionals with large enterprise experience and proven track records.

Our hiring process is designed to balance the team with K-12 nutrition and professional experience. The Customer Success Team includes members with advanced nutrition degrees, registered dietitians, PMP certified team members, SNS certified team members and tenured members with up to 11 years' experience with PrimeroEdge. Our hiring process is heavily focused on our company values such as "We do the right thing", "We leave our Ego at the Door", "We Work Hard and Play Hard", and more.

Although we utilize an internal recruiter when needed, our goal is to hire industry experts that we've worked with over the years and promote from within when available. When this is not possible, we will source, interview, and select new team members with the understanding that a complete and rigorous background check will be performed to ensure all team members can meet the expectations of our team, company and customers. At least 3 interviews are conducted with candidate team members required to demonstrate their skills. For example, trainers are required to provide a 15 minute online or onsite training demo with documentation before being selected.

Cybersoft designates a results-oriented leader to be the primary liaison for this project. Selection of this individual takes into consideration her ability to communicate effectively, squarely focus on the project elements and associated results, and operate efficiently in team environments.

Cybersoft will assign an Account Manager to manage the relationship with Independence SD and a Project Manager to manage all aspects of the PrimeroEdge implementation. While the Account Manager ensures that Independence SD management is completely satisfied with the software and the progress of the deployment and implementation process, the Project Manager focuses on serving Independence SD by directly overseeing all phases of implementation.

The Project Manager will communicate the status of the project by conducting periodic milestone reviews as determined during the project planning phase. The Project Manager will manage all project personnel and other Cybersoft resources as needed to optimize efficiency and meet or exceed project timelines. In consultation with Independence SD, the Cybersoft project team will develop extensive implementation plans outlining priorities and defining audit procedures to ensure that project timelines are met with excellence.

Cybersoft will staff the project team and engage other members of the PrimeroEdge team as needed. In addition to the Account Manager and Project Manager, Product Management team members—a Product Owner and a Business Analyst—will serve on the project team. This team will be involved in all product enhancement discussions and needs analysis.

The Project Manager is a member of the Customer Success team. The Customer Success Director will monitor various project management activities to ensure compliance. The database administrator and technical success specialist will be involved in the actual setup of the software on the servers and getting the system up and ready for use. They will also work to setup interfaces and data imports. The assigned software trainer will deliver in-person and web training to Independence SD as outlined in the project plan.

Cybersoft recommends that Independence SD assign a nutritionist that is well-versed with menu planning and a reviewer that is well-versed with policy related to menus, nutrient analysis and production records. Ingredient and recipe data provided by Independence SD will be imported into the PrimeroEdge menu planning module. Once implementation is completed, Independence SD will be transitioned over to the Customer Care team that will provide necessary technical support to the SFA central office.

# Project Management Approach

## *Project Plan*

Along with Independence SD, the Cybersoft Customer Success team will review and update this project plan identifying the tasks required of both Independence SD and Cybersoft to ensure a smooth PrimeroEdge implementation. Project updates will be provided on an agreed-upon schedule and will be available in SharePoint in order to communicate project status and assign tasks, thus keeping the entire project team well-informed and moving in the same direction.

The project plan will include, but is not limited to these items:

- Kick Off Meeting
- Project Schedule
  - Deliverables Tracking
  - Milestone Tracking
- Communication Plan
- Installation and Configuration
- Data Collection, Migration and Entry Process
- Training Plan
- User Acceptance Testing Plan
- Pilot Implementation
- PrimeroEdge Deployment

School District Project Plan	409 days	Wed 7/5/17	Mon 1/28/19
Kick Off Meeting	1 day	Wed 7/5/17	Wed 7/5/17
Project Planning	5 days	Thu 7/6/17	Wed 7/12/17
<b>Server Environment Deployment</b>	<b>34 days</b>	<b>Wed 7/5/17</b>	<b>Mon 8/21/17</b>
<b>Server Deployment and Configuration</b>	<b>6 days</b>	<b>Thu 7/13/17</b>	<b>Thu 7/20/17</b>
Deploy Database Server	2 days	Thu 7/13/17	Fri 7/14/17
Deploy Web Server	2 days	Mon 7/17/17	Tue 7/18/17
PrimeroEdge Deployment	2 days	Wed 7/19/17	Thu 7/20/17
<b>PrimeroEdge Configuration</b>	<b>14 days</b>	<b>Wed 7/5/17</b>	<b>Mon 7/24/17</b>
Configure DC Import	2 days	Fri 7/21/17	Mon 7/24/17
Configure Sites	1 day	Wed 7/5/17	Wed 7/5/17
Configure Online Applications	1 day	Thu 7/6/17	Thu 7/6/17
System Configuration Training	1 day	Fri 7/7/17	Fri 7/7/17
<b>Data Exchange</b>	<b>20 days</b>	<b>Tue 7/25/17</b>	<b>Mon 8/21/17</b>
Import Sites and Regions	5 days	Tue 7/25/17	Mon 7/31/17
Import Users	10 days	Tue 8/1/17	Mon 8/7/17
Configure SIS Import	10 days	Tue 8/8/17	Mon 8/21/17
<b>Implementation</b>	<b>151 days</b>	<b>Mon 7/2/18</b>	<b>Mon 1/28/19</b>
<b>Student Eligibility</b>	<b>6 days</b>	<b>Mon 7/2/18</b>	<b>Mon 7/9/18</b>
Student Eligibility Configuration Training	1 day	Mon 7/2/18	Mon 7/2/18
Configure Applications	1 day	Tue 7/3/18	Tue 7/3/18
Configure Scanning	1 day	Wed 7/4/18	Wed 7/4/18
Students and Letter Templates Training	1 day	Thu 7/5/18	Thu 7/5/18
Application Training	1 day	Fri 7/6/18	Fri 7/6/18
Online Applications Training	1 day	Mon 7/9/18	Mon 7/9/18
<b>Point of Service</b>	<b>47 days</b>	<b>Tue 7/10/18</b>	<b>Wed 9/12/18</b>
Configuration Training	1 day	Tue 7/10/18	Tue 7/10/18
Configuration Tasks	5 days	Wed 7/11/18	Tue 7/17/18
Terminal Installation	15 days	Wed 7/18/18	Tue 8/7/18
Vending Installation	10 days	Wed 7/18/18	Tue 7/31/18
POS Cashier Training	10 days	Wed 8/8/18	Tue 8/21/18
Terminal Testing	10 days	Wed 8/22/18	Tue 9/4/18
Manager/End of Day Training	5 days	Wed 9/5/18	Tue 9/11/18
End of Month Training	1 day	Wed 9/12/18	Wed 9/12/18

<b>SchoolCafe - Payments</b>	<b>3 days</b>	<b>Thu 9/13/18</b>	<b>Mon 9/17/18</b>
Configuration Training	1 day	Thu 9/13/18	Thu 9/13/18
SchoolCafe Training	1 day	Fri 9/14/18	Fri 9/14/18
SchoolCafe QA	1 day	Mon 9/17/18	Mon 9/17/18
<b>Inventory Management</b>	<b>20 days</b>	<b>Tue 9/18/18</b>	<b>Mon 10/15/18</b>
Configuration Training	1 day	Tue 9/18/18	Tue 9/18/18
Central Office Inventory Training	1 day	Wed 9/19/18	Wed 9/19/18
Import Vendors	3 days	Thu 9/20/18	Mon 9/24/18
Import Inventory Items	10 days	Fri 9/25/18	Mon 10/8/18
Site Inventory Training	2 days	Tue 10/9/18	Wed 10/10/18
Intelliscan Training	1 day	Thu 10/11/18	Thu 10/11/18
Site Inventory QA	1 day	Fri 10/12/18	Fri 10/12/18
Intelliscan QA	1 day	Mon 10/15/18	Mon 10/15/18
<b>Bid Analysis</b>	<b>3 days</b>	<b>Tue 10/16/18</b>	<b>Thu 10/18/18</b>
Configuration Training	1 day	Tue 10/16/18	Tue 10/16/18
Configuration	1 day	Wed 10/17/18	Wed 10/17/18
Go Live	1 day	Thu 10/18/18	Thu 10/18/18
<b>Menu Planning</b>	<b>68 days</b>	<b>Tue 10/16/18</b>	<b>Thu 1/17/19</b>
Configuration Training	1 day	Tue 10/16/18	Tue 10/16/18
Ingredients Training	1 day	Wed 10/17/18	Wed 10/17/18
Insert/Import Ingredients	20 days	Thu 10/18/18	Wed 11/14/18
Review Ingredient Data	1 day	Thu 11/15/18	Thu 11/15/18
Recipes Training	1 day	Fri 11/16/18	Fri 11/16/18
Insert/Import Recipes	20 days	Mon 11/19/18	Fri 12/14/18
Review Recipe Data	1 day	Mon 12/17/18	Mon 12/17/18
Menus and Menu Cycles Training	1 day	Tue 12/18/18	Tue 12/18/18
Insert Menus/Menu Cycles	20 days	Wed 12/19/18	Tue 1/15/19
Review Menu Data	1 day	Wed 1/16/19	Wed 1/16/19
Accept Menu Planning Data	1 day	Thu 1/17/19	Thu 1/17/19

<b>Production</b>	<b>7 days</b>	<b>Fri 1/18/19</b>	<b>Mon 1/28/19</b>
Configuration Training	1 day	Fri 1/18/19	Fri 1/18/19
Production Training	5 days	Mon 1/21/19	Fri 1/25/19
Production QA	1 day	Mon 1/28/19	Mon 1/28/19
<b>Central Warehouse</b>	<b>2 days</b>	<b>Mon 7/2/18</b>	<b>Tue 7/3/18</b>
Configuration Training	2 days	Mon 7/2/18	Tue 7/3/18
Central Warehouse Training	2 days	Mon 7/2/18	Tue 7/3/18
Central Warehouse QA	2 days	Mon 7/2/18	Tue 7/3/18
<b>Financials</b>	<b>2 days</b>	<b>Mon 7/2/18</b>	<b>Tue 7/3/18</b>
Configuration Training	2 days	Mon 7/2/18	Tue 7/3/18
Financials Training	2 days	Mon 7/2/18	Tue 7/3/18
Financials QA	2 days	Mon 7/2/18	Tue 7/3/18
<b>Team Work</b>	<b>2 days</b>	<b>Mon 7/2/18</b>	<b>Tue 7/3/18</b>
Configuration Training	2 days	Mon 7/2/18	Tue 7/3/18
Team Work Training	2 days	Mon 7/2/18	Tue 7/3/18
Team Work QA	2 days	Mon 7/2/18	Tue 7/3/18

### *Kick Off Meeting*

The kickoff meeting will be held onsite with the Independence SD team and is part of the planning phase that serves as a starting point for accomplishing the goals of this project. The Kick Off Meeting draft agenda will be delivered to the project manager at least 4 business days prior to the meeting and will include items such as:

- Introduce the team and discuss roles
- Verify the scope, vision and goal of the overall project
- Review current Independence SD operations
- Review the proposed Project Schedule
- Define milestones and deliverables with timelines
- Review and discuss project tracking in SharePoint hosted by Cybersoft
- Review and discuss other project related items

The Independence SD and PrimeroEdge project managers will collaborate and finalize the agenda with additional details as needed and deliver to the project teams one business day before the meeting. The Independence SD project manager will be responsible for coordinating the meeting location details and communicating to the PrimeroEdge project manager at least 1 week in advance.

### *Project Schedule*

This phase may include several discovery sessions so that the Cybersoft Customer Success Team completely understands Independence SD's time lines, goals and future vision. Areas in need of further software development will be discussed and scoped during the planning phase.

A timeline will be determined within the schedule and deliverables will be identified. The Project Schedule will be created using MS Project and uploaded to SharePoint upon final approval. Changes to the schedule will require a Change Request approved by both Project Managers.

### *Communication Plan*

We utilize SharePoint to create a custom project site which may include the project scope, goals and timelines that will be available to all project participants with permissions based on their project role. The project status will be available at all times on SharePoint and will be updated as tasks, training or milestones are completed. All variances will be tracked and identified using SharePoint internal tools and email alerts are automatically created based on thresholds and rules set during project planning.



The communication plan will be documented on SharePoint and updated as needed. To properly set expectations, the plan will include contact information for project members, communication types, communication schedule and an escalation process for the project.

After the initial project planning, communication will take place in many forms: through the SharePoint project page, emails, scheduled conference calls, and in-person meetings as needed.

### *Example*

Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable	Owner
Weekly Project Team Meeting	Meeting to review action register and status	Weekly	Conference Call	Project Team	Updated Action Register	Project Manager
Project Monthly Review	Present metrics and status to team and sponsor	Monthly	Conference Call	Project Sponsor, Team, and Stakeholders	Status and Metric Presentation	Project Manager
Project Deliverable Reviews	Present closeout of project phases and kickoff next phase	As Needed	Conference Call	Project Sponsor, Team and Stakeholders	Phase completion report and phase kickoff	Project Manager

### *Installation and Configuration*

Independence SD will be hosted on the PrimeroEdge server to reduce the amount of installation and configuration effort to begin using PrimeroEdge. The configuration training and plan will cover all configuration items for the system, individual modules and serving processes. The PrimeroEdge team will train and assist Independence SD with the configuration and provide best practices and help with configuration decisions based on previous customers similar to Independence SD.

### *Data Collection, Migration, and Entry*

In this phase of the project existing Independence SD contract data is collected from the Missouri Department of Education website via interface or can be imported into PrimeroEdge.

During Pilot Implementation Cybersoft will make its best efforts to import existing data. We understand that not all software can, or vendors are willing, to provide data in a format that allows for data import. We will import the following data (only):

Student Information	Vendors
Student Balance (One Time)	Inventory Items
Student Eligibility (One Time)	Ingredients
Adult Information	Financial data
Adult Balance (One Time)	
Direct Certification	

This phase is also ideal for planning and entering shared menu planning data. Beginning with clean data as well as a data plan for the future will help ease Independence SD's transition to PrimeroEdge, especially for those who are new to menu planning software. Cybersoft will provide an acceptable ingredient data format to help Independence SD request the data from their current provider. Ingredients are the most commonly imported data element in menu planning.

### *Training Plan*

Cybersoft offers conventional classroom, online, and webinar style training methods to allow for a solution that best fits each customer's needs. Training will be based on foodservice workflows and "day in the life" scenarios versus "point and click" software training. On-site training can be provided for Independence SD personnel for all phases of implementation and all components of software, however, more cost effective methods such as online and webinar training will be proposed as well during project planning. Onsite training will be held at Independence SD's chosen training location. On screen quick start guides and help guides (Amigo) are available as well as recorded trainings and webinars.

Each class will presume basic knowledge and understanding of related USDA regulations and Independence SD policies. Trainers can certainly clarify most regulatory questions as they arise in relation to the material being discussed, but Cybersoft's focus will be to train the PrimeroEdge software as a tool to ensure compliance, not on the regulations themselves.

### *User Acceptance Testing (UAT)*

UAT is performed when PrimeroEdge is initially deployed and just before a new feature set is released to customers. This testing ensures that the developed product meets all user requirements.

Independence SD involvement in UAT is critical to validate that PrimeroEdge functionality meets the stated needs prior to releasing to sites. UAT can be performed in conjunction with, or shortly after, Independence SD application training. Together, the Independence SD Project Manager and the Cybersoft Project Manager will develop an acceptance testing document. This document will be used to confirm acceptance of functionality meeting the requirements listed in the requirements tracking list as well as any changes that arise and are approved for implementation.

Prior to deploying future versions of PrimeroEdge, Cybersoft will provide Independence SD with complete Release Notes for use in UAT before approving the latest version for deployment into the production environment.

### *Pilot Implementation*

Before deploying a new software solution, it is prudent to “pilot” with a few representative sites. Pilot sites will use PrimeroEdge for one to three months to be sure that unplanned events can be handled and the system performs effectively. Pilot sites have the prestige of being the first to use PrimeroEdge and can help influence the overall rollout process. The pilot phase offers invaluable feedback on the implementation process as seen from the site’s perspective. Since every district is slightly different, a well-designed and executed pilot phase can save many hours of frustration for all parties by identifying areas that site’s may struggle with initially. Documentation, training, system configuration and possibly some system functions may be modified based upon the feedback and observations during the pilot phase. A successful pilot, especially one that results in process improvement, will offer stakeholders, as well as new PrimeroEdge sites, a great deal of peace-of-mind knowing that the end-to-end process has been vetted.

### *PrimeroEdge Deployment*

The final phase of the project plan is the district deployment. Once the pilot is completed, it is critical to train Independence SD personnel who will be supporting and training users during the district rollout. Sites planned for the initial implementation, are trained and implemented according to the project plan. Cybersoft’s experienced project team will help Independence SD review options for implementing PrimeroEdge across the district.

# Training Approach

Experienced Cybersoft trainers recognize that end-users will have varying levels of technical and procedural expertise. We fully expect that the end-user base will vary widely from highly trained, regulation-savvy professionals to new-to-the-industry individuals out in the field, many of whom may be technology shy. Years of experience understanding the wide range of end-users has molded Cybersoft's training approach to ensure all trainees learn PrimeroEdge so that they can take full advantage of this robust system.

Although PrimeroEdge is extremely user-friendly, it is a large software application with an extensive set of features and functionality, which would be overwhelming without proper training. Cybersoft trainers are skilled at putting trainees at ease so that their minds are open to learning the new software. We design classes to be engaging in order to help the material sink in and users learn.

Depending on the module and audience, training will include "hands-on" training and "day in the life" activities. For hands on training, we will use a predetermined training site, and the ideal classroom will enable each participant use of a personal computer. Either a computer lab or another onsite room that can be equipped with personal computers to facilitate instruction as a classroom can be used. Additional classroom requirements include a projector, table, screen, and power outlet.

PrimeroEdge provides online documentation that reinforces product training by offering simple and precise step-by-step answers to user questions and by providing specific examples that emphasize product features and functions. User-friendly printed and electronic user manuals that describe in detail the software capabilities, its usage, operation and troubleshooting guides.

## *Pre-Training for Districts*

Often districts have policies and procedures in place that need to be translated to permissions and settings in the software for customized functionality before training larger groups of employees. Cybersoft offers pre-training for smaller groups of decision makers before full training of the district to ensure the smoothest transition. These can also happen at the State level to ensure that all districts receive the same training and follow the same procedures.

**Ideal class size: 10 or less**

### *Conventional Training*

Cybersoft's conventional training utilizes a classroom instruction approach that features stand-up instruction, individualized training workstations, and multi-media presentations. Onsite training may also include hands on practice using a previously agreed upon training system.

**Ideal class size: 25 or less**

### *Online Training*

Online training is an alternative for those who may be limited in travel availability or for small classes where organizing travel and meeting facilities does not make sense. Online training will use the same outline and agenda as onsite, along with pauses for questions. For larger online training groups, we suggest that a central office person go through the training prior to training the larger class so he or she can help with facilitation.

**Ideal class size: 15 or less**

### *Online Training Q&A*

There is a lot to learn and often questions come up after the training when the real work begins. For this reason, we offer online training Q&A sessions. All attendees can benefit from the answers since they may have a similar question currently or might run into the same scenario soon. Online Q&A sessions also allow for more in-depth questions that may not have arisen during the original training.

**Ideal class size: 25 or less**

### *Webinars*

Webinars offer similar benefits as online training session on a larger scale. Large districts often take advantage of PrimeroEdge webinars because they provide the benefit of greater flexibility by offering multiple date and time options so that each user has greater control over their learning experience. Each webinar allows for 15 – 20 minutes of Q&A at the end.

**Ideal class size: 100 or less**

### *Recordings*

The training team regularly updates webinar recordings. Recordings are ideal for new employees and also for refresher training throughout the year. Recordings allow flexibility and are available at any time.

## Available Training Tools

### *Online Help Guide*

Amigo, our online help guide, provides step-by-step instructions to help you complete various tasks in PrimeroEdge. Amigo prompts you one step at a time and allows you to move forward at your own pace. This is useful when working with PrimeroEdge for the first time, working in a new area of PrimeroEdge or when you do not complete a task often enough to memorize it. The guide uses smart search technology to search for words, phrases or anything in between. Amigo even determines where you are in the process when you seek help and starts you from that step instead of the beginning and you can close the guide at any time.

### *Scheduling and Reporting Tool*

PrimeroEdge uses an innovative and easy-to-use scheduling solution to allow users control over their training schedules. To schedule online training, the scheduler will simply select the module, topic, trainer and time. Training will automatically be scheduled and the customer will receive an email with meeting details and a link to the conference call. Webinar registration is handled in a very similar fashion. When people have greater control over scheduling themselves, they are more likely to attend the session and be ready to learn when the session starts.

### *Training/Testing Environment*

Cybersoft provides a training environment for a “safe” place to learn without fear of causing damage. Trainees can learn more when they get to practice what is being taught. Cybersoft refreshes this website periodically to remove the clutter of “junk” data which may cause confusion.

## Trainings

### *Point of Service*

**Configuration Training:** Central Office Staff are shown all aspects of configuring POS for district use, including adding Sites, Users, Roles, and Menu Item buttons for the POS terminal. Although all steps will be covered in this training, there may be work outside the training to complete. A checklist will be given to attendees to ensure that all steps are completed.

*Attendees:* Central Office, Site Managers/Supervisors

Webinar	1.5 hours	Up to 30 Attendees
Online	1.5 hours	Up to 10 Attendees

**Cashier Pre-Training:** This training will cover all aspects of POS Cashier Training for Central Office Staff to determine how current employee capabilities and procedures are incorporated in the Cashier and Manager training of the software.

*Attendees:* Central Office and Site Managers/Supervisors

Online	1.5 hours	Up to 5 Attendees
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**Cashier Training:** This training will cover all aspects of POS Cashier that will be used by the district as determined in the Pre-Training. This training can include ringing up transactions, making payments, and tracking meal counts.

*Attendees:* Site Managers/Supervisors and Cashiers

Online	2 hours	Up to 15 Attendees
Onsite	3 hours	Up to 25 Attendees

**ExpressPoint:** This training will cover all aspects of the web-based application. This training can include classroom sales, ringing up transactions, and making payments.

*Attendees:* Cashiers and Site Managers/Supervisors

Online	1.5 hours	Up to 15 Attendees
Onsite	2 hours	Up to 25 Attendees

**Manager/Reconciliation Training:** This training is for Central Office, Managers and Assistants (if applicable) to learn all managerial functions. We will cover reconciling (balancing) sessions, performing edit checks, creating bank deposits, among other things.

*Attendees:* Central Office and Site Managers/Supervisors and Lead Cashiers

Online	1.5 hours	Up to 15 Attendees
Onsite	2 hours	Up to 25 Attendees

**Reports Training:** Central Office Staff and Managers will get an explanation of the 12 most often used POS Reports.

*Attendees:* Central Office and Site Managers/Supervisors

Recording	1 hour	N/A
Online	1 hour	Up to 15 Attendees

**End of Month Training:** Central Office Staff will learn best practices to ensure accurate and complete Reimbursement Claims using PrimeroEdge.

*Attendees:* Central Office

Recording	1 hour	N/A
Online	1 hour	Up to 5 Attendees

**School Café Training:** The School Café Recording will show you how parents can create accounts, add students, and make payments to the student accounts. If publishing Menus, you can watch a second recording describing how to Build a Tray and rate Menu Items, as well as other functionality.

*Attendees:* Central Office, Site Managers/Supervisors

Recording	1 hour	N/A
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**Point of Service Q&A:** These sessions are scheduled periodically for Managers who have been working in the system and come up with Questions.

*Attendees:* Site Managers/Supervisors and Cashiers

Webinar	1 hour	Up to 50 Attendees
Online	1 hour	Up to 25 Attendees



## *Student Eligibility*

**Configuration Training:** District IT will work with PrimeroEdge to set up imports and exports of data, as well as other configuration of Student Eligibility.

*Attendees:* Central Office and District IT

Online	1 hour	Up to 5 Attendees
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**Direct Approvals/Students and Letter Templates Training:** This training will cover all aspects of Direct Approval functionality for Central Office Staff, as well as how to access student information and modify district notification letter templates.

*Attendees:* Central Office and Student Eligibility Site Managers/Supervisors/Processors

Online	1.5 hours	Up to 15 Attendees
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**Applications and Online Applications Training:** Central Office Staff will learn how parent can fill out Applications using the Online Applications website, as well as how to scan/manually enter Applications, process Applications, and Notify parents.

*Attendees:* Central Office and Student Eligibility Site Managers/Supervisors/Processors

Online	2 hours	Up to 15 Attendees
Onsite	3 hours	Up to 25 Attendees

**Student Eligibility Q&A:** These sessions are scheduled periodically for Central Office Staff who have been working in the system and come up with Questions.

*Attendees:* Central Office and Student Eligibility Site Managers/Supervisors/Processors

Webinar	1 hour	Up to 50 Attendees
Online	1 hour	Up to 15 Attendees

*Food Distribution*

**Configuration and Training:** State Office Staff will configure the Food Distribution Module to meet their needs, as well as learn all functionality.

*Attendees:* Central Office, Food Distributing Managers/Supervisors

Online

2 hours

Up to 10 Attendees

**SFA Training:** This training instructs Central Office Staff on their use of the module.

*Attendees:* Central Office

Recording

1 hour

N/A

Webinar

1 hour

Up to 50 Attendees

*Inventory*

**Configuration Training:** After importing vendors and inventory items, Central Office Staff will learn how to configure Inventory to meet the district's needs.

*Attendees:* Central Office and Inventory Managers/Supervisors

Online	1 hour	Up to 5 Attendees
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**Inventory Pre-Training:** This training will cover all aspects of Inventory for Central Office Staff to determine how current employee capabilities and procedures are incorporated in the Manager training of the software.

*Attendees:* Central Office and Inventory Managers/Supervisors

Online	1 hour	Up to 5 Attendees
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**Inventory Training:** This training will cover all aspects of Inventory for Managers, Assistant Managers and warehouse staff, including Physical Inventory, Orders, Receipts, Transfers, and Withdrawals. Procedures discussed during pre-training are incorporated in this training. This training may include hands-on practice in a predetermined training system.

*Attendees:* Central Office and Inventory Managers/Supervisors/Inventory Leads

Online	2 hours	Up to 15 Attendees
Onsite	3 hours	Up to 25 Attendees

**IntelliScan Training:** Warehouse Staff (if applicable) and Managers will learn the functionality of IntelliScan from creating an account and logging in, to scanning receipts and physical inventory.

*Attendees:* Central Office and Inventory and Warehouse Managers/Supervisors/Inventory Leads

Online	45 min	Up to 15 Attendees
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**Inventory Q&A:** These sessions are scheduled periodically for Managers who have been working in the system and come up with Questions.

*Attendees:* Central Office and Inventory and Warehouse Managers/Supervisors/Inventory Leads

Online	1 hour	Up to 15 Attendees
Webinar	1 hour	Up to 100 Attendees

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## Central Warehouse

**Central Warehouse Configuration:** The Managers, Central Warehouse Manager, and the Food Service Director are guided through the process of configuring their site for the central warehouse functionality.

*Attendees:* Central Office, Warehouse Managers/Supervisors

Online	0.5 hour	Up to 5 Attendees
Onsite	0.5 hour	Up to 25 Attendees

**Central Warehouse Training:** The Managers, Central Warehouse Manager, and the Food Service Director will receive a demonstration and a variety of exercises on tracking Central Warehouse stock, shipping to different sites, transferring items, withdrawing items, and creating routes for drivers for different sites.

*Attendees:* Central Office and Warehouse Managers/Supervisors

Online	0.5 hour	Up to 5 Attendees
Onsite	0.5 hour	Up to 25 Attendees

**Central Warehouse Q&A:** These sessions are scheduled periodically for Managers and Central Warehouse Managers who have been working in the system and come up with Questions.

*Attendees:* Central Office and Warehouse Managers/Supervisors

Online	1 hour	Up to 5 Attendees
Onsite	1 hour	Up to 25 Attendees

## Menu Planning

### OPTION 1: STRUCTURED MENU PLANNING

**Configuration Training:** After importing ingredients items, Central Office and Nutrition Staff will learn how to configure Menu Planning to meet the district's needs

*Attendees:* Central Office and Menu Planner

Online	1 hour	Up to 5 Attendees
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**Ingredients and Stock Items Training:** In this training Central Office and Nutrition Staff will learn all aspects of Ingredients and linking Ingredients to Stock Items in order to get costing information.

*Attendees:* Central Office and Menu Planner

Webinar	1.5 hour	Up to 50 Attendees
Online	1.5 hour	Up to 10 Attendees

**Recipes and Menu Item Training:** Central Office and Nutrition Staff will learn how to create Recipes, view Recipes already created, and edit Recipes whose content has changed. Staff will also learn how to search for, add, and edit Menu Items, which contain the food component contribution information for each item along with leftover management processes.

*Attendees:* Central Office and Menu Planner

Webinar	1.5 hours	Up to 50 Attendees
Online	1.5 hours	Up to 15 Attendees

**Menus and Menu Cycles Training:** Central Office and Nutrition Staff will learn how to create, view, analyze and edit Menus and Menu Cycles. They will also learn how to assign Menus and Menu Cycles to the Production Calendar.

*Attendees:* Central Office and Menu Planner

Webinar	1.5 hours	Up to 50 Attendees
Online	1.5 hours	Up to 15 Attendees

**Menu Planning Q&A:** These sessions are scheduled periodically for Central Office and Nutrition Staff who have been working in the system and come up with Questions.

*Attendees:* Central Office and Menu Planner

Webinar	1 hour	Up to 50 Attendees
Online	1 hour	Up to 15 Attendees

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OPTION 2: FLEXIBLE MENU PLANNING

**Configuration Training:** After importing ingredients items, Central Office and Nutrition Staff will learn how to configure Menu Planning to meet the district's needs.

*Attendees:* Central Office and Menu Planner

Online	1 hour	Up to 5 Attendees
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**Flexible Menu Planning 1:** This training will guide Central Office and Nutrition Staff through the Menu Cycles, Menus and Menu Items. We will also talk about Placeholders and how to use that particular tag within the Flexible Menu Planning option.

*Attendees:* Central Office and Menu Planner

Webinar	1.5 hour	Up to 25 Attendees
Online	1.5 hour	Up to 10 Attendees

**Flexible Menu Planning 2:** This training will guide Central Office and Nutrition Staff through Recipes, Ingredients, and the Information Tabs associated with each Menu Item. We will also learn how to copy a State Recipe into a District Recipe. Assigning Menus and Menu Cycles to Production calendar is also included in this training.

*Attendees:* Central Office and Menu Planner

Webinar	1.5 hours	Up to 25 Attendees
Online	1.5 hours	Up to 15 Attendees

**Menu Planning Q&A:** These sessions are scheduled periodically for Central Office and Nutrition Staff who have been working in the system and come up with Questions.

*Attendees:* Central Office and Menu Planner

Webinar	1 hour	Up to 50 Attendees
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## *Production*

**Production Pre-Training (optional):** Once Menus are assigned to the Production Calendar, Central Office and Nutrition Staff can attend this preview of Production training. This allows them to customize the training for their managers using specific examples and tying current policies and procedures to the new system.

Attendees: Central Office, Menu Planner and Nutrition Staff

Online	1.5 hours	Up to 10 Attendees
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**Production Training:** Once Menus are assigned to the Production Calendar, Managers and Nutrition Staff will receive a demonstration and a variety of exercises that include Production Plans and Records, Production Status and Reports, as well as Production Orders and Withdrawing from Inventory. This training may include hands-on practice in a predetermined training system.

Attendees: Central Office, Menu Planner and Nutrition Staff

Online	2 hours	Up to 15 Attendees
Onsite	3 hours	Up to 25 Attendees

### *With use of Inventory Module*

Online	2.5 hours	Up to 15 Attendees
Onsite	3 hours	Up to 25 Attendees

## *Central Production*

**Central Production Configuration:** The Managers and the Food Service Director are guided through the process of configuring their site for central production functionality.

Attendees: Central Office and Nutrition Staff

Online	0.5 hours	Up to 5 Attendees
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**Central Production Training:** This course provides Managers and Food Service Directors with a demonstration and a variety of exercises that will include the following: creating a central production, combining orders from different sites into one ticket, pulling menus from menu planning, and creating routes for food deliver to individual sites

Attendees: Central Office and Nutrition Staff

Online	1 hour	Up to 5 Attendees
Onsite	1 hour	Up to 15 Attendees

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## Financials

**Financials Configuration:** After submitting your Financial Accounts and Payroll spreadsheet, a project mentor will guide Central Office on how to properly configure your Financials Module in PrimeroEdge.

Attendees: Central Office and District Accounting Staff

Online	1 hour	Up to 5 Attendees
Onsite	1 hour	Up to 25 Attendees

**Financials Functionality:** After configuring the Financials Module, this training will guide Central Office on how to manage your district's accounts payable, statements, budget and other features of the Financials Module in PrimeroEdge.

Attendees: Central Office and District Accounting Staff

Online	2 hours	Up to 5 Attendees
Onsite	2 hours	Up to 15 Attendees

**Financials Q&A:** These sessions are scheduled periodically for Central Office Staff who have been working in the Financials module and have additional questions.

Attendees: Central Office and District Accounting Staff

Online	1 hour	Up to 5 Attendees
Onsite	1 hour	Up to 15 Attendees

**Financials Budgeting (Optional):** Central Office staff will learn how to create a budget based the previous year's data in the Financials Module. This course is recommended for second year user of the module.

Attendees: Central Office and District Accounting Staff

Online	0.5 hour	Up to 5 Attendees
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## *Bid Analysis*

**Bid Analysis Administration Training:** Managers and the Food Service Director will receive a demonstration and a variety of exercises that will include the following: creating bids, following bids, comparing bids, and awarding bids to the best vendor.

*Attendees:* Central Office and Managers/Supervisors

Online

1 hour

Up to 5 Attendees

**Bid Analysis Q&A:** These sessions are scheduled periodically for Managers, the Food Service Director and Central Office Staff who have been working in the system and come up with questions.

*Attendees:* Central Office and Managers/Supervisors

Online

1 hour

Up to 5 Attendees

## *Teamwork*

**Teamwork Module:** Managers and Central Office staff will receive instructions on how to set up a Team Work user and role in the System module, and how to create, manage and track training requirements for their staff to comply with USDA professional standards.

*Attendees:* Central Office and Managers/Supervisors

Recording

1 hour

N/A

## Support

Responsive customer service and support is a very important commitment at PrimeroEdge. When implementation is complete, the PrimeroEdge Customer Success team transitions the customer to the PrimeroEdge Customer Care team for on-going support and maintenance. As part of the annual maintenance, PrimeroEdge provides email and phone support as well as software updates.

Cybersoft prides itself on responsive customer service. Customer calls are answered “live” (no queue) by a skilled PrimeroEdge Customer Care Specialist. PrimeroEdge toll-free phone and email support is available from 6:00 AM – 6:00 PM CST, Monday through Friday, except on the holidays listed below.

### *Observed Holidays:*

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

Our average talk-time length for support calls is 6 minutes, and 95% of these calls result in complete resolution of customer issues within that time. The remaining 5% are resolved within an average of 4 hours. The following chart details issue escalation.

### *Incident Tracking Procedure*

Cybersoft uses a help desk ticketing system to track support calls and problem reports. When a problem is reported, a ticket is created with a unique number used to identify the call/problem with the Customer Care team and to track the ticket progress until resolution. An email is sent to the customer as confirmation when the ticket is created.

Priority	Description	Maximum Response Time	Priority	Escalation Protocol
P1	Critical problem. System down. No workaround	4 hrs.	P1	Customer care notified. If not responded t in 4 hrs. Customer Manager notified. If not responded to within 6 hrs. issue escalated to Customer Engagement Manager who may escalate higher internally
P2	Serious problem. System impaired. No effective workaround	24 hrs.	P2	If issue not responded to in 24 hrs. Customer Care Manager notified.
P3	Serious problem. System degraded. Acceptable workaround available	3 days	P3	If issue not responded to within 3 business days Customer Care Manager notified. If not responded to within 4 business days, issue escalated to Customer Engagement Director who may escalate to higher levels or to Product Team
P4	Minor problem. System functioning with limitations or undesirable behavior.	5 business days	P4	No automatic escalation.
R1	Request for development that is needed in less than 6 months.	Open as it fits into Development lifecycle	R1	No automatic escalation.
R2	Request for development needed that can wait 7 mos. or longer	Open as it fits into Development lifecycle	R2	No automatic escalation.

## Maintenance

Major updates and upgrades are released several times annually. These updates/upgrades are provided at no additional cost to hosted customers and those with a support and maintenance agreement.

### PrimeroEdge POS Updates

Updating software on all POS machines is simplified with the PrimeroEdge built in self-updating tool that utilizes Background Intelligent Transfer Service (BITS) to transfer files using idle network bandwidth. This update tool has a built-in notification mechanism and rolls back any unsuccessful updates while allowing normal POS operations.

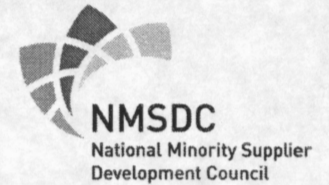
This update tool offers the unique advantage of minimizing human intervention in updating client machines which can often be error-prone, costly, and lead to downtime. The updater tool is capable of not only updating the assemblies, but also the data-related tasks such as modifying the data or the data structure itself.

### Monitoring

The update process is monitored by Cybersoft Customer Care with a local application as well as the Version Monitor application built into PrimeroEdge. District users can monitor the update process with Version Monitor as well to verify the status at any time.

THIS CERTIFIES THAT

**Cybersoft Technologies, Inc.**  
Cybersoft Primeroedge



\* Nationally certified by the: **HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 541511

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

08/31/2016

**Issued Date**

HS04412

**Certificate Number**

*Joset Wright-Lacy*

Joset B. Wright-Lacy

*Ingrid M. Robinson*

Ingrid M. Robinson, President

08/31/2017

**Expiration Date**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

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