

Management and Accountability  
Carol Cortes, Deputy Superintendent

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS TO SELECT A CREDIT CARD AND CHECK DEBIT SERVICING BUREAU FOR PREPAID MEALS WITHIN THE FOOD SERVICE FUND**

The Superintendent of Schools requests authorization to issue a Request for Proposals to select a credit card and check debit servicing bureau that would permit parents or legal guardians of students utilizing the district's food service program to prepay meals at pre-determined levels.

It is believed that when instituted, this program will save site-based cafeteria personnel time in the processing and reconciliation of checks totaling approximately \$100,000 monthly.

The benefits of this program extend beyond monetary savings to the district, parents and legal guardians. Implementing the credit card and check debit prepaid meals program will reduce the time expended writing weekly or monthly checks to prepay children's meals. Once established, a predetermined authorized amount will be charged, automatically replenishing the student's account whenever the balance drops below a minimum amount. Additionally, some benefits may accrue to the parents or legal guardians from various promotional offerings from credit cards in the way of airline miles and rebates based on gross charged amount.

The selection of a credit card and check debit service bureau will be determined by a committee on the basis of several factors, including background, qualifications and experience.

The selection committee will consist of representatives from the following areas:

- Department of Food and Nutrition
- Office of the Controller
- Bureau of Procurement and Materials Management
- Office of Risk and Benefits Management
- Division of Business Development and Assistance
- Office of Management and Compliance Audits
- Office of Information Technology
- Parent Teacher Association

**REPLACEMENT  
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The estimated timeline for implementation is as follows:

- Contract Review Committee May 10, 2001
- Request Board approval to issue RFP and approval of selection committee May 16, 2001
- Mailing of RFP May 21, 2001
- Opening of Proposals June 12, 2001
- Evaluation completed by Selection Committee June 18, 2001
- Oral Presentation (if required) June 21, 2001
- Recommendation to School Board for approval August 22, 2001

A copy of the RFP will be provided to Board Members under separate cover and will be available for inspection in the Office of Board Recording Secretary and the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to issue a Request for Proposals to select a credit card and check debit servicing bureau for prepaid meals within the food service fund.

CC:OJG:gw