

Addendum #2

RFP #CC592-24

CAMPUS BOOKSTORE OPERATIONS

Answers to submitted questions:

- Please provide the past 3 years sales separated out by product classification in the Bookstore.
- Classifications may vary: **Here are two financial sales tables that we have.**

Departmental Sales Analysis - Consolidated												
WEEKLY 06/25/23-06/29/23 vs. 06/26/22-06/30/22				MONTHLY 05/28/23-06/29/23 vs. 05/29/22-06/30/22				YEARLY 07/03/22-06/29/23 vs. 07/04/21-06/30/22				Rollup
FY23 Actual	FY22 Actual	\$Var	%Var	FY23 Actual	FY22 Actual	\$Var	%Var	FY23 Actual	FY22 Actual	\$Var	%Var	
572	-146	718	-492.7	4,483	6,589	-2,106	-32.0	82,405	87,968	-5,564	-6.3	Used Text
3,310	139	3,170	2,276.5	21,590	15,229	6,361	41.8	412,871	477,695	-64,824	-13.6	New Text
128	0	128	0.0	20,053	11,011	9,042	82.1	229,715	165,445	64,270	38.8	Digital Format Text
70	0	70	0.0	2,041	2,814	-773	-27.5	90,126	95,427	-5,301	-5.6	Text - Rentals
0	29	-29	-100.0	164	170	-6	-3.6	7,211	5,667	1,544	27.2	Trade
10	3	7	222.8	3,097	4,997	-1,901	-38.0	56,986	55,256	1,730	3.1	Supplies
476	217	260	119.6	1,419	1,575	-156	-9.9	26,157	27,165	-1,008	-3.7	Clothing
0	0	0	0.0	82	80	2	1.9	1,972	2,846	-873	-30.7	Gifts
0	0	0	0.0	0	0	0	0.0	30	40	-10	-25.0	Convenience
28	34	-6	-17.4	2,845	604	2,240	370.8	88,717	85,854	2,863	3.3	Computers
0	0	0	0.0	6	10	-5	-47.6	10,087	7,912	2,175	27.5	Graduation
4,593	276	4,317	1,562.0	55,778	43,080	12,697	29.5	1,006,277	1,011,275	-4,999	-0.5	Sales as Collected

Month	FY21	FY22	FY23	FY24
July	7,599	45,448	11960	14639
August	346,580	453,306	461971	461,968
September	198,622	31,143	46669	54,596
October	4,281	5,445	7038	4,292
November	2,204	4,146	6657	7,133
December	30,745	30,347	27443	31,295
January	340,111	346,622	354188	361,052
February	53,600	8,480	21849	14,727
March	4,081	5,718	9272	
April	6,582	3,305	14346	
May	29,427	34,233	34095	
June	58,093	43,080	56765	
total	1,081,925	1,011,273	1052253	

- Please provide the number of existing store employees. **There currently are 2 employees.**
- What are the total billable credit hours per term for the last two academic years?

Credit Count by Term

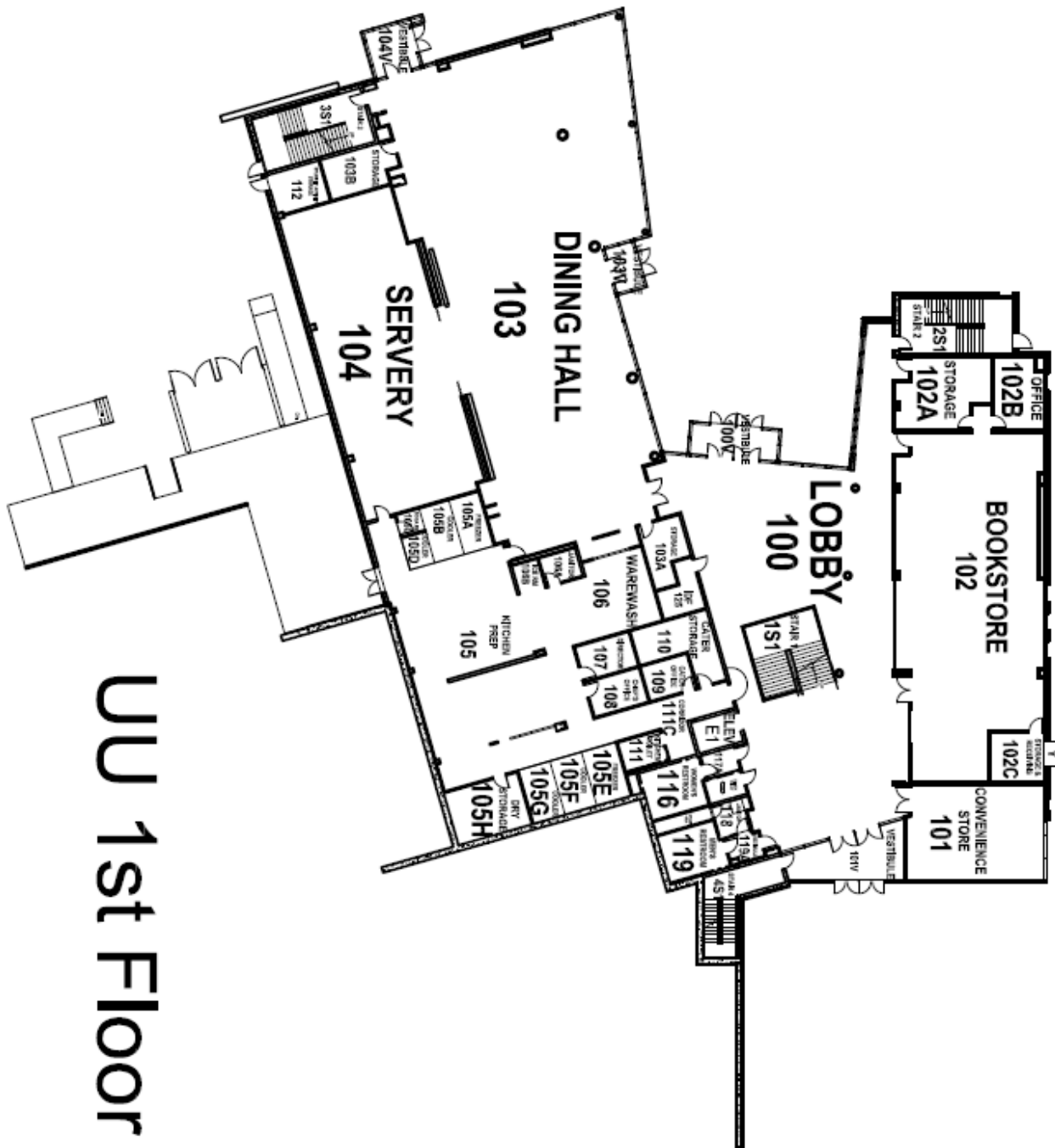
2022-2023		AY / Stc Term		2023-2024	
22/SU	22/FA	23/SP	23/SU	23/FA	24/SP
4,104	31,803	29,453	4,278	32,178	29,650

- When was the store location last renovated? **The building opened in the Spring of 2013 and there have been no major renovations.**
- Does the bookstore provide graduation regalia and announcements? If so, what vendor do you partner with? **Yes - Oak Hall**
- Does the college own the store fixtures or does the existing vendor? **Casper College owns most of the major fixtures.**
- Does the institution have any Inclusive Access course material adoptions? **Yes, there are usually about 20 courses that use this. There is an opt-out period option and students opt out through the bookstore. This information is then shared with the accounting office.**
 - If so, what percentage? **Please see above.**
 - If so, are these sales included in the numbers reported anywhere in the RFP? **The numbers would be included in the answer to question 1. They are not specifically outlined though.**
- In an Equitable Access Model, the vendor charges a standard per student/per text cost. The institution can then consider adding (or not) additional revenue to the vendor price and consider this auxiliary revenue.
 - Is a model like this currently active at the institution or is such a model open for consideration? **We are open to all proposals but we are concerned that the department of education is considering modifying or banning this program.**
 - Does the Institution require the ability for students to “Opt Out” of Equitable Access/First Day of Class models? **Yes we would if we went to an Equitable Access Model.**

- Are book costs included in tuition or a separate billed fee? They are separate from the tuition costs. Except for the courses that choose to use the access book option and have it attached to the cost of the class.
- Are there any state laws preventing the institution from enacting an Equitable Access model on campus? No, but the federal Dept of Ed is considering ending or modifying the program.
- Will you provide the most recent Text Adoptions book list -preferably in Google Sheet or Excel format? At this time, I don't have the most recent Text Adoptions.
- What % of courses use a textbook? At this time I don't have this information.
- What % use courseware materials? (i.e., My Pearson Lab, Cengage Now, Wiley Plus, etc) At this time I don't have this information.
- What % of courses with materials use OER? At this time I don't have this information.
- What is the goal of OER % for the remainder of the contract? At this time I don't have this information.
- ENROLLMENT:
 - What is the current enrollment for concurrent high school students (Dual Enrollment/DualCredit)? Our count for dual enrolled students to include students enrolled in yearlong courses and 24/SP courses is 841 BOCES students. For the academic year 2023-2024 the headcount is 1,184 (includes 23/SU, 23/FA, 24/SP, and yearlong courses).
- Do these students use the same course materials as the other students at the institution? Yes
 - Do these students receive their materials through the bookstore vendor? The school district purchases from their vendor for concurrent enrollment. BOCES purchases for dual enrollment from the campus bookstore
 - Is the institution able to and interested in including Dual Credit Students as a part of the scope of content coverage through a vendor? Yes, for dual enrollment. No for concurrent enrollment.
 - What is the enrollment growth rate projection for the next 5 years? Our projected enrollment is that our number of students and per credit hours will maintain steady over the next 5 years.
- Are you interested in an eCommerce link? Yes

- Please describe how students utilize their financial aid in the campus store and if there are any restrictions. We are required by regulation to provide a way for students to charge their books against their financial aid, if they have aid. Currently, students may order online or visit the bookstore in person. We utilize FA Link to integrate between the bookstore and Colleague. Any new solution would need to fully integrate with Ellucian Colleague.
- What are the current challenges with your existing bookstore operations that you would like to see addressed by this RFP? The main challenge / focus is to keep course material costs competitive while maintaining a brick and mortar storefront.
- What signing bonus was paid by the incumbent bookstore vendor? No In what year was this paid? N/A
- What scholarships were paid for by the incumbent bookstore vendor? In what year were they paid? Our current vendor offers a \$10,000 general scholarship and a \$5,000 athletic scholarship that the funds are put into an accounts receivable account yearly.
- Were there any sponsorships or other financial incentives offered? If so, what were they and in what year were they paid? None
- What is the anticipated commencement date of the contract? We would like to start 7/1/25.
- Of the fixtures that currently reside in the bookstore, will all remain for use by a new partner? Casper College owns most of the current fixtures.
- Is there any unamortized expense the new partner must absorb upon commencing operations? There are no costs to absorb for the new vendor.
- Is there any other provider of campus store services or merchandise sales that the school works with? (Off campus store, athletic website, publisher content provider etc.) There is an athletic branded merchandise website and Casper College has been setting up a popup store for merchandise at athletic events and random times on campus. This has been running through our PR department.
- Are there any limitations on convenience offerings for food or beverage? Casper College has a food and beverage agreement with another vendor and they are the sole provider of food and beverage on campus.
- Are there any limitations on graduation related sales? No.

- Would you desire to retain the current staff in place in the store? Casper College believes that the current staff is an asset to the campus, but we are unaware of any contractual obligations that the current staff has.
- Are there any plans to move or alter the current bookstore location? No
- Please provide CAD drawings of the bookstore. Please see the last page of this addendum.
- Are there any sales reflected in the historical sales numbers that were a result of a one-time grant or other funding that will not occur in the future? No
- Does the institution have any direct agreements in place with publishers or other third-party course material providers? No
- Which term would the new bookstore partner begin serving the campus population? Our hopes would be Fall of 2024. We would like for the contract to start 7/1/25
- Is the institution open to self-operating a spirit store (apparel, merchandise, sundry items, etc) with an online bookstore vendor providing all student-purchased materials shipped directly to the campus bookstore for student pickup? No, Casper College does not want to self-operate as a merchandise store.
- Would the institution consider two separate vendors with two separate agreements 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
- Would the institution be interested in implementing an equitable access solution, an in-tuition solution where all course materials are automatically delivered to all students with the costs included as part of the cost of attendance? We are open to all proposals but we are concerned that the department of education is considering modifying or banning this program.



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