

Request for Proposal 040121

Bookstore Services

Addendum #1 Questions and Answers

May 27, 2021

- 1.) Question: Will Southern WV accept proposals from joint ventures which split the electronic and physical service?

Answer: No, we would prefer not to.

- 2.) Question: Is a physical store required, or would an online model suffice?

Answer: We would like a physical store on the Logan Campus with the ability to take orders, and sell limited items from satellite campuses.

- 3.) Question: Does the new provider have to offer physical course materials, or would the school be open to digital first model?

Answer: The bookstore should offer both physical materials and digital version and it would be up to the students to get what they need.

- 4.) Question: Does the new provider have to offer general merchandise and other convenience store items, or can that be outsourced?

Answer: It can be outsourced but we would deal directly with the Bookstore and not the sub-contracted vendor. In other words, if we need Southern pens, we should be able to go to our store and order them, regardless of where the Bookstore makes their purchase. Our invoices and receiving documentation should all be with our Bookstore.

- 5.) Question: Schedule of Events – Is it possible to tour the proposed bookstore space? How is that arranged?

Answer: We should be able to make the space available for a tour. The space has a large counter with a work area behind. There is one wall that has a slat wall system. This is basically all that is in the location at this time.

- 6.) Question: How are general merchandise (gifts, clothing, supplies, technology and trade) sales currently handled? Please provide a summary by departmental category if possible.

Answer: Once we moved to the online bookstore through MBS Direct, we phased out selling general merchandise.

- 7.) Question: Is the college or any department, currently engaged in, or pending, any third-party relationships where course materials bypass the bookstore? If yes, please provide the vendors and courses involved.

Answer: Our MT 121 and MT 130 use the McGraw Hill ALEKS program. The fee for the ALEKS is assessed to the students' accounts as a course fee. Our Allied Health programs, including nursing, use an outside vendor for the student uniforms and the students pay them directly.

- 8.) Question: Would selected vendor have exclusive rights to course materials and general merchandise? Describe any agreements which would prevent exclusive rights.

Answer: The selected vendor would have the exclusive rights to provide course materials and general merchandise.

- 9.) Question: Please provide a sales/rental dollar figure of graduation regalia income for the most recent year.

Answer: Currently, we do not sell graduation regalia. The cost of graduation regalia is covered by a fee our students pay when they submit their graduation application. This may change in the future.

- 10.) Question: Is a CAD file or architectural drawing available for the proposed bookstore space?

Answer: This may be provided at a later date.

- 11.) Question: Does the college own any fixtures from the previous campus bookstore? If so, please provide an inventory of fixtures available to selected vendor.

Answer: There are no fixtures that remain from the previous bookstore operation except for a custom-built counter and the slat wall system.

12.) Question: Please provide a percentage breakdown of student population by campus location.

Answer:

Fall 2020		
Campus	Enrollment	Percent
Logan (Main)	862	58.48%
Wyoming	119	8.07%
Boone/Lincoln	192	13.03%
Williamson	301	20.42%
	1,474	100.00%

13) Question: Course Material Sales:

a. Can you provide additional breakdown on course material sales from FY20 and FY21:

- New FY20: \$303,656 FY21: \$116,186
- Used FY20: \$64,806 FY21: \$20,949
- Rental FY20: \$36,506 FY21: \$20,648
- Digital FY20: \$24,829 FY21: \$12,483

b. Are there any sales that are direct access programs with Publishers?

a. If yes, then what is the sales volume and number of courses?

Answers: No.

13.) Question: What Learning Management System is in use?

Answer: Blackboard

14.) Question: What is your current enrollment?

Answer: Spring 2021 enrollment is 1246 (Headcount) and 947.93 (FTE)

15.) Question: When was the bookstore in Logan last operated and by whom?

Answer: Last operated in fiscal year 2018. It was operated by Southern

16.) Question: What was the revenue breakdown for the bookstore when it was last operated?

Answer: The revenue was all dry goods and supplies. The revenue for FY 18 was \$17,904

- 17.) Question: Can you supply a CAD drawing or PDF of the proposed Building A physical location? What is the square footage?

Answer: This may be provided at a later date.

- 18.) Question: Is there an expectation to carry course materials in the physical store or only general merchandise?

Answer: There is an expectation that they carry course material such as study guides and lab charts in the physical bookstore

- 19.) Question: What other services/programming are offered in the proposed Building A location?

Answer: Building A is one of three building on our Logan Campus. This building has classroom, library, Student Services, Business Office, and some administrative offices.

- 20.) Question: Is there a campus courier service to provide delivery options to other campus locations?

Answer: Yes, there is intercampus mail that is delivered between the different campuses/locations

- 21.) Question: Will students be able to purchase general merchandise in the physical store and online with their student account and financial aid funds?

Answer: Possibly.... In the past when we self-operated the store, we would let students use their financial aid funds to purchase general merchandise. This all depends on the current federal financial aid regulations.