

Valore Campus RFP Questions

1. What is your total enrollment? Please break out enrollment by campus if that context would be relevant to this discussion.
 - a. See Website

2. Are you including concurrent or dual enrollment in the figures above?
 - a. If yes, please indicate concurrent or dual enrollment separate from non-dual enrollment figures so we are clear on the specifics of your enrollment categories.
 - b. See Website

3. Please provide a detailed floor plan of the bookstore's location.
 - a. See Website

4. What other school expenses must the campus store pay for (utilities, phone, internet trash, etc.) and what are those costs?
 - a. School pays utilities, phone, internet, pest control, and internal or external building maintenance.

5. Are there any plans to move or alter the current bookstore location?
 - a. Not at this time.

6. Is it the desire of the institution for the chosen vendor to retain the bookstores' current full-time employees? If so, please provide a list of the current full-time employees and each of their attributable annual salaries.

7. Please provide gross sales by category for the past three years, along the lines of this table (or you own existing format – excel or .csv preferred). *SEE TABLE IN EMAIL*
 - a. See Website.

8. Please provide a booklist in excel or csv for the current semester, and as many as three years back, by semester. That list would show:
 - a. See Website

- b. ISBN
 - c. Course
 - d. Credit hours of each course
 - e. Actual enrollment (capacity and estimated enrollment are not helpful for our calculations, just for context)
9. What percentage of courses use a textbook?
- a. Around 80%
10. What percentage of courses use courseware (i.e., My Person Lab, Cengage Now, Wiley Plus, etc.)
- a. Current year 33.12% of dollar sales and 21.9% of unit sales were courseware.
11. What percentage of courses use OER materials?
- a. Approximately 20%
12. What goals does your institution have in place for the use of OER over the next five years?
- a. Trying to encourage all General Education classes to use OER
13. Are you currently running Inclusive Access (IA) programs?
- a. No
14. If yes, how many courses/sections are using IA materials?
- a. N/A
15. If yes, what is the annual sales volume of IA?
- a. N/A
16. If yes, are the sales numbers already included in the digital line above?
- a. N/A
17. If yes, what digital provider is supporting IA courses (Verba / VitalSource, Willo, RedShelf, Publisher direct, etc.)
- a. N/A
18. If yes, do any IA courses go directly through the publisher?
- a. N/A
19. If yes, is the bookstore currently the exclusive conveyor of IA?
- a. N/A

20. Is the institution interested in an EA program that would provide all students with their course materials on day 1 for a fee that would be included in tuition?
- a. Not at this time.
21. Please provide total credit hours per semester for the last 2 semesters.
- a. See Website
22. Are there any limitations on convenience offerings for food or beverages?
- a. The University has exclusive pouring rights contract.
23. Do all athletic merchandise sales go through the campus store?
- a. There are some merchandise in the store, but vendor offers an online store for athletic merchandise.
24. If not, who handles those sales/
25. What is the bookstore's role in selling/distributing graduation caps and gowns?
- a. The vendor sales master's hoods and they sale other graduation accessories
26. The RFP mentions the buyout of current inventory is subject to the current contract terms. Please provide those terms.
- a. New Textbooks
 - i. New textbooks adopted for the next academic term in quantities not exceeding course requirements will be purchased at standard industry discounts or cost.
 - ii. New textbooks not adopted for the next academic term, or adopted but in excess of course requirements, will be purchased at the current wholesale price.
 - b. Used Textbooks
 - i. Used textbooks adopted for the next academic term in quantities not exceeding course requirements will be purchased at 50% of the current retail selling price.
 - ii. Used textbooks not adopted for the next academic term, or adopted but in excess of course requirements, will be purchased at the current wholesale price.
 - c. Trade, Reference, and Technical Books ("Trade Books")
 - i. Trade Books that have been purchased during the past academic year and are returnable to the publisher will be purchased at standard industry discounts or cost.

- ii. Trade Books not meeting these requirements will be purchased at a price agreeable to School and Vendor.
 - d. General Merchandise
 - i. General merchandise traditionally sold in college bookstore, purchased in the past academic year, in salable condition, not in excessive quantities, will be purchased at standard industry discounts or cost.
 - ii. General merchandise not meeting these requirements will be purchased at a price agreeable to School and Vendor.
27. What are the current challenges with your existing bookstore operations that you would like to see addressed?
- a. Access and Affordability
28. Are there any programs run by the incumbent bookstore provider that you would like to see continue that are outside of the normal operations of the college bookstore?
- a. N/A
29. Who is on the RFP Committee and what are their roles at the institution?
- a. The committee is represented by various stakeholders from the institution.
30. Please describe how students utilize their financial aid in the campus store and if there are any restrictions.
- a. Student receive a credit on the student account that shows an available charge amount that students use to purchase course materials and/or merchandise up to the credit amount of the anticipated aid.
31. How many students currently live in on-campus housing?
- a. Currently 438
32. What is the current commission payment structure with your current provider?
- a. 12.75% of all Commissionable Sales, excepting Commissionable sales of digital course materials, up to \$1,000,000
 - b. 13.75% of all Commissionable Sales, excepting Commissionable sales of digital course materials, over \$1,000,000
 - c. And 7% of all Commissionable sales of digital course materials.