

**REQUEST FOR PROPOSAL**

**College Bookstore Services**

**RFP 23-001**

**Issue Date December 12, 2022**

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# **RFP ADMINISTRATIVE INFORMATION**

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| RFP Title: | College Bookstore Services |
| RFP Project Description: | Lewis-Clark State College is solicitingproposals for a strategic partner with aproven record of successful bookstoreoperations and a focus on high-qualityservice to the campus community. Thispartnership should provide high quality and affordableeducational materials and merchandise. Offeror shall have the nonexclusiveright to use the College'sname, logo, and marks on soft goods,stationery, and other items manufacturedfor sale. |
| RFP Lead: | Jessica Waddington, Purchasing DirectorLewis-Clark State College500 8th AveLewiston, ID 83501JLwaddington@lcsc.eduPh: 208-792-2431 |
| Submitting Sealed Proposal:Submitting Manually:MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY THE DIVISION OF PURCHASING PRIOR TO THE CLOSING DATE AND TIME.Submit electronically to LCSC via e-mail:  | Jessica Waddington, Purchasing DirectorLewis-Clark State CollegeAdministration Building rm. 104500 8th AveLewiston, ID 83501Friday, February 3, 2023, 5:00 p.m. Pacific TimeJLwaddington@lcsc.edu |
| Pre-Proposal Conference Date/Time:Pre-Proposal Conference Location: | Wednesday, January 4th, 2023, 9:00 a.m. Pacific timeRFP Lead will provide you with location or virtual conference information upon registration. Attendance is optional, pre-registration is required. |
| Deadline to Receive Questions for Pre-Proposal Conference: | Friday December 30th, 2022, by 5:00 p.m. Pacific Time.  |
| RFP Closing Date: | Friday February 3, 2023, 5:00 p.m. Pacific Time |
| Proposal Opening Date: | 8:30 a.m. Pacific Time, the following business day after closing |
| Finalist Notification Date: | Friday, February 17, 2023, by 12:00 p.m. Pacific Time |
| Oral Presentations or Demonstrations (finalists only): | Friday February 24th, 2023, 10:00 a.m. - 12:00 p.m. Pacific Time |
| Selection/Award Date: | Friday, March 3, 2023, by 5:00 p.m. Pacific Time |
| Initial Term of Contract and Renewals: | Three (3) or five (5) years. Based upon mutual, written agreement, the Contract may be renewed, extended or amended. The anticipated total Contract term is ten (10) years. Contract to be effective June 1, 2023 (start date may be negotiable) |
| **Lewis-Clark State college standard contract terms and conditions: https://www.lcsc.edu/purchasing/vendors** |

# **Overview**

* 1. **Purpose**

Lewis-Clark State College (LCSC) issues this Request for Proposal (RFP) to invite proposals from qualified Offerors to assist the College's Administrative Services Department in delivering a quality book purchase solution for students, faculty, and staff that provides convenience and affordability in the overall experience. The College is committed to providing quality products and services for this program.

The sections that follow, and the Terms and Conditions referenced in the RFP Administration Information above, outline and describe the needs of the College in terms of projected use, service levels, responsibilities, and deliverables. The proposal shall meet or exceed all requirements stated. The book sales program will replace the existing traditional bookstore model located at LCSC and ideally shall be a turnkey solution.

Where applicable, the proposal should include any resources and/or requirements sought from the College to provide customer support in managing the program. LCSC is prepared to provide all physical space and dedicated on-campus support. Although the College has described deliverables within the proposal, we encourage providers to use creativity in submitting a substitute proposal or other ideas that enhance the overall program contemplated by the College that directly benefit the overall student experience in terms of affordability, convenience, and service.

The following models are examples for consideration and Offerors are welcome to submit up to two distinct proposals from the options below. Preference will be given to options A or B:

* **Option A: Traditional bookstore & spirit store with on-site management model**
* **Option B: Virtual bookstore (on-line sales) + on-site spirit store\* model**

\*The Institution is open to considering both outsourced and self-operated spirit store models

* **Option C: Exclusive virtual bookstore/no spirit store model**

LCSC is also interested in exploring inclusive and/or equitable access models for future consideration after a campus wide assessment and review. As an additional component, and not required, you may submit information for the following to be considered for evaluation within options A-C above and no additional points will be awarded specific to this section.

* + Option A2: Traditional bookstore + inclusive and/or equitable access (defined below)
	+ Option B2: Virtual bookstore + spirit store + inclusive and/or equitable access
	+ Option C2: Exclusive virtual bookstore/no spirit store + inclusive and/or equitable access
	1. **Definitions**

Affordability - the Institution is seeking a partner that will create and implement effective strategies to reduce the cost of textbooks and course materials for students by offering a combination of textbook related solutions (new, used, digital, course packets, inclusive access and OER) and other innovative ways of delivering course materials and programs utilizing emerging technologies and creative solutions.

Inclusive and Equitable Access - As used here, equitable access means a program implemented across the entire institution: All students receive all required materials, in physical or digital formats, for all courses. An inclusive access program is implemented by course, providing digital course materials to students in participating courses.

Spirit store – a retail component that offers apparel, gifts, supplies, and other merchandise traditionally sold in a college bookstore.

* 1. **Background Information**

Lewis-Clark State College (LCSC or College), located in Lewiston, Idaho, is a four-year comprehensive bachelor’s degree-offering public school with a small resident population. Lewis-Clark State College serves approximately 3,800 students (2,600 FTE) per year in its undergraduate/graduate programs as of Fall 2022. LCSC has 455 full-time faculty and staff positions. The residence hall capacity is 473 with an occupancy for the Fall 2022 of 469. For more information on LCSC please go to <https://www.lcsc.edu/ir/need-lc-state-data>.

Historical enrollment as of census each fall is as follows:

* Fall 2022 – 3,783 Headcount (HC); 2,625 FTE; 1,748 part-time; 2,035 full-time
* Fall 2021 – 3,710 HC; 2,607 FTE; 1,646 part-time; 2,064 full-time
* Fall 2020 – 3,856 HC; 2,682 FTE; 1,695 part-time; 2,161 full-time
* Fall 2019 – 3,748 HC; 2,675 FTE; 1,576 part-time; 2,172 full-time
* Fall 2018 – 3,684 HC; 2,711 FTE; 1,475 part-time; 2,209 full-time

LCSC Athletics include men’s and women’s basketball, cross county, tennis, track and field, golf, and men’s baseball, women’s volleyball, and dance.

The College’s goal is to award one of two options: **1)** a three-year (3) contract with seven (7) one-year optional renewals or **2)** a five-year (5) contract with five (5) one-year optional renewals to a qualified bookstore provider who will work cooperatively with the College to implement the various elements of its plan. Option one or two will be based upon mutual negotiation.

The following subsections are designed to relate to all potential Offerors what is currently done at Lewis-Clark State College. They are not meant to represent what the College seeks in its new contract.

The College provides campus space for the current contractor in the Williams Conference Center building adjacent to the Student Union Building. The facility is approximately 4,502 gross square feet and includes a retail section, storage area, and an office.

The College is responsible for costs associated with utilities and trash removal, and the contractor provides janitorial services. The facility is maintained by the contractor. There is an option to use the College telephone system. Preference will be given to those who provide their own internet connectivity.

The current operator is Follett Higher Education Group, Inc.

The gross annual revenue for the last ten (10) fiscal years (June to May) for the combined bookstore and spirit/sundries operation are as follows:



Further details for the last five (5) fiscal years (June to May) are as follows:

FY18: $649,432

FY19: $549,155

FY20: $412,464

FY21: $415,958

FY22: $438,158

For additional information, see attachment 7.00 supplemental sales table for the reporting period April – March.

* 1. **College Goals**
		1. Select a qualified Offeror from the Offerors responding to this RFP Offeror that will provide the College with the best possible combination of affordable textbooks, customer service and campus engagement, and if applicable, College-branded apparel. The successful Offeror selected by the College through this RFP will be the Offeror that submits a proposal on or before the Submittal Deadline and is the most advantageous to the College.
		2. Provide competitive and affordable pricing to our students.
		3. Maximize the financial return to the College.
	2. **Resulting Contract**

If LCSC awards a contract from this Solicitation, it will do so by issuing a contract document which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by LCSC; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

The following documents are incorporated into this RFP as if set out in their entirety, whether or not they are attached:

* Standard Contract Terms and Conditions, as identified in the RFP Administration Information section on page 1

# **Questions**

* 1. **Restrictions on Communications**

From the issue date of this RFP, until a contract is awarded, or the RFP is cancelled, Offerors are prohibited from communications regarding this RFP with the LCSC employees, evaluation committee members, or other associated individuals, except the Purchasing Department.

* 1. **Pre-Proposal Conference**

An optional pre-proposal conference will be held at the location and time as indicated in the RFP Administration Information section, page 1 of this RFP. This will be your opportunity to ask the College questions, in person or via a virtual meeting. All parties interested are invited to participate either by attending the conference or by an established virtual meeting invitation. Those choosing to participate must pre-register to receive meeting details by submitting the completed **Attachment 1 - Pre-Proposal Conference Registration Form** via email to the RFP Lead. Parties interested are asked to register by the date indicated in the RFP Administration Information section. Any oral answers given by LCSC during the pre-proposal conference are unofficial and will not be binding on LCSC. Conference attendance is at the participant’s own expense.

* 1. **Questions**
		1. The RFP Lead is the only contact for this Solicitation. All correspondence must be in sent via e-mail. If it becomes necessary to revise any part of this RFP, amendments will be posted on LCSC’s Purchasing website. It is the responsibility of parties interested in this RFP to monitor the LCSC Purchasing website for any updates or amendments. Any oral interpretations or clarifications of this RFP must not be relied upon. All changes to this RFP will be in writing and must be posted to the LCSC Purchasing website to be valid.
		2. Questions or other correspondence must be submitted in writing via e-mail to the RFP Lead (see contact information in the RFP Administrative Information section). QUESTIONS MUST BE RECEIVED BY THE DATE AND TIME LISTED IN THE RFP ADMINISTRATIVE INFORMATION SECTION.
		3. Written questions must be submitted using **Attachment 2 - Offeror Questions**. Official answers to all written questions will be posted on the LCSC Purchasing website as an amendment to this RFP.
	2. **Offeror’s Proposed Modifications and Exceptions to Requirements, Terms, and Conditions**
		1. Offerors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP on **Attachment 2 - Offeror Questions** prior to the deadline to submit questions. Questions regarding these requirements must contain the following:
* The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
* Recommended verbiage for LCSC’s consideration consistent in content, context, and form with LCSC’s requirement being questioned.
* Explanation of how LCSC’s acceptance of the recommended verbiage is fair and equitable to both LCSC and to the party submitting the question.
	+ 1. If a Proposal contains modifications or exceptions to any Solicitation requirements, terms, or conditions which are not addressed during the question-and-answer period, they must be identified and submitted on **Attachment 3 - Modification and Exception Form** and must contain the same information outlined in Section 2.3.1, above. LCSC will not consider any modifications or exceptions not identified specifically on Attachment 3.
		2. LCSC has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.
		3. Non-material modifications or exceptions may be discussed with the apparent successful Offeror, at the discretion of LCSC; however, LCSC shall have the right to reject any and all such modifications and/or exceptions, or to call an end to such discussions, and to instruct the Offeror to amend its Proposal and remove the modifications and/or exceptions. Failure to do so may result in LCSC finding the Proposal non-responsive.
		4. Except as otherwise provided within the Solicitation, LCSC will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

# **Proposal preparation**

* + 1. Evaluation codes
			1. (M) Mandatory specification or requirement – failure to comply with any mandatory specification or requirement will render Offeror’s proposal non-responsive and no further evaluation will occur.
			2. (ME) Mandatory and evaluated specification – Failure to comply will render Offeror’s proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a statement outlining its understanding and how it will comply. Points will be awarded based on predetermined criteria.
			3. (E) Evaluated specification- A response is required and will be evaluated and scored. If not available, respond with “Not Available” or other response that identifies Offeror’s ability or inability to supply the item or service. Failure to respond will result in zero (0) points awarded the specification.

# **Instructions for Submission of Proposal / SCOPE OF SERVICES**

Proposal Instructions:

Offerors are asked to submit a proposal based on the information described in this and the attached documents, and to use creativity in bringing recommendations to LCSC to meet our needs. As such, please submit a general proposal package to include at least the following:

* + 1. Describe the proposal presented related to section 1.1 in detail, include whether it is option A, B, or C and then provide a brief description. (M)
		2. A brief overview and background of the Offeror submitting the proposal including revenues, assets, number of clients, number of years in business, and company principles. (ME)
		3. Provide at least four references of similar higher education engagements that include at least two accounts that are like the managed services program as described herein. Please include name, email, and phone number. (M)
		4. Provide a summary of your experience in servicing higher education institutions with their bookstore needs. Include the number of years you have served campus-based programs and the number of higher education institutions you serve. (ME)
		5. Describe the management team’s qualifications you will assign to this project in the implementation phase and ongoing operation. If there is a single point of contact, describe the duties and responsibility of that person in relation to our account. (ME)
		6. Describe the operational staffing levels, including job titles, responsibilities, and qualifications. Include staffing levels for both peak and off-peak periods. Provide details on how you will balance the management staffing levels and operational responsibilities with the need to provide outreach to the campus to build connections and engagement. (ME)
		7. Describe how course material adoptions will be submitted to your company. If through file transfer or upload, include file fields and file type. Describe the analytics and reporting within the online system. (ME)
		8. Describe the integration that is available with the student information system (Ellucian’s Colleague) to allow students direct access to the courses in which a student is enrolled. Include methods available for integration and list all fields that can be included, highlighting required fields. Through this integration, are the following options supported: ability to embed customized messages, real-time advisement of stock availability, price comparisons, estimated delivery time, customer support information, and order acknowledgments?  (ME)
		9. Technical Solution/Integration Review (ME)
			1. Do you have direct experience working with colleges using Ellucian Colleague?
			2. What data integration is required between your system and the College’s Ellucian Colleague system?
			3. Is your system able to share data between itself and Ellucian Colleague using APIs and/or Ellucian Ethos? (a.k.a direct integration versus flat-file integration)
			4. How will you address data errors, data integrity, and transfer issues?
			5. Do you have a completed HECVAT, and SOC2 or SOC3 report if so, please provide it?
		10. What resources do you have to assist faculty and staff with making book/course material adoptions? If your resource(s) provides access to your title database, how large is the database, how frequently is it updated, and does it include prices by title?  If applicable, describe any limitations in faculty options for the selection of textbook/course materials such as limitations on available publishers or offerings such as print versus digital.  How will you provide timely reports to faculty on the status of their orders for books, supplies, and other materials for their respective courses, including items determined to be unavailable, delayed in delivery, new editions, etc.? (ME)
		11. Describe text availability options such as digital, print, used, rentals, OER, etc. and how you will maximize the use of lower cost methods to decrease book costs to students. (ME)
		12. Detail your company’s process regarding online delivery of electronic learning material, including course material, digital textbooks, e-courses, etc. In addition, explain how this material can automatically be integrated with our e-learning system, Canvas (hosted). Please describe how these materials will be associated with the student who purchases the materials and any limitation placed on the use (including printing) of all electronic materials and any limitations for the period of use. (ME)
		13. From the customer's perspective, provide a description of the online ordering process including type of payments accepted, the delivery process, and the time and way the customer shall receive the order. Describe if your system allows for payment by a third party such as through an organization or relative. If applicable, describe if pre-orders of non-digital textbooks and materials are an option. Please include examples of the website and process for ordering books and/or spirit items. (ME)
		14. Outline your delivery methods, available carriers, shipping options, and estimated costs. Describe your shipping charges for shipping textbooks/course materials to college students, including any free freight programs available. Additionally, if proposing only a virtual bookstore, describe any options for on campus receipt of books on behalf of students. (ME)
		15. Describe the POS and inventory tracking system you will use in the bookstore operation. Describe the types of payments accepted such as Visa, Master Card, Discover, American Express, gift cards, campus ID card (currently CBORD’s Odyssey), and other methods of payments. Please list. (ME)
		16. Describe your customer service capabilities for students, faculty and staff, including available modes of contact (i.e., phone, email, chat). Describe your call center / customer service operation, including phone call handling capacity, staffing, language capabilities, and hours of operation. What service level metrics will you adhere to (up time/availability, how quickly respond to calls, etc.)? (ME)
		17. Describe the approximate physical space requirements needed to deliver the services within your proposal. (M)
		18. Describe your inventory strategy to ensure that enough textbooks and related supplies and materials are available. Detail the strategy for before the semester starts, mid-semester, and at the end of the semester. (ME)
		19. Describe alternative, creative, and innovative programs for providing course material to fulfill student needs. Such programs may include textbook cooperative programs, OER, textbook lending programs, textbook sharing programs, e-textbook programs, and inclusive access. (ME)
			1. If applicable, describe at least the following for inclusive and/or equitable access (E):
				1. Equitable access is defined as all students receive all required materials, in physical or digital formats, for all courses. An inclusive access program is implemented by course, providing digital course materials to students in participating courses.
				2. Provide the estimated cost per credit hour for a course that requires books and/or materials.

Describe the per credit hour cost for a course that does not require course materials and/or uses OER.

Describe the fee/cost, such as the markup and institutional commission.

Describe the opt-in or out process and availability for students. Can students opt-in or out partway through their program or opt out by course if an equitable access program?

* + - * 1. Describe options for course materials such as print, digital, e-courses, used, OER, new, etc.
				2. Describe any limitations in faculty options for the selection of textbook/course materials such as limitations on available publishers or offerings such as text versus digital, edition limitations, etc.
				3. Can something other than a textbook such as a course pack, OER, or supplies be adopted for a course?
				4. Describe the start of the semester process for providing this program (how book and course material needs are determined and delivered).
				5. Describe the end of the semester process for this program (students keep books or materials, return to store, any fees for non-returns, etc.). Can students keep books? If so, please describe the request process and estimated cost.
				6. What if students prefer physical course materials instead of eBooks, what options are available?
				7. If digital access, how are the eBooks accessed?
				8. Describe the process if a student needs a book for more than one course (a continuation course).
				9. Describe what happens if a student adds or drops a course.
		1. Describe your buyback policy and program to purchase used books from students. Outline the mechanics of the buyback process including any return shipping cost incurred by students. Describe how much you pay students as a percent of the new selling price. (E)
		2. Describe your refund policy. (ME)
		3. Provide details on the student marketing plan you envision to ensure student ordering from your bookstore including specific strategies to drive students to the bookstore and/or spirit shop. Detail the strategies for sales whether online or in-store. (ME)
		4. Provide details on the faculty and staff marketing plan you envision to encourage faculty to explore books options and submit timely adoptions and strategies to drive employees to the bookstore and/or spirit shop. Detail the strategies for sales whether online or in store. (ME)
		5. Describe how you will help promote our LCSC brand to our students, employees, and the community. (ME)
		6. Provide details on how you will become involved in the academic, cultural, and social environment at LCSC. (ME)
		7. Describe how you will solicit feedback from customers on store satisfaction, product selection, and availability. How will you gauge what products are popular for a given population? (E)
		8. Describe how you will provide services to students, faculty, and staff at the Coeur d’Alene outreach center (books, regalia, etc.). (ME)
		9. Provide details on the sale of graduation regalia and the sale of commencement announcements. Describe the ordering and delivery process and estimated timelines and costs. (ME)
		10. Describe the reports you will provide to the institution and how frequently the institution will receive these reports. Specifically include information on the following types of reports: student ordering data, ordering history, performance reports on matters such as number of used books sold, number of e-books sold, and backorders. If reports are available online, describe the site and who will have access within the institution. Include examples or sample pages of these reports. (ME)
		11. The hours of operation shall at a minimum, follow the business operating hours and calendar of the institution (https://www.lcsc.edu/registrar/academic-instructional-calendars) and may extend to the evenings and weekends as necessary to address the needs of students, faculty, and staff during peak times and/or during recruiting tours. Please describe the planned hours of operation. (ME)
		12. If applicable, describe at least the following for the spirit store (E):
			1. Ability to order from a variety of vendors including local.
			2. How often new products are introduced.
			3. Ability to do customized orders for apparel and gifts.
			4. Ability to obtain small lot/low run quantities to create greater apparel variety and faster turnover.
			5. Describe how inventory is chosen and restocked.
			6. General description of what would be offered for apparel, gifts, and sundries for an institution of LC’s size.
		13. Detail any exceptions to the scope or requirements of this RFP if applicable.
		14. Please provide price quotes as identified in the textbook list attached hereto as Attachment 6. Textbooks quotes should reflect prices as of the date of proposal submission. (ME)
		15. If applicable, describe the transition plan for assuming operation of the existing store and each significant phase in the Offeror’s plan for ensuring a smooth transition from the current store operator to the Offeror. Describe the ability to purchase or acquire the existing bookstore’s saleable inventory, including but not limited to textbooks, new, used, rental textbooks, trade and paperback books, and branded apparel, and other retail merchandise. List which of the existing furnishings and fixtures owned by the current store operated and located in the store premises the Offeror would desire to use in its operations. Describe any implementation costs and project schedule. If not applicable, please reply as such. (M)

# **General Expectations**

* + 1. The selected Offeror be responsible for any refurbishing of the designated Premises. The Offeror must provide all fixtures and equipment. The Offeror shall agree that no structural changes will be made which adversely affect building codes or the aesthetics and/or general operation of the building without consultation with the College. The Offeror shall provide maintenance and repair of all moveable fixtures and equipment furnished by the Offeror and College property or equipment used by the Offeror for the life of the contract.
		2. The décor should be in keeping with the general building environment. Before construction, the Offeror will submit for approval by the College all plans and specifications including design of the bookstore fixtures, signs, and areas visible to the public. Exterior building signs will not be permitted without prior approval by the College.
		3. The College shall grant the Offeror the semi-exclusive right to sell college licensed products and merchandise using official LCSC logos, names, and images on the main campus at 500 8th Avenue, Lewiston, Idaho 83501. This right does not preclude the sale of such products through off campus brick and mortar locations, athletics, and occasional fundraisers for divisions/departments, student organizations and clubs. The Offeror will be given the option to bid/quote on off campus brick and mortar locations, department and club/organizational fundraisers.
		4. There is an option to operate the athletics apparel/gift store during regular season, excluding tournaments which includes the NAIA World Series baseball tournament.   May negotiate opportunities for athletic tournament sales.
		5. Monthly reports shall be e-mailed to the College on, or before, the last day of the following month. Reports shall include: gross sales for the month reported, exclusions from gross sales for the month reported, net sales for the month reported, commissions due to the College for the month reported, and cumulative contract year to date information.
		6. The Offeror shall have an official, user-friendly internet website related to the marketing, sale, and promotion of textbooks and/or merchandise for all customers. On campus pickup of merchandise ordered on the website shall be an option. LCSC has an on-campus mailroom for direct deliveries.
		7. The College reserves the right to inspect all bookstore premises, storage areas, offices, and any other space under the Offeror’s control at any time with or without notice.
		8. If applicable, the Offeror shall provide housekeeping for all bookstore areas including all surfaces, all equipment, and trash removal from the interior of the bookstore during operating hours and work with College personnel and other non-bookstore contractors to always ensure the highest level of cleanliness.
		9. The Offeror’s Point of Sale System (POS) will be compatible with the College’s campus ID card system (CBORD’s Odyssey) and make good faith efforts to be compatible with future ID card systems. Offeror will comply with PCI data security standards and be PCI compliant to protect all cardholder data.
		10. Integration requirements for bookstore data, options are ordered based on technical preferences.
			- 1. Option 1 – Through direct integration between Ellucian Ethos and the Offeror's system, the College will provide all course and section information to the Offeror. The Offeror will identify course books/materials through the adoption process, and then provide a dynamic link for their website containing the course material, pricing, and purchasing information to be embedded within the registration process.
				2. Option 2 – Course and section data is sent to the Offeror by the Registrar’s Office on an agreed-upon schedule in a flat-file format. That data is used by the Offeror to identify course books/materials through the adoption process and to then create and post on the Offeror’s website a list of textbooks and pricing, aggregated by course and section number. The Offeror then provides the College with a dynamic link for their website containing the course material, pricing, and purchasing information that will allow the College to embed within the registration process
		11. Offeror shall employ qualified staff, adequate in number, training, and experience for the efficient management and operation of the bookstore.
		12. Offeror shall ensure that all its employees adhere to all campus regulations, policies, and demonstrate courtesy to all patrons.
		13. Offeror shall comply with College Public Safety and other College officials in providing security for the bookstore, including maintaining security alarms, if applicable.
		14. Offeror is responsible for providing security training and enforcing security policies and procedures as they apply to its staff.
		15. Personnel relations of the Offeror's staff shall be the Offeror's responsibility, including compliance with all applicable laws and regulations related to the employment of personnel.
		16. Offeror shall be completely responsible for the management of all bookstore services it operates under the agreement. This shall include all bookstore operating costs such as inventory, labor (including management and supervisory) fringe benefits, payroll taxes, insurance, telephone equipment and repairs, in-store security, custodial services, etc.
		17. Offeror shall bear any loss caused by dishonest acts on the part of its employees.
		18. Offeror shall be responsible for the disposition of damaged or surplus books, supplies, tools, materials, and any other damaged or surplus merchandise.
		19. If applicable, the Offeror shall control the distribution of keys to the bookstore with the understanding that the College shall have a master set for emergency use. Should any of the Offeror's employees lose assigned keys or jeopardize the security of the facility in any other way, the Offeror shall be charged for the associated costs required to rekey the facility.
		20. Offeror’s staff, if parking on campus, are required to purchase valid parking permits from the College’s Public Safety office. The offer's staff will be responsible for payment of parking or traffic fines.
		21. The Offeror shall regularly solicit feedback and input from faculty, staff, students, and other constituents.

# **General Instructions**

* + 1. Proposals must be submitted electronically as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely two submissions will be considered.
		2. One Alternative Proposal is allowed but must be clearly marked as Proposal 1 and if a second proposal is submitted it must be label Proposal 2 on each page of the submittal.
		3. All electronic files must be in Adobe PDF, Microsoft Word or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.
1. **Trade Secrets**
	* 1. The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your response to LCSC’s Solicitation will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. If you consider any material that you provide in your Bid, Proposal or Quotation to be a trade secret, or otherwise protected from disclosure, you MUST so indicate by marking as “exempt” EACH PAGE containing such information. Marking your entire Bid, Proposal or Quotation as exempt is not acceptable or in accordance with the Solicitation or the Public Records Law and WILL NOT BE HONORED. In addition, a legend or statement on one (1) page that all or substantially all of the response is exempt from disclosure is not acceptable or in accordance with the Public Records Law and WILL NOT BE HONORED.
		2. Prices that you provide in your Bid, Proposal or Quotation are not a trade secret. LCSC, to the extent allowed by law and in accordance with these instructions, will honor a designation of nondisclosure. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel PRIOR TO SUBMISSION of your Bid, Proposal or Quotation.
		3. In addition to marking each page of the document with a trade secret notation, Offerors must also:
			1. Identify with particularity the precise text, illustration, or other information contained within each page marked “trade secret” (it is not sufficient to simply mark the entire page). The specific information you deem “trade secret” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “trade secret.”
			2. Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Proposal; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow LCSC’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law.
			3. Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the word “redacted” in the file name, whether the Proposal is submitted manually or electronically.
		4. Offeror shall indemnify and defend LCSC against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror’s failure to designate individual documents as exempt. The Offeror’s failure to designate as exempt any document or portion of a document that is released by LCSC shall constitute a complete waiver of any and all claims for damages caused by any such release. If LCSC receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

# **Electronic Submission**

* + 1. Electronically submitted Proposals must be submitted to the RFP lead’s email address, identified in the RFP Administration Information Section. Remember to submit an additional redacted version of the proposal if you have identified trade secrets.
		2. Offerors are strongly encouraged to begin the process of submitting the response far enough in advance of the End Time to allow for resolution of technical difficulties. Be advised that LCSC is not responsible for a Offeror’s failure to timely submit a responsive submission due to any technical or technological difficulties. See IDAPA 38.05.01.61.02.
		3. Offerors are further advised to submit response materials with descriptive file names, organized and consolidated in a manner which allows evaluators to efficiently navigate the Offeror’s response; as LCSC will print uploaded documents for evaluation in the manner received.

# **Manual Submission**

* + 1. The Proposal must be addressed to the RFP Lead, sealed, and identified as “RFP 23-001 COLLEGE BOOKSTORE SERVICES”. Include your company name on the outside of the package.
		2. If not electronic and via e-mail, each Proposal must be submitted in one (1) original with five (5) copies of the Proposal.
		3. Offerors submitting manually must also submit one (1) electronic copy of the entire Proposal on USB device and/or via e-mail. The format and content must be the same as the manually submitted Proposal. The electronic version must NOT be password protected or locked in any way.

# **Proposal Format**

* + 1. These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.
		2. Table of Contents
			1. Include a table of contents in the Proposal identifying the contents of each section, including page numbers of major Sections.
		3. Format
			1. **Proposals shall follow the numerical order of this RFP** beginning with Instructions for Submission of Proposal/Scope of Services in Section 4 and continuing through the end of the applicable RFP Attachments, including all mandatory submission items detailed in Section 6 and identified throughout the RFP. Proposal sections and subsections must be identified with the corresponding numbers and headings used in this RFP. In your response, restate the RFP section and/or subsection, followed with your response.
			2. Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section from the Offeror’s response. Except for brochures, financials, work samples, or other similar submission items, all electronic Proposals must be submitted in Microsoft Word or Excel and must not be locked. Offerors are strongly cautioned against including imbedded documents in the Proposal; LCSC will not be responsible for the RFP Lead or any evaluator’s failure to consider information outside of or embedded in the Proposal.

# **Proposal Review, Evaluation, and Award**

Evaluation Criteria:

Contract award will be issued after evaluation by a committee of stakeholders selected solely for this purpose.

Proposals will be evaluated to ascertain which proposal best meets the needs of LCSC.

Evaluation and Award will be based on but shall not be limited to:

* The proposal's responsiveness and clear understanding of the work and services to be performed
* Understanding of objectives and demonstration of a short- and long-term plan to accomplish stated goals
* Quality of overall proposal and management commitment to provide a high quality and customer focused solution
* Available technology
* Compliance with proposal preparation instructions and administrative requirement for submitting the RFP
* Completeness of proposal response
* Reference reviews
* Oral presentation

The College shall be the sole determining authority in judging the acceptability of any proposal for this contract.

* + 1. Step 1
			1. **Proposal Includes:**
				1. Mandatory Submission Requirements Pass/Fail
				2. Customer/Reference Interviews 200 points
				3. Scope of Services (Section 4.00) 800 points

Total Step 1 1000 points

* + 1. Step 2
			1. Financial and Textbook Pricing Proposal (Attachments 5 & 6) 500 points
		2. Step 3
			1. Oral Presentations (finalists only) 200 points
		3. **Grand Total 1,700 points**

# **Oral Presentations/Demonstrations**

* 1. At LCSC’s option, up to three (3) Offerors, with the highest raw score after the evaluation of the Proposal is complete, will be asked to make an oral presentation either in person or virtually.

GENERAL

a. The College will not provide compensation to Offerors for any expenses incurred by the

Offeror(s) for proposal preparation or for any demonstrations that may be made, unless otherwise

expressly stated. Offerors submit proposals at their own risk and expense.

b. The College reserves the right to conduct interviews with all or some of the Offerors at any point during the evaluation process; however, the College may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.

c. The College reserves the right to make such additional investigations as it deems necessary to

establish the competence and financial stability of any Offeror submitting a proposal.

d. Proposals and any other information submitted by Offerors in response to this Request for

Proposal shall become the property of the College.

e. Proposals that are qualified with conditional clauses or alterations or items not called for in the RFP documents, or irregularities of any kind, are subject to disqualification by the College at its option.

f. The College makes no guarantee that an award will be made as a result of this RFP. The College

reserves the right to accept or reject any or all proposals, waive any informalities or minor technical

inconsistencies, or delete any item-requirement(s) from this RFP or resulting Contract when deemed

to be in the College's best interest. Representations made within the proposal will be binding on

responding Offerors. The College will not be bound to act by any previous communication or

proposal submitted by the Offerors other than this RFP.

g. The Offeror(s) deemed to be fully qualified and best suited among those submitting written

proposals and/or oral presentations will be identified based on the evaluation factors stated

throughout the response instructions and specification sections. Negotiations may be conducted with

any or all Offerors. After negotiations are completed with Offerors, LCSC shall select and notify

the Offeror(s) which has, in LCSC’S opinion, made the best proposal, and award the contract to take

effect on the dates negotiated with Offeror(s). LCSC reserves the right to judgment concerning

quality of service and the Offeror's capability to service the agreement.

h. No Proposal- It is requested that those Offerors who do not desire to submit a proposal indicate the same by submitting a "No Proposal" to LCSC’s RFP Lead via email identified in RFP Administration Information section, page 1 of this RFP.

# **Responsibility**

Pursuant to IDAPA 38.05.01.081, the RFP Lead may, in the LCSC’s sole discretion, require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to, credit or financial reports, and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent LCSC from using other means to determine Offeror’s responsibility.

# **Award**

Award of Contract will be made to the responsive, responsible Offeror whose Proposal receives the highest number of total normalized points.

* + 1. The College makes no warranty or guarantee that an award will be made as a result of this RFP.
		2. The College reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP or the proposed form of Agreement when the College deems such to be in the College's best interest.
		3. College will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of the Offeror.
		4. Subsequent Oral Presentations - after completion of the initial review and evaluation of the submitted proposals, the College may in its sole discretion invite one or more selected Offeror to participate in oral presentations concerning their respective proposal.
		5. Negotiations with Select Offerors - at the College's sole option and discretion, the College may discuss and negotiate all elements of the proposals submitted by one or more selected Offerors whose proposals are within a competitive range determined by the College.

# **Revisions of Proposals**

* + 1. After submission of a proposal but before the final selection of the successful proposal is made, the College may select one or more Offerors to revise their respective proposals in order to obtain the best and final offers of such proposal.
		2. In the event, representations made by an Offeror in its revised proposal, including price, scope and consideration quotes, will be binding on the Offeror.
		3. The College will provide each selected Offeror within the competitive range an equal opportunity for discussion and revision of its proposal.

# **Determination of Successful Offeror**

* + 1. The College may make the selection of the successful proposal based on the proposals initially submitted, without discussion, clarification or modification. In the alternative, College may make the selection of the successful proposal based on negotiation with any of the Offerors.
		2. The College is not obligated to select the Offeror offering the most attractive economic terms if that Offeror’s proposal is not the most advantageous to the College overall, as determined by the College.
		3. The College will maintain in its files concerning this RFP, a written record of the basis upon which a selection, if any, is made by the College.

# **Rejection of Proposals**

* + 1. The College reserves the right to (i) enter into an Agreement for all or any portion of the requirements and specifications set forth in this RFP; (ii) reject any and all proposals and re-solicit proposals; or (iii) reject any and all proposals and temporarily or permanently abandon this selection process, as the College deems to be in the best interests of the College.

# **Mandatory Submission Requirements**

The Proposal begins with the mandatory items identified in this list and the following sections. **NOTE: THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY; OFFERORS ARE RESPONSIBLE FOR SUBMITTING ALL MANDATORY SECTIONS, ATTACHMENTS, SUBMITTAL ITEMS, ETC., REGARDLESS OF WHETHER THEY ARE IDENTIFIED IN THIS LIST.**

[ ]  (M) Signature Page: All Proposals must be submitted with an LCSC supplied Signature Page, attached to the RFP. For electronically submitted Proposals, submit a completed signature page. For manually submitted Proposals, the signature page must contain an ORIGINAL HANDWRITTEN signature executed in INK OR AN ELECTRONIC SIGNATURE and be returned with the relevant Solicitation documents. Your ORIGINAL Signature Page should be included at the FRONT of your ORIGINAL Proposal

[ ]  (M) Cover Form: Complete, sign, and submit **Attachment 4, Cover Form.**

[ ]  (ME & E) Proposal Responses as detailed in **section 4**.

☐ (ME & E) Financial proposal and textbook pricing as detailed in **Attachments 5 and 6**.

[ ]  (M) Acknowledgement of Amendments: If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See IDAPA 38.05.01.52.

[ ]  Optional, redacted copy of Proposal and list of Trade Secret redactions, as detailed in **Section 7**

[ ]  Review the required types and levels of insurance—these are mandatory requirements. If you do not already have the required types and levels of insurance, you are **strongly encouraged** to contact your insurance representative to find out if you will be able to obtain the required insurance. (The Offeror should not purchase additional insurance in reliance of being awarded a contract). If you are awarded a Contract, failure to provide proof of the required insurance will be grounds for termination of the Contract.

# **ATTACHMENT 1 – PRE-PROPOSAL CONFERENCE REGISTRATION FORM**

RFP 23-001 COLLEGE BOOKSTORE SERVICES

|  |  |
| --- | --- |
| **PRE-PROPOSAL CONFERENCE** | Wednesday, January 4, 2023 9:00 a.m. Pacific Time |
| **LCSC** | **RFP 23-001** COLLEGE BOOKERSTORE SERVICES |

**Oral Information**: Questions concerning an RFP must be directed in writing to the RFP Lead in the time period prescribed in the RFP Administration Information section, page 1 of this RFP. Offerors are cautioned against relying on any verbal information and do so at the Offeror’s sole risk. The RFP may only be amended by written documentation posted to **LCSC’s Purchasing website.**

Potential Offerors choosing to participate in the Pre-Proposal Conference **must pre-register** by submitting this completed form, via e-mail, to the RFP Lead at the **email address and by the date and time identified in the RFP Administration Information section, page 1 of this RFP**. After the RFP Lead receives your form and the registration deadline passes, you will be provided with virtual conferencing and meeting details. Please indicate in the appropriate column if your attendance will be virtual.

**PLEASE PRINT:**

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| **Name** | **Company** | **Email Address** | **Phone Number** | **Virtual** |
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# **ATTACHMENT 2 – OFFEROR QUESTIONS**

RFP 23-001 COLLEGE BOOKSTORE SERVICES

**Instructions:**

DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFP section number that the question is for in the “RFP Section” field (column 2). If the question is a general question not related to a specific RFP section, enter “General” in column 2. If the question is about a LCSC Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is regarding an attachment, enter the attachment identifier (example “Attachment 1”) in the “RFP Section” (column 2), and the attachment page number in the “RFP page” field (column 3).
3. Do not enter text in the “Response” field (column 5). This is for LCSC’s use only.
4. Once completed, this form is to be e-mailed per the instructions in the RFP. The e-mail subject line is to state the RFP number followed by “Questions.**”.**

RFP 23-001 COLLEGE BOOKSTORE SERVICES

| **Question** | **RFP Section** | **RFP Page** | **Question** | **Response** |
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# **ATTACHMENT 3 – MODIFICATION AND EXCEPTION FORM**

RFP 23-001 COLLEGE BOOKSTORE SERVICES

**Instructions:** Complete this form and submit with your RFP submittal if you are proposing modifications or taking exception to any of the requirements, terms, or conditions included in the RFP, including any documents incorporated by reference (such as the Standard Contract Terms and Conditions.) See RFP **Section 2.4** for a full explanation of the process surrounding Offeror-proposed modifications and exceptions.

Offerors must specifically address any and all proposed modifications and exceptions. Blanket requests to negotiate requirements, terms, or conditions will not be considered. Offerors must provide an explanation as to why the requirement, term, or condition should be considered non-material. Offeror must also provide a reason for the proposed modification or alternative language, specifically addressing the issues itemized in RFP **Section 2.4.1.**

The determination of materiality will be made at the LCSC’s sole discretion. Non-material modifications or exceptions may be negotiated with the apparent successful Offeror, at the discretion of LCSC, and as otherwise provided in RFP **Section 2.4.4**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RFP Section | RFP Requirement, Term, or Condition | Reason Requirement, Term, or Condition Should be Considered Non-Material | Proposed Modification, Alternative, or Exception | Reason for Proposed Modification, Alternative, or Exception |
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# **ATTACHMENT 4 – COVER FORM**

RFP 23-001 COLLEGE BOOKSTORE SERVICES

**(M) Attachment 4, Cover Form must be completed, signed, and submitted with your Proposal.** Failure to complete and submit this form may result in your Proposal being deemed non-responsive.

**Instructions:** The Proposal must include a signed copy of this cover form. Copy and paste this form onto your company letterhead, or include the following information: Offeror’s company name, mailing address, phone number, fax number, e-mail address, and name of Offeror’s authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

|  |  |
| --- | --- |
| **Requirement** | **Response** |
| Offeror’s corporate or other legal entity status | [ ]  Corporation [ ]  Limited Liability Corporation (LLC)[ ]  Limited Liability Partnership [ ] Sole Proprietorship [ ]  Other (specify) |
| Offeror’s Tax Identification Number | EIN: |
| Offeror’s DUNS Number | DUNS:  |
| Is Offeror a legal entity with the legal right to contract? | [ ]  Yes [ ]  No |
| Other than modifications/exceptions identified on Attachment 3, in compliance with Section 2.4 of this RFP, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to those identified in Section 1.5 and 11? | [ ]  Yes [ ]  No |
| Is Offeror in compliance with applicable equal employment regulations? | [ ]  Yes [ ]  No |
| Does Offeror affirm that it has not employed any company or person other than a bone fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bone fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of the Contract? | [ ]  Yes [ ]  No |
| Does Offeror understand and agree that for breach or violation of the above term, LCSC has the right to annul the Contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies.  | [ ]  Yes [ ]  No |
| Offeror(s) and/or staff responsible for writing the Proposal | Names: |
| Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs? Note: Offeror information is available at <https://sam.gov>. | [ ]  Yes [ ]  No |
| Does the Offeror affirm that the Proposal will be binding for ninety (90) calendar days from the Proposal opening date? | [ ]  Yes [ ]  No |
| Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | [ ]  Yes [ ]  No |

Signed By:

Printed Name:

Date:

# **ATTACHMENT 5.1 - FINANCIAL PROPOSAL (ME)**

Attachment 5.1, “Financial Proposal” must be completed and returned with your response.

Offerors are asked to submit a financial proposal based on the information described below and the following attached documents. As such, please include responses to section 5.1, 5.2, and 5.3 in your proposal:

Financial proposal 5.1.1 Describe your pricing policies including markup costs for textbooks/course materials including new, used, rental, digital, and buybacks, and other options such as price matching. (ME)

Financial proposal 5.1.2 Describe in detail how your pricing policies for textbook/course materials will address the desire of the College to provide affordable textbooks/course materials to LCSC students. (ME)

Financial proposal 5.1.3 Describe your pricing policies including markup costs for non-book merchandise and how they compare to nationally accepted standards for such pricing. Include your pricing policies, business arrangement, and/or retail prices for the following: inventory sourced from your warehouse, if your company has a warehouse; and inventory sourced from the marketplace. (E)

Financial proposal 5.1.4 Describe the financial terms and conditions of an agreement to use your services with attention to the following: commission structure, schedule of payments, and method of accounting for and reporting sales. Detail the financial return that you will remit to LCSC for the operation of the Student Book and/or Spirit Sales Program and complete attachments 5.2 and 5.3. The financial return shall consist of the following: fixed fee payment and/or commission payment and any additional financial incentives that you would like the College to consider (e.g., signing bonus, textbook scholarships, general scholarships, sponsorships, free shipping, e-readers, capital contributions, miscellaneous/other financial contributions, etc.). (ME)

Financial proposal 5.1.5 Detail any other voluntary offers and enhancements. (E)

# **ATTACHMENT 5.2 - FINANCIAL PROPOSAL (5 year) (ME)**

COLLEGE BOOKSTORE OPERATIONS

Attachment 5.2, “Financial Proposal” must be completed and returned with your response.

Company Name:

Name of Individual Submitting Proposal:

Phone: Email: Fax:

ATTACHMENT 5.2- FIVE YEAR FINANCIAL PROPOSAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Minimum Guaranteed Annual****Commission ($)** | **Guaranteed Annual Commission (%)** | **Major Capital Investments ($)** | **Discounts Faculty, Staff, Student, Alumni (%)** | **Other Contributions****e.g. Textbook scholarships, Marketing Contributions, etc. ($)** |
| FY2023-2024 |  |  |  |  |  |
| FY2024-2025 |  |  |  |  |  |
| FY2025-2026 |  |  |  |  |  |
| FY2026-2027 |  |  |  |  |  |
| FY2027-2028 |  |  |  |  |  |
| **Total** |  | Five-year total percentage not needed. |  | Five-year total percentage not needed. |  |

**Please provide any additional comments below:**

# **ATTACHMENT 5.3 - FINANCIAL PROPOSAL (3 year) (ME)**

COLLEGE BOOKSTORE OPERATIONS

Attachment 5.3, “Financial Proposal” must be completed and returned with your response.

Company Name:

Name of Individual Submitting Proposal:

Phone: Email: Fax:

ATTACHMENT 5.3- THREE YEAR FINANCIAL PROPOSAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Minimum Guaranteed Annual****Commission ($)** | **Guaranteed Annual Commission (%)** | **Major Capital Investments ($)** | **Discounts Faculty, Staff, Student, Alumni (%)** | **Other Contributions****e.g. Textbook scholarships, Marketing Contributions, etc. ($)** |
| FY2023-2024 |  |  |  |  |  |
| FY2024-2025 |  |  |  |  |  |
| FY2025-2026 |  |  |  |  |  |
| **Total** |  | Three-year total percentage not needed. |  | Three-year total percentage not needed. |  |

**Please provide any additional comments below:**

# **6.0 ATTACHMENT TEXTBOOK PRICING LIST (ME)**

Attachment 6.0, “Textbook pricing list” must be completed and returned with your response.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Book title | Author | ISBN | Format | Pricing |
| Organizational Communication | Eisenberg | 9781457601927 | Hardcopy- New |  |
| Organizational Communication | Eisenberg | 9781457601927 | Hardcopy- New Rental |  |
| Organizational Communication | Eisenberg | 9781457601927 | Hardcopy- Used |  |
| Understanding Business | Nickels | 9781260211108 | Loose-Leaf - New |  |
| Understanding Business | Nickels | 9781260211108 |  Digital |  |
| 21st Century Chemistry | Waldron | 9781936221394 | Hardcopy - New |  |
| 21st Century Chemistry | Waldron | 9781936221394 | Hardcopy – New Rental |  |
| 21st Century Chemistry | Waldron | 9781936221394 | Hardcopy - Used |  |
| Bedford Intro to Literature | Meyer | 9781319002183 | Hardcover – New |  |
| Bedford Intro to Literature | Meyer | 9781319002183 | Hardcover – New Rental |  |
| Bedford Intro to Literature | Meyer | 9781319002183 | Hardcover – Used |  |
| Exploring Psychology | Myers | 9781319104191 | Paperback - New |  |
| Exploring Psychology | Myers | 9781319104191 | Paperback – New Rental |  |
| Exploring Psychology | Myers | 9781319104191 | Paperback - Used |  |
| Sociology the Essentials | Andersen | 9780357128817 | Paperback - New |  |
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