WILLIAM PATERSON UNIVERSITY
Purchasing Office • College Hall, Room 320
300 Pompton Road • Wayne, New Jersey 07470
973.720.2101 • purchasing@wpunj.edu • wpunj.edu

Request for Proposal No. R203-27

Point of Sale Meal Plan Management System

Revision No. 1 Changes are highlighted in yellow.

Event	Date	Time
RFP Question Cut Off Date (Refer to RFP Section 1.3.2 for more information.)	October 19, 2026	4:30 PM
Addendum (to be issued if necessary) and/or Questions and Answers	October 27, 2026	N/A
RFP Submission Due Date (Refer to RFP Section 1.3.3 for more information.)	November 9, 2026	2:00 PM

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Purchasing Department webpage.

RFP Issued By

William Paterson University Purchasing Department
College Hall Room 320
358 Hamburg Turnpike, Wayne, NJ 07470
Phone: 973.720.2101
http://www.wpunj.edu/purchasing/

Assigned Purchasing Contact: Steve Sondey
Telephone No: 973-720-2862 E-mail: sondeys@wpunj.edu

~~September 18, 2026~~ October 27, 2026

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October 2, 2026

NOTICE TO BIDDERS
RFP # R203-27

PUBLIC NOTICE is hereby given that request for proposals for Point of Sale Meal Plan Management System for William Paterson University of New Jersey, located at 300 Pompton Road, Wayne, New Jersey will be received in accordance with the posted bid documents by the University's Director of Purchasing until **2:00 P.M.** on **November 9, 2026** at which time all proposals will be opened in a Zoom video conference and results posted to the Purchasing Office website**.**

Proposals are to be submitted as an electronic PDF attachment e-mailed to purchasing@wpunj.edu. It is the responsibility of the bidder to ensure its proposal reaches the William Paterson University Purchasing Department on time.

Bid documents may be accessed at the following link: http://www.wpunj.edu/purchasing/bid.html.

Bidders may not submit more than one proposal. William Paterson University of New Jersey may reject any or all proposals or waive any informalities in accordance with applicable law. No proposals shall be withdrawn for a period of sixty (60) days subsequent to the opening of the proposals.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. Equal Employment Opportunity and Affirmative Action.

Steve Sondey – Director of Purchasing

1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

1.1.1. PURPOSE: The purpose of this Request for Proposal (RFP) is to solicit proposals for equipment to be used on the campus of William Paterson University of New Jersey, 300 Pompton Road, Wayne, NJ 07470.

1.1.2. INTENT: Based on this RFP, the University intends to award a contract to the responsible bidder whose proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered.

1.1.3. TERMS: William Paterson University standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2. BACKGROUND

1.2.1. CURRENT CONTRACT: The University's current contract is expiring and the University is soliciting proposals for a new contract.

1.2.2. THE UNIVERSITY: William Paterson University is a public institution of higher education established pursuant to Chapter 64 of the laws of the State of New Jersey (N.J.S.A. 18A: 64-1, et seq.)

William Paterson University is the third oldest public higher education institution in New Jersey, chartered in 1855 in the city of Paterson. The University is named for William Paterson (1745-1806), the New Jersey patriot who was a signer of the Constitution, one of New Jersey's first U.S. senators, New Jersey's second governor, and a U.S. Supreme Court Justice.

Set on 370 wooded acres in Wayne and North Haledon, New Jersey, the University's main campus and four remote sites are just three miles from the historic Great Falls in Paterson yet just 20 miles from the rich cultural, artistic, and commercial life of New York City. The University has nearly 10,000 students and employs approximately 275 full-time faculty. The main campus includes 40 buildings totaling 1.9 million square feet.

Granted university status in 1997, William Paterson University is one of the nine state colleges and universities of the State of New Jersey ("the State"), with a mission that incorporates teaching, research and creative activity and service. The State legislature annually appropriates funds to support the University's operations. Under the law, the University is an instrumentality of the State with a high degree of autonomy.

1.3. KEY EVENTS

1.3.1. PRE-BID MEETING AND SITE INSPECTION: The University may require that interested bidders attend a pre-bid meeting and or a site inspection. The purpose of this meeting or inspection is to provide the interested bidder the opportunity to present questions and see the University facilities where the services are to be performed. The University may require mandatory attendance at the meeting or inspection as a pre-

requisite for submitting a proposal. The University will not accept a proposal from a bidder that failed to attend a mandatory pre-bid meeting or a mandatory site inspection.

1.3.1.1. There is no site inspection for this request for proposal.

1.3.2. QUESTION AND ANSWER PERIOD: The University will accept only written questions from potential bidders in accordance with the procedure outlined in this RFP. All questions are to be submitted in writing via e-mail to Steve Sondey, Director of Purchasing at sondeys@wpunj.edu. All questions received will be answered and posted to the Purchasing Department's website.

1.3.2.1. The last day and time to submit questions for this request for proposal is **October 19, 2026 at 4:30 P.M.**

1.3.3. SUBMISSION OF PROPOSAL: In order to be considered for award, the proposal must be received by the William Paterson University Purchasing Department before or at the submission due date and time. Any proposal NOT received on time at the location indicated below will be rejected.

1.3.3.1. **Proposals are to be submitted as an electronic PDF attachment e-mailed to purchasing@wpunj.edu**. It is the responsibility of the bidder to ensure its proposal reaches the William Paterson University Purchasing Department on time.

1.4. ADDITIONAL INFORMATION

1.4.1. ADDENDA: In the event that it becomes necessary to revise this RFP, such clarification or revision will be by addendum. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

1.4.2. BIDDER RESPONSIBILITY: The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFP. No special consideration will be given after proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3. COST LIABILITY: The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a proposal in response to this RFP.

1.4.4. CONTENTS OF PROPOSAL AND CONFIDENTIALITY: Subsequent to proposal opening, all information submitted by bidders in response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. The University will not honor any attempt by a bidder either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing this RFP response, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to the University and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All proposals, with the exception of information determined by the University or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can contact the William Paterson University Purchasing Department to inspect proposals received in response to this RFP.

1.4.5. PROPOSAL OPENING: Not applicable to this RFP.

1.4.6. PRICE ALTERATION: Not applicable for electronic submissions.

The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field will result in rejection of the proposal.

1.4.7. PROPOSAL WITHDRAWAL: A bidder may request that its proposal be withdrawn prior to opening. Such request must be made in writing to the William Paterson University Director of Purchasing. If the request is granted, the bidder may submit a revised proposal as long as the proposal is received prior to the announced date and time for proposal opening and at the place designated.

1.4.8. VALIDITY OF PROPOSAL: Submitted proposals shall be valid for a period of sixty (60) days to allow for sufficient time for proposal evaluation and contract award. This period may be extended based on agreement from the bidder(s).

1.4.9. RIGHT TO CANCEL: The University reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. DEFINITIONS

2.1. GENERAL DEFINITIONS: The following definitions will be part of any contract award or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by William Paterson University Purchasing Department.

Bidder – An individual or business entity submitting a proposal in response to this RFP.

The University or **University** or **WPUNJ** – William Paterson University of New Jersey

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by William Paterson University.

Contractor – The bidder awarded a contract resulting from this RFP.

May – Denotes that which is permissible, not mandatory.

Shall or **Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State – State of New Jersey

Equipment, Item or Product – Refers to the purchase unit.

3. SCOPE OF WORK

3.1. GENERAL

3.1.1. William Paterson University is seeking a comprehensive solution to replace its existing meal-plan management system (MPM). The contract will cover software, hardware, integration, support, and related services for a point-of-sale (POS) environment that serves dining locations, mobile ordering, and credential management across the campus. Connection to the University's existing student ID program and to Aramark, the University's dining services management provider, systems are required.

3.1.2. The MPM selected by the University as a result of this RFP will replace the current MPM in operation, Oracle MICROS Simphony First Edition 1.8.1.30.

3.2. EQUIPMENT

3.2.1. The MPM system must operate online, 24 hours a day, 7 days a week under normal operating conditions, to ensure accurate cardholder and transaction data for effective system information management, reporting, and auditing activities.

3.2.2. The MPM system must be cloud hosted by the MPM provider with high availability capabilities targeted at providing 99.99% uptime and with information security capabilities in compliance with ARAMARK and William Paterson University expectations.

3.2.3. Bidders are to quote POS hardware necessary to operate the new MPM as per the listing by location on Attachment A to this RFP.

3.3. MPM SYSTEM CONNECTIONS. The MPM system provider shall provide the following system connections:

3.3.1. **Mandatory**

- ~~Oracle MICROS Simphony First Edition, the University's current POS system.~~
- Mobile and kiosk functionality
- Grubhub Ultimate (mobile and kiosk)
- Starbucks Connect
- Vending (Cantaloupe and Apriva gateways)
- Automated file data imports from Workday, the University's ERP system.
- Automated transaction data export to ARAMARK data warehouse
- Connect to the University's current student and employee ID card system, provided by Illumia.

3.3.2. Desired

- ARAMARK Campus Dish (for live posting of meal plan purchases)
- Automated transaction data export to ARAMARK loyalty system
- Frictionless Dining Hall Entry

3.4. MPM<>POS CONNECTION. The MPM system provider shall provide a POS connection with the following capabilities:

- Meal and declining balance accounts
- Multiple payment tenders with multiple accounts in each tender
- Offline mode
- Dynamic split tender
- Meal equivalency
- Meal exchange
- Display friendly deny messages
- Card and mobile credentials
- Idempotency to prevent duplicate transactions
- Credit Crad gateway must be end-to-end PCI complient

3.5. MPM ADMINISTARTIVE USER INTERFACE - The MPM must support:

3.5.1. A single web portal to manage all meal plans and stored value accounts.

3.5.2. System operators to add, change, and delete cardholders and cardholder information individually and by group (i.e. multiple updates) as necessary.

3.5.3. Multiple and various configurations of meal plans and stored value accounts.

3.5.4. Meal equivalency and meal exchange.

3.5.5. Multiple meal periods.

3.5.6. Multiple custom fields.

3.5.7. Quick views for cardholder history.

3.5.8. Ability to add, delete, lock, unlock/reactivate, and change a cardholder's profile and meal plan.

3.5.9. Single sign-on capabilities.

3.5.10. Automated schedulable tasks including account resets, emailing of reports and data imports/exports.

3.5.11. Reporting Requirements

3.5.11.1. Generate custom reports and print them to the host or any remote workstation via screen, printer, file (pdf, csv, xlsx, etc.), or email.

3.5.11.2. Produce a full variety of reports for tracking and analyzing demographics of campus card operations

3.5.11.3. Support a comprehensive set of pre-designed reports

3.5.11.4. Design customized standard report queues to be run at regular intervals (daily, weekly, monthly, and on user-specified occasions) without operator intervention

3.5.11.5. Generate all reports at any time without interrupting the online operation of the system

3.5.11.6. Provide complete real-time information

3.5.11.7. Allow queries from any combination of cardholder information and transactions

3.5.11.8. Meal and Declining balance activity reports

3.5.11.9. Account Membership Reports

3.5.11.10. Custom reporting should allow the option to include customer-defined fields

3.5.12. Cardholder Account Management.

3.5.12.1. Have the capacity to expand to support an unlimited cardholder database and number of meals and declining balance accounts

3.5.12.2. Support the following types of accounts: meal plans (multiple use), guest meal plans and passes, declining/stored value, declining dollars, meal plans with discretionary declining dollars

3.5.12.3. The ability to track cardholder accounts by University ID number

3.5.12.4. Option to allow cardholder account balances to go negative if transactions exceed amount in account. Currently the University does not allow student balances to go negative. This shall be an option for possible future implementation.

3.5.12.5. Ability to use a shadow account for internal system tracking purposes

3.5.12.6. Ability to track all cardholder accounts and to regulate transfers and rollovers from one account into another

3.5.12.7. Support the ability to link user-defined groups of privileges to specific plans, to assign privileges to cardholders in any combination by individual or group

3.5.12.8. Support the ability to assign, suspend, revoke, and reactivate any cardholder, account or meal plan

3.6. MPM SYSTEM SUPPORT - The MPM system shall include the following capabilities:

3.6.1. 24/7/365 fast response support with phone and email access as options

3.6.2. Support portal with ability to open and manage tickets and a knowledge base

3.6.3. Software updates/upgrades at no additional cost

3.6.4. Training: a full complement of training materials and videos is to be provided, including a formal in-person or remote training course. Training is to be conducted for administrative users as well as front-end clerks and management staff from Aramark.

3.7. DELIVERY AND INSTALLATION

3.7.1. DELIVERY LOCATION: The MPM system hardware is to be delivered to the University's main campus located at 300 Pompton Road, Wayne, New Jersey ~~07474~~ 07470.

3.7.2. DELIVERY DATE: The University anticipates being able to take delivery of the hardware on or about June 1, 2027. This is an estimate and may change.

3.7.3. DELIVERY LOGISTICS: All deliveries shall be coordinated with a University staff member or the University's designated contractor, to establish an acceptable date and time. The University will assign an individual to coordinate the deliveries following award of the contract.

3.7.4. INSTALLATION

3.7.4.1. Installation of the MPM system can begin on or about June 15, 2027.

3.7.4.2. The entire system must be 100% operational no later than July 1, 2027. It is critical that the July 1, 2027 be met so that the University can tie-in the change over with the start of the new fiscal year.

3.8. PRICING

3.8.1. Prices quoted are to include all charges, including, but not limited to, software, hardware, integration, support, training, related services installation, annual license, and annual maintenance.

3.8.2. The University is exempt from paying State of New Jersey sales tax.

3.8.3. PRICE SHEET: Bidders are to enter the total amount for each year on the price sheet. Bidders can itemize the entry on the price sheet for each year or enter a total per year on the price sheet and submit a separate itemized breakdown for each year.

3.8.4. CAPABILITIES: In the proposal Bidders must explain in detail the ability to meet the requirements of the RFP as well as provide an executive summary of its full product line and capabilities.

3.9. BIDDER QUALIFICATIONS

3.9.1. The Bidder must be an authorized dealer and/or installer of the equipment being

proposed and must provide proof of same in the submission.

3.9.2. Bidders with a minimum of five (5) years of experience providing similar equipment to Stat of New Jersey entities are preferred.

4. PROPOSAL PREPARATION AND SUBMISSION

4.1. GENERAL: The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its proposal.

4.2. PROPOSAL DELIVERY AND IDENTIFICATION: In order to be considered, a proposal must arrive at the William Paterson University Purchasing Department before or at the date and time indicated in the RFP. The proposal is to be e-mailed as an attachment(s) to purchasing@wpunj.edu. The subject of the e-mail must contain the RFP number and name.

4.3. NUMBER OF PROPOSAL COPIES: The bidder must submit one (1) proposal e-mailed as an attachment to purchasing@wpunj.edu.

4.4. PROPOSAL CONTENT: The proposal must be submitted as one complete package with all of the required documentation and completed forms as specified in the RFP.

4.5. DOCUMENTS THAT MUST BE SUBMITTED **WITH** PROPOSAL: The following must be submitted with all proposals.

4.5.1.1. SIGNATURE PAGE, PRICE SHEET(S), REFERENCES, and COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Business References page, Bidder Qualification page, Cooperative Purchasing page.

4.5.1.2. OWNERSHIP DISCLOSURE FORM: The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the file: RFP Terms Conditions and Forms.

4.5.1.3. NON-COLLUSION AFFIDAVIT: The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the file: RFP Terms Conditions and Forms.

4.5.1.4. CONFLICTS OF INTEREST: The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the file: RFP Terms Conditions and Forms.

4.5.1.5. SECURITY AND STATEMENT OF SURITY: Not required for this RFP.

4.5.1.6. W-9: Bidder shall complete and submit with the proposal an IRS W-9 form.

4.5.1.7. Supplier Information Form: Bidder shall complete and submit with proposal.

4.5.2. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH PROPOSAL:

4.5.2.1. ~~BUSINESS REGISTRATION CERTIFICATE: All business organizations that do business with the University are required to be registered with the State and provide proof of that registration before the University may enter into a contract. See the file: RFP Terms Conditions and Forms.~~ Moved to Section 4.5.3.5.

4.5.2.2. THE PUBLIC WORKS CONTRACTOR REGISTARTION ACT CERTIFICATE: Not applicable for this RFP.

4.5.3. FORMS THAT MUST BE SUBMITTED **BEFORE** CONTRACT AWARD: The following forms must be submitted to the William Paterson University Purchasing Department before a contract is awarded as a result of this RFP.

4.5.3.1. EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION: The bidder must complete the Exhibit A Certification form to show evidence of compliance. The bidder is required to submit a copy of its certificate or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). See the file: RFP Terms Conditions and Forms.

4.5.3.2. CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS: The bidder is required to complete a certification indicating whether or not the bidder is engaged in prohibited activities in Russia or Belarus.

4.5.3.3. CERTIFICATE OF INSURANCE: The bidder is required to submit proof of liability insurance in accordance with William Paterson University Terms and Conditions. See the file: RFP Terms Conditions and Forms.

4.5.3.4. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN: The Bidder shall complete and submit with the proposal the Disclosure of Investment Activities in Iran. See the file: RFP Terms Conditions and Forms.

4.5.3.5. BUSINESS REGISTRATION CERTIFICATE: All business organizations that do business with the University are required to be registered with the State and provide proof of that registration before the University may enter into a contract. See the file: RFP Terms Conditions and Forms.

5. SPECIAL CONTRACTUAL TERMS & CONDITIONS

5.1. PRECIDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS: The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's proposal and the Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the William Paterson University Standard Terms and Conditions.

5.2. CONTRACT TERM AND EXTENSION OPTION: The term of this contract shall be for a period of five (5) years, beginning on or about July 1, 2027.

5.3. CONTRACT TRANSITION: In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational.

5.4. CONTRACT AMENDMENT: Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and approved by both the contractor and the University.

5.5. CONTRACTOR RESPONSIBILITIES: The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the University may have arising out of the contractor's performance of the contract.

5.6. SUBCONTRACTING OR ASSIGNMENT: The contract may not be subcontracted or assigned by the contractor in whole or in part without prior written consent of the University.

5.7. REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS: In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the University shall notify the Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the University shall take steps to terminate the contract. In this event, the University will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the contractor to continue operations until relieved by a newly selected Contractor.

5.8. UNIVERSITY'S OPTION TO REDUCE SCOPE OF WORK: The University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the University shall provide advance written notice to the contractor.

5.9. AVAILABILITY OF FUNDS: The University's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the University for payment of any money shall arise unless and until funds are made available for each fiscal year.

5.10. **PREVAILING WAGE:** Not applicable for this RFP.

5.11. **PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT:** During the term of the contract the Contractor agrees to comply with N.J.S.A 10:5-33 regarding anti-discrimination.

5.12. INDEMNIFICATION: See the attachment titled William Paterson University Terms and Conditions.

5.13. INSURANCE: The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled William Paterson University Terms and Conditions for the specific insurance requirements.

5.14. **STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND:** Not required for this RFP.

5.15. DIANE B. ALLEN EQUAL PAY ACT: Pursuant to N.J.S.A. 34:11-56.14, a contractor performing "qualifying services" or "public work" to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. See the file: RFP Terms Conditions and Forms.

6. PROPOSAL EVALUATION

6.1. PROPOSAL EVALUATION COMMITTEE: Proposals may be evaluated by a committee composed of members of the University Unit/Department responsible for managing the project, the University's Purchasing Department and other University employees.

6.2. ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL: A bidder may be required to give an oral presentation to the University concerning its proposal. The University may also require a bidder submit written responses to questions regarding the proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.

6.3. EVALUATION CRITERIA: The University may use, but is not limited to, the following evaluation criteria; A) The bidder's general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder's documented experience in successfully performing contracts of a similar size and scope, D) The bidder's experience in performing contracts for William Paterson University, other State Colleges and Universities, private institutions of higher education, and agencies of the State of New Jersey, E) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract, F) The overall ability of the bidder to mobilize, undertake and successfully complete the contract and G) The bidder's quoted price and all other related costs to be incurred by the University.

6.4. ERRORS AND OMISSIONS: If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid.

William Paterson University reserves the right to waive any technical or formal defects found in the RFP submission.

6.5. REJECTION OF PROPOSAL: The University reserves the right, in its sole discretion, to reject any or all proposals, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.

6.6. NEGOTIATION AND BEST AND FINAL OFFER (BAFO): Following the opening of proposals, the University, may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a best and final offer (BAFO) from one or more of the bidders.

Initially, the University will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the University, price and other factors considered. The University may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the University's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the University's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO, the University will complete its evaluation and issue an award to the responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered.

7. CONTRACT AWARD

7.1. MULTIPLE AWARDS: Not applicable for this RFP.

7.2. In accordance with N.J.S.A. 18A:64-70, the University will award a contract as a result of this request for proposal to the responsible bidder(s) whose proposal, conforming to the invitation to bid is most advantageous to the University, price and all other factors considered.

8. CONTRACT ADMINISTARATION

8.1. AUDIT: The University reserves the right to request from the contractor during the term of the agreement copies of the contractor's documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.

8.2. DOCUMENT RETENTION: The Contractor shall maintain all documentation related to the products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Controller upon request.

9. SIGNATURE PAGE

WPUNJ ADVERTISED REQUEST FOR PROPOSAL RESPONSE

Bid Identification # **R203-27** Description: **POS Meal Plan Management System**
This proposal MUST be received by the William Paterson University Purchasing Department before or at **2:00 P.M. on November 9, 2026**, at which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments.

Documentation below marked with an X must be provided in the RFP submission.

Signature Page	**X**	Employee/Relative Disclosure	**X**
All Price Sheets	**X**	Ownership Disclosure Form	**X**
Bidder Qualification	**X**	Source Disclosure	**Not Required**
Bidder Business References	**X**	Supplier Information Sheet	**X**
Cooperative Purchasing	**X**	W-9	**X**
Non-Collusion Affidavit	**X**	Bid Security	**Not Required**
Conflicts of Interest	**X**	Statement of Surety	**Not Required**

Documentation below marked with an X must be provided BEFORE a contract award.

Business Registration Certificate	**X**
Public Works Contractor Reg. Cert.	**Not Required**
Disclosure of Investment Activities in Iran	**X**
Disclosure of Prohibited Activities in Russia and Belarus	**X**
Equal Employment Opportunity Exhibit A	**X**

Documentation below marked with an X must be provided AFTER a contract award.

Performance Bond	**Not Required**
Insurance Certificate	**X**

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder's Company Name:	2. Phone Number:	3. Leave Blank
4. Bidder's Company Address:	5. Bidder's Tax ID:	6. Cash Discount Terms:

7. Estimated Amount of Contract:	8. Amount of Bid Security $: Not Applicable	9. Amount of Performance Security $: Not Applicable

10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: Addendum Number Date of Addendum

_____ _____

_____ _____

_____ _____

11. SIGNATURE of BIDDER:	12. TITLE:	13. DATE:	Notice: The University will pay invoices only when the Contractor has complied with all terms and conditions of the contract
14. NAME: (Print or Type)	15. E-MAIL:		

10. PRICE SHEET

RFP #R203-27 POS Meal Plan Management System

10.1

Contract Year	Annual Amount in Dollars
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Total for 5 years	

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

11. BIDDER QUALIFICATIONS

Check Yes, No or NA (Not Applicable) for each question.	Yes	No	NA
1. Has the bidder provided like equipment or services for five (5) years or more?			
2. Has the bidder done business with William Paterson University in the past?			
3. Has the bidder done business with other State of New Jersey Colleges/Universities in the past?			
4. Has the bidder done business with private Colleges or Universities in the past?			
5. Has the bidder done business with any State of New Jersey agency other than a State College or University in the past?			
6. Has the bidder ever been barred from doing business with any local, state or federal governments/agencies or institutions?			
7. Are there any pending lawsuits, legal actions, or litigations against the bidder?			
8. Does the bidder have any liens against goods/services which would impact delivery of product or completion of services?			
9. Has the bidder ever filed or petitioned for bankruptcy?			
10. Is the bidder a certified dealer/installer of the equipment?			

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

12. BIDDER BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.
Entity Name: _____

Address: _____

Phone: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.
Entity Name: _____

Address: _____

Phone: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.
Entity Name: _____

Address: _____

Phone: _ _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

13. BIDDER TERMINATED CONTRACTS

Not applicable for this request for proposal.

The remainder of this page is blank.

14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and Universities in New Jersey? (See the list below.)

Yes_____ No_____

Kean University
Montclair State University
New Jersey City University
New Jersey Institute of Technology
Ramapo College of New Jersey
Rowan University
Rutgers, The State University of New Jersey
Stockton University
The College of New Jersey
Thomas Edison State University
William Paterson University of New Jersey

B. William Paterson University of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the four year public colleges and universities as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes_____ No_____

Public:	**Private:**
Kean University	Drew University
Montclair State University	Monmouth University
New Jersey City University	Princeton University
New Jersey Institute of Technology	Rider University
Ramapo College of New Jersey	Seton Hall University
Rowan University	
Rutgers, The State University of New Jersey	
Stockton University	
The College of New Jersey	
Thomas Edison State University	
William Paterson University of New Jersey	

Each College/University shall be responsible for issuing purchase orders and payments directly with Contractor(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the Contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

R203-27 POS Meal Plan Management System

10/27/2026

ATTACHMENT A

List of POS Equipment Requirements

Item	LOCATIONS	Building	Terminals	Term Printers	Cash Registers	Proxy Readers	Kiosks	Online Ordering Tabs	Online Ordering Printers	Barcode Scanners
	Ignite	Student Center	1	1	2	1	0	1	1	0
	Bento	Student Center	1	1	2	1	0	1	1	0
	Mi Comida	Student Center	1	1	2	1	0	1	1	0
	TLC	Student Center	1	1	2	1	0	1	1	0
	Brother Brunos Pizza	Student Center	1	1	2	1	0	1	1	0
1	**Pioneer Food Court Total**	**Student Center**	**5**	**5**	**10**	**5**	**2**	**5**	**5**	**0**
	Center Café	Student Center	2	2	4	2	0	1	1	0
2	**Center Café Total**	**Student Center**	**2**	**2**	**2**	**2**	**0**	**1**	**1**	**0**
	Wayne Dining Hall	Wayne Hall	1	1	2	1	0	0	0	0
3	**Wayne Dining Hall Total**	**Wayne Hall**	**1**	**1**	**2**	**1**	**0**	**0**	**0**	**0**
	Einsteins	University Hall	2	2	4	2	0	1	1	0
4	**Einsteins Total**	**University Hall**	**2**	**2**	**4**	**2**	**2**	**1**	**1**	**0**
	W-Store	300 Pompton Rd	1	1	2	1	0	1	1	1
5	**W-Store Total**	**300 Pompton Road**	**1**	**1**	**2**	**1**	**0**	**1**	**1**	**1**
	Snack Bar	Athletic Field	2	2	4	2	0	0	0	0
6	**Snack Bar Total**	**Athletic Field**	**2**	**2**	**4**	**2**	**0**	**0**	**0**	**0**
	Catering	Wayne Hall	4	4	4	4	0	0	0	1
7	**Catering Total**	**Wayne Hall**	**4**	**4**	**4**	**4**	**0**	**0**	**0**	**1**
	Valley 1600	Valley Road Café	1	1	2	1	0	0	0	0
8	**Valley 1600 Total**	**Valley Road Café**	**1**	**1**	**2**	**1**	**0**	**0**	**0**	**0**
	GRAND TOTAL		**18**	**18**	**30**	**18**	**4**	**8**	**8**	**2**

NOTES

Locations 1 to 7 are on the main campus at 300 Pompton Road Wayne, NJ 07470

Location 8 is at 1600 Valley Road Wayne, NJ 07470

No Kiosks are currently in operation