

EMPORIA STATE UNIVERSITY

ADDENDUM

Addendum Date:	October 21, 2021
Addendum Number:	1
RFP Number:	004-21
Questions Deadline:	October 15, 2021 (2:00 pm CST)
Closing Date:	October 29, 2021 (2:00 pm CST)
Procurement Officer:	Debbie Redeker
Mailing Address:	Emporia State University Purchasing Office 1 Kellogg Circle, Box 4021, Plumb Hall 103M, Emporia, KS 66801
Phone:	620-341-5134
E-Mail Address:	purchaseorders@emporia.edu
Item:	Bookstore Services
Agency:	Emporia State University (ESU)
Location(s):	Emporia, KS 66801

Below are the answers to vendor questions submitted prior to the RFP question deadline. If you have already submitted a proposal, you can update your proposal prior to the closing date/time listed above.

1. Does the University have an Inclusive Access program? If so, what is the annual sales volume for the most recent three years? Are the sales included in the reported revenue?

We do not currently have an Inclusive Access program.

2. What percent (%) of courses use zero textbook cost (ZTC), low textbook cost (LTC), or open education resources (OER) adoptions? When were these initiatives started?

An initiative began in fall 2020 covering 13 courses with OER texts. For the fall 2021 semester, 12 more courses have been added. The ESU Library began ZTC and LTC initiatives at about the same time. We don't have an exact percentage of total courses covered, but an estimate is around 12-13%.

3. Page 35, 122. Capital Investment: The University is requesting mobile and remote concepts appropriate for Welch Stadium, White Auditorium, and other locations for the purpose of selling merchandise on game days and at other event venues. Does the University or bookstore vendor currently own a trailer or other mobile kiosk for use at Welch Stadium, White Auditorium, and other locations?

No, the current vendor does not have a trailer or other mobile kiosk for remote sales. In the past the Bookstore has sold merchandise at Welch Stadium and White Auditorium for various events and games. Due to the constraints of these venues, the sales have been from tables under tents with extension cords, etc. With Kansas weather, outside sales have been difficult to maintain on a regular basis.

4. Page 30, #85. Pricing Policies-Course Materials: The contractor shall adhere to the following course materials pricing policy: "Net-Priced" new textbooks shall be sold at no higher than a twenty five percent (25%) gross profit margin. Page 31, #86. Surcharges: There shall be no add-ons or surcharges to cover freight, handling, publisher re-stocking fees, etc.

Does the current contract allow for course material pricing variance to accommodate freight, handling, publisher re-stocking fees, etc.?

The current contract does not allow for course material pricing variance to accommodate freight, handling, publisher re-stocking fees, etc.

5. What does the "Other Revenue" reported represent?

Other revenue is made up of the collection of Barnes & Noble College Consumer Marketing partnership commissions, ring and announcement commissions, and 3rd party commissions.

6. Section 15 states that pricing information is not considered proprietary; does this include the financial offer (commissions, signing bonus, etc.)?

Yes, the financial offer is not considered proprietary information.

7. Section 15 asks that proprietary information be submitted separately. Can we provide it as a separate section within the pdf, or should it be submitted as a separate file? If so, does the portal accommodate multiple files?

The proprietary information should be submitted as a separate file and not as a separate section within a single document. The portal will accommodate multiple files.

8. What will be the first term served by the new bookstore? What is your projected contract start date?

Summer Term 2022 - order and supply (majority of adoptions should be completed prior to March 1, 2022)
 Accelerated Online Programs (AOP) 7-week courses - supply from existing stock from previous vendor beginning March 1st for March 21st start date
 Summer AOP sessions - adoption, order, and supply
 Fall semester 2022 - adoption, order, and supply

Contract Start Date: March 1, 2022

9. Can we have the textbook adoption list for Fall 2021?

In the course of providing the bookstore services, Barnes & Noble College collects certain information from the faculty on its Course Book Information forms. Barnes & Noble College also creates a computer database that includes course book information. This database is Barnes & Noble College's proprietary information, used in connection with the retail sale of textbooks.

10. Are we able to obtain any prior data (sales history and historical adoptions) from the previous vendor upon contract award?

Yes