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**Bookstore Services RFP 22-007
Questions & Answers**

1. [Please provide historical sales figures broken down by category:](#)

	2019	2020	2021*
Book Merchandise:			
Digital Textbooks	\$ 23,042.00	\$ 30,682.00	\$ 45,091.00
New Textbooks	\$ 911,954.00	\$ 609,060.00	\$ 462,589.00
Textbook Rentals	\$ 164,479.00	\$ 121,109.00	\$ 83,336.00
Trade Books	\$ 9,766.00	\$ 7,547.00	\$ 1,044.00
Used Textbooks	\$ 185,786.00	\$ 129,617.00	\$ 93,856.00
SubTotal	\$ 1,295,027.00	\$ 898,015.00	\$ 685,916.00
General Merchandise:			
Café & Convenience	\$ 116,172.00	\$ 27,428.00	\$ 11,903.00
Computer Products	\$ 9,132.00	\$ 2,446.00	\$ 602.00
Emblematic Clothing & Gifts	\$ 22,518.00	\$ 6,925.00	\$ 5,132.00
School Supplies	\$ 136,649.00	\$ 80,609.00	\$ 55,693.00
Other	\$ 40,904.00	\$ 4,297.00	\$ 8,819.00
SubTotal	\$ 325,375.00	\$ 121,705.00	\$ 82,149.00
TOTAL	\$ 1,620,402.00	\$ 1,019,720.00	\$ 768,065.00

*2021 missing December 2021, averaged in December 2020 to account

- What percentage of sales are Financial Aid?
Financial Aid and EPOS – approx. 60%
- Does the District utilize a third-party financial aid service?
Only for verification purposes but not for processing.
- Does the District have any direct agreements in place with publishers or other third-party course material providers?
None
- What is the highest priority item in the RFP?
Textbook options (rentals, digital, etc) and pricing



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6. If the District opts to contract with an online bookstore provider, what would the plans be for the on-campus retail space? Has the District had conversations with our food service provider or other party about running the campus store?
Possible options: small café, delivery lockers for items ordered online, spirit wear, uniforms, class kits (cosmetology, art, etc.)
7. Is the District open to self-operating a spirit store with an online bookstore vendor providing all student purchased materials shipped directly to the campus bookstore for student pick-up?
Yes
8. Would the District consider two separate vendors to work in partnership to provide textbook operations and retail services if it deemed more beneficial to the institution as opposed to a single vendor?
Yes, if there is a cost savings for the students
9. Does the District currently have any locker systems for students to ship and receive packages from?
Not at this time, but are open to the possibility
10. Is there an accessible dock that can be used for deliveries?
Yes, it does.
11. Does the District utilize a Campus Card that can be used to purchase materials in the bookstore? If yes, what company does the District use to manage it?
None
12. What's the District's Student Information System?
Ellucian Banner
13. What's the District's Learning Management System?
Canvas
14. Which term would the new bookstore partner begin servicing the campus population?
Fall 2022, so would open in July 2022



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15. Can the district provide enrollment number for the past few years? (information added after pre-proposal meeting)

Enrollment

		Total FTES (Res + Non Res)	Unduplicated headcounts as of Census date except Spring 22	Annual Unduplicated
2019-20	Summer	742.11	4,456	
	Fall	3,180.29	9,541	
	Spring	2,950.37	9,024	
	Total	6,872.77	23,021	13,804
2020-21	Summer	818.36	4,573	
	Fall	3,145.09	9,447	
	Spring	2,868.69	8,387	
	Total	6,832.14	22,407	13,062
2021-22	Summer	765.96	4,494	
	Fall	2,751.79	8,295	
	Spring*	2,713.25	8,138	
	Total	6,231.00	20,927	N/A

* as of start of semester