



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

Business Services Committee

John Benbow, Jr., Chairman
Katherine Bielski-Medina, Member
Larry Davis, Member
John A Krings, President

March 5, 2018

LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
 - A. Ford Passenger Van Purchase – Approval
 - B. Skyward Food Service Software Purchase – Approval
 - C. Investment Agreement Certification – Approval
- IV. Updates and Reports
 - A. Purchases - Update
- V. Agenda Items
- VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at [715-424-6701](tel:715-424-6701), at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling [715-424-6701](tel:715-424-6701).

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



BACKGROUND

Wisconsin Rapids Public School District - Board of Education

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LOCATION: Board of Education Conference Room A/B

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services

A. Ford Passenger Van Purchase – Approval

The District’s Non-Special Needs Van is being used more and more to transport students on a daily basis for Gifted and Talented and other programs. The District has no van available for small athletic teams and other student or staff groups. Ford Motor Company makes a 10-passenger van available with government pricing for just under \$26,000.

Listed below are the bids received:

Rapids Ford Lincoln LLC	25,979.66
Scaffidi Motors Inc	25,716.50
V & H Automotive	25,991.00

The administration recommends that the proposal to purchase a Ford 10-passenger van at a cost of \$25,716.50 from Scaffidi Motors be recommended for approval to the Board of Education.

B. Skyward Food Service Software Purchase – Approval

Skyward is being recommended as the vendor to supply the Food Service Point of Service and Eligibility Management software system beginning in the 2018-2019 school year. The Request for Proposal was sent out in December 2017. Bids were received from Skyward and Heartland and both made presentations to the selection committee on January 25, 2017. Attachment B lists the evaluation criteria used to evaluate the proposals. Also attached as attachment B is the cost proposal from Skyward.

Elizabeth Severson, Food Service Director, will be present to explain the reason for the recommended change from MealTime, the current software provider.

The administration recommends that approval of the purchase of the Skyward Food Service Point of Service and Eligibility Management software system beginning with the 2018-19 school year at a total cost of \$12,721.00 which includes software and training, be recommended for approval to the Board of Education.

Business Services Committee Meeting Background – March 5, 2018

C. Investment Agreement Certification – Approval

The District has been placing investments with UBS Financial Services for twenty years. In an environment of rising interest rates, UBS has been able to provide better rates than the Local Government Investment Pool (LGIP) or PMA. The District currently has two investments with UBS maturing in 90 and 99 days that will provide a return of \$40,000.00 or about \$5,000.00 better than the LGIP or PMA. UBS has a form (Attachment C) to be signed that indicates that the governing body has authorized investments with UBS and that the individual executing investments is authorized to do so.

The administration recommends that the UBS Certification and Agreement of Government/Government-Related Entity be recommended for approval to the Board of Education.

IV. Updates and Reports

A. Purchases – Update

Copies of the following invoices are included as Attachment A:
Apple Computer – iPads for Virtual School

V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.

VI. Future Agenda Items

No future agenda items of the Business Services Committee were identified.



Purchase Order
WISCONSIN RAPIDS SCHOOL DISTRICT

510 PEACH STREET
 WISCONSIN RAPIDS, WISCONSIN 54494
 PHONE (715) 424-6705 - FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,
 CORRESPONDENCE, OR INVOICES

PO# 18002182

DATE: 02/07/18

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 3815

PHONE:

REQ: 00035067

EMAIL:

APPLE COMPUTER-EDUC SALES SUPPORT
 PO BOX 149116
 AUSTIN TX 78714-9116

BUYER:

SHIP TO: Central Storage
 2510 Industrial Street
 Wisconsin Rapids WI 54495

COPY

CONTACT: J Jestadt

SITE: Central Office

VENDOR ACCOUNT:

SPECIAL INSTRUCTIONS: Please fax to 866-845-2999

Please send the following, freight charges prepaid. Cancel back orders not received by

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		PER PURCHASING POLICY 672		
		Please attach Proposal 2103091469		
6.00		BMG42LL/A iPad Wi-Fi 32GB - Space Gray; DO NOT ENGRAVE (10 packs)	2,940.00	17,640.00
2.00		PP2F2LL/A iPad Wi-Fi 32GB - Space Gray; DO NOT ENGRAVE	299.00	598.00
		TOTAL:		18,238.00
		BLDG & GRNDS: Please deliver to Phil Bickelhaupt at TRC.		
		COPY TO RENEE, PLEASE - GASB 34 - the items will be divided between and housed in the Mead and Woodside Elementary School Libraries.		
		Board of Education Update - March 5, 2018 Business Services Committee meeting.		
		***** For School District of Wisconsin Rapids use only 8-10-809-436-222200-000-000000-2		18,238.00

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM
 ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54
 PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed: *[Signature]*

Evaluation Criteria

Criteria Weight: All proposals that met the mandatory requirements shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight	Skyward	Heartland
The qualifications and experience of the persons to be assigned to the project.	10	10	10
The ability to perform the work in the time allotted for the project, as demonstrated by their proposed project schedule, commitment of management, personnel and other resources.	10	10	10
Thoroughness and completeness of the proposal and on-site presentation / interview relative to the SFA's requirements.	10	10	10
The demonstrated experience in providing equipment/services of comparable specifications / scope and value based on references.	10	10	10
The understanding of the problem; details of the offering; how you plan to meet the requirements of this RFP.	5	5	5
Level of compatibility of the proposed system with the SFA's current SIS and OPP.	5	5	2
Local or regional presence.	5	5	2
The price proposal / pricing structure or Total Proposed Cost.	20	20	17
The training plan and training facilities / staff relative to the requirements of this RFP.	10	10	8
Program is user friendly to all potential user groups (i.e. cashiers, secretaries, administration, parents, etc.).	10	10	10
Speed of response time to customer calls and emergencies based on response from references.	5	5	5
Total	100	100	89



SMS 2.0

Wisconsin Rapids, WI

The following pricing for software and services is provided specifically for you. If you would like information on a product or service not included below, please contact your Account Executive.

Per Student Pricing

Student Management Suite		5,085 Students			
		Full 12-Month Recurring Fee ¹	Services	Full 12-Month Annual License Fee	Total
Student Management Suite Software					
Food Service	\$ 1.25 /student	\$ 6,356.00	\$ -	\$ -	\$ 6,356.00
Student Management Suite Training					
² On-Site Days (2)		-	3,500.00	-	3,500.00
² Web Hours (6)		-	1,170.00	-	1,170.00
Consultative Services - Student		-	195.00	-	195.00
Project Management		-	1,500.00	-	1,500.00
Subtotal Student Management Suite		\$ 6,356.00	\$ 6,365.00	\$ -	\$ 12,721.00
³ Total Student Management Suite Solution					\$ 12,721.00

Pricing Footnotes

- ¹ The contract term for the module(s) listed on this proposal will coincide with the pre-existing contract term for corresponding core product and will renew on July 1, 2020.
- ² The standard Skyward training plan has been modified. Skyward reserves the right to require more training. 171886dt
Should additional training be necessary it will be charged at the then-current rate.
- ³ Pre-printed forms for report cards can only be printed using supported laser printers.
Skyward PaC software requires client access to utilize features that integrate with Microsoft products Excel and Word.
Skyward Web based products like EA+ do not require client access to Microsoft Office products.

Crystal Reports can be purchased directly from Skyward for additional custom reporting functionality and/or web Custom Reports.

Third-party product licenses may be subject to an annual increase.

Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications.
Skyward's IT Services can provide you more information including cost and installation of an SSL certificate.

Training Footnotes

Skyward consultation and training is sold as a number of days and web hours identified on the proposal. The number of days and hours sold is an estimate of customer needs based on a combination of preliminary information gathered from the customer prior to the sale and Skyward's past training experience. It will be at the discretion of the Skyward and Customer Project Managers to use the days and web hours in a manner that best suits the customer. Any time spent by Skyward consultants for preparation, follow up, and the creation of training materials or other deliverables is also considered billable and will be deducted from this consulting time at the consulting rate. The customer can purchase additional consulting hours if more consulting time is needed/desired.

Skyward On-Site Training Policy. A maximum of 10 people may attend each on-site day unless otherwise noted in this proposal. Should more people attend the training over the numbers stated, the customer will be charged an additional \$200 for each person.

Web training allows Skyward to remotely present, discuss, and review our product directly with you. This application utilizes the Internet and is conducted live between your staff (at their own workstation) and a Skyward service representative without the need for them to travel to your location. This provides you with a lower cost of training and/or implementation along with greater flexibility of your installation timeline.



UBS Financial Services Inc.

Client ID: _____
For Branch Use only

Certification and Agreement of Government/ Government-Related Entity

Entity Name

Wisconsin Rapids Public Schools

This certification and agreement (Agreement) of the entity identified above (Client), based on the authorized action of its governing body, amends and supplements the provisions contained in the Client Relationship Agreement and any Investment Advisory Agreement or Consulting Services Agreement executed between Client and UBS Financial Services Inc. or UBS Financial Services Inc. of Puerto Rico as applicable (UBS) (all documents including the Agreement collectively referred to as the "UBS Agreements"). Defined terms used in this Agreement have the same meaning as in the other UBS Agreements unless otherwise defined in this Agreement.

Please review this Agreement, include the appropriate signature(s) where indicated on page 2 and return it to your Financial Advisor.

In connection with UBS's agreement to provide services to the Client according to the UBS Agreements, and after review of all federal, state and local laws and regulations applicable to the Client and its investments, and consultation with its counsel, the Client hereby represents to UBS and agrees to the following with respect to all of its UBS accounts and relationships:

Custody (Applicable only if UBS holds or will hold Client assets)

UBS is eligible to accept, deposit and custody the Client's securities and related assets, and there are no further steps that UBS must take to assure this eligibility.

Investment policy and compliance with applicable laws

The Client represents that, in the event it has provided a written investment policy statement (Investment Policy) to UBS, it reflects investments that are permissible according to applicable federal, state and local laws and regulations, and it has been approved by the Client's governing body. The Client also represents, warrants and agrees that, unless otherwise agreed to in a written agreement under UBS Institutional Consulting or UBS DC Advisory (Consulting Services Agreement) or other document signed by UBS:

- The Client is the sole party responsible for directing its investments;
- The Client is the sole party responsible for monitoring Client's account(s) with UBS to conform with the Client's Investment Policy;
- The Client is the sole party responsible for ensuring that Client's account(s) with UBS and any authorized trade for the Client's account(s) with UBS complies with the Client's Investment Policy;
- UBS shall have no obligation to monitor the Client's account(s) with UBS or to monitor any trade or trades for the Client's account with UBS, for conformance with the Client's Investment Policy or to inform the Client if UBS believes a trade or position in the Client's account does not, or may not, conform with the Client's Investment Policy; and
- The Client has reasonable procedures and controls in place to prevent the Client from directing investments outside the scope of the Client's Investment Policy or applicable law, and to monitor the Client's account with UBS for ongoing conformance with the Client's Investment Policy.

The Client acknowledges that, by accepting an Investment Policy from the Client (if applicable), UBS does not take on any additional duties or obligations over and above those set forth in the UBS Agreements.

UBS relationship and the Municipal Advisor Rule

The Client understands and agrees that UBS will not act as an investment advisor or a fiduciary either to the Client or for the Client's account(s) with UBS, except and to the extent agreed in a UBS investment advisory contract.

The Client also understands and agrees that UBS will not act as a municipal advisor as defined under Section 15B of the Securities Exchange Act of 1934, Rule 15Ba1 et seq. (the "Municipal Advisor Rule") to the Client and will not provide advice on investment strategies, including investing municipal bond proceeds, or advice with respect to municipal financial products, including municipal derivatives and guaranteed investment contracts. To ensure the firm does not inadvertently become a municipal advisor to you, please make one of the two representations by checking the relevant box.



I certify:

- (a) I am an official representative of the Client listed below, and am authorized to sign this certification;
- (b) I have access to the appropriate information or have direct knowledge of the source of the funds in the account(s) or arrangement that the Client has with UBS that enable me to make these representations and for the purposes of the Municipal Advisor Rule relating to the registration of municipal advisors;

No bond proceeds or escrow investments
 None of the funds currently invested in or through the account(s) or arrangement that Client has with UBS, or that the Client seeks to invest in these accounts, constitute (i) proceeds of municipal securities or (ii) municipal escrow investments. I further certify that the Client will not invest any funds in or through the Firm that constitute proceeds of municipal securities or municipal escrow investments without first notifying the Firm in writing;

Have bond proceeds or escrow investments and represented by Municipal Advisor
 Some or all of the funds currently invested in or through the account(s) or arrangement that Client has with the Firm, or that the Client seeks to invest in these accounts, constitute (i) proceeds of municipal securities or (ii) municipal escrow investments, and we are represented or will be represented by an independent registered Municipal Advisor;

Have bond proceeds or escrow investments and NOT represented by Municipal Advisor
 Some or all of the funds currently invested in or through the account(s) or arrangement that Client has with the Firm, or that the Client seeks to invest in these accounts, constitute (i) proceeds of municipal securities or (ii) municipal escrow investments, and we are NOT represented and will NOT be represented by an independent registered Municipal Advisor;

This Agreement shall continue to be effective until written notice of amendment or revocation is received by UBS.

This Agreement shall continue to benefit the Client's successors and assigns, by merger, consolidation or otherwise.

Liability

The Client understands that UBS, its affiliates, and their respective directors, officer, agents and employees will rely on the accuracy of the representations made in this Certification and Agreement and will not be responsible to the Client for any losses or other damages that may arise out of any false or inaccurate representations.

Authorized persons

The individuals signing below represent and certify that the Client's governing body has:

- Approved this Agreement;
- Authorized the individuals signing below to execute and deliver this Agreement for and on behalf of the Client; and
- Authorized and directed each individual signing below to act on the Client's behalf in connection with opening the Client's account(s) with UBS, obtaining services from UBS, and in directing investments for the Client's account(s) with UBS.

Conflicts

In the event of any conflict between the terms of this Agreement and the terms of a Consulting Services Agreement, the terms of the Consulting Agreement will control. In the event of any conflict between the terms of this Agreement and any other UBS agreement, this Agreement will control.

	_____	_____
	<i>Signature</i>	<i>Print Name and Title</i>
	_____	_____
	<i>Signature</i>	<i>Print Name and Title</i>
	_____	_____
	<i>Signature</i>	<i>Print Name and Title</i>
	_____	_____
	<i>Signature</i>	<i>Print Name and Title</i>