



## **ADDENDUM #1**

**DATE:** February 15, 2023

**TO:** Prospective Proposers

**RE:** Addendum #1  
Bookstore Management & Operation  
Tyler Junior College  
RFP No: J2120-23-02

### **NOTICE TO PROPOSERS:**

This Addendum forms a part of the Request for Proposal. Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject Proposer to disqualification. Addendum #2 will follow with more questions and answers.

**QUESTION #1:** Please provide total year-to-date net sales (less voids, refunds, discounts, etc.) by department (i.e. new text, used text, rentals, digital, trade, general supplies, art supplies, clothing, gifts, convenience items (food, beverages, snacks)) for the current incomplete year.

**ANSWER:** Sales 7/3/22 through 1/28/23

- Used text \$ 129,564
- New text collected \$1,371,404
- Rental collected \$ 133,686
- Digital collected \$1,618,996
- General books/non-emblematic \$ 48,850
- Supplies \$ 136,990
- Apparel \$ 103,392
- Gifts \$ 9,348
- Convenience/grad \$ 34,678
- Technology \$ 439,515

**QUESTION #2:** Does Tyler Junior College have any courses using Inclusive Access content.

**ANSWER:** Yes.



QUESTION #3: Is Tyler Junior College interested in an Equitable Access program? Would Tyler Junior College be interested in an Equitable Access program where all students are charged a flat fee per credit hour for their course materials?

ANSWER: Yes.

QUESTION #4: Do the store fixtures transfer over to the new vendor? Who owns the fixtures in the bookstore?

ANSWER: No. The current fixtures, personal property, inventory and supplies are the property of the current vendor. Capital equipment purchased by the current vendor and not attached as a fixture to real estate will remain property of vendor.

QUESTION #5: What is your learning management system (LMS)?

ANSWER: Canvas.

QUESTION #6: Will access to the internet (for POS and store computers) be provided by TJC or is the vendor responsible for obtaining network services?

ANSWER: Reference Page 23, Section 5.4.12, College Obligations. Internet is not provided by the College.

QUESTION #7: Are students able to use financial aid or charge their student account with the bookstore? If yes, when is FA available for students to use in the bookstore, and what percentage of students with available aid are using their financial aid at the bookstore?

ANSWER: Yes. FA is available to use in the bookstore. Date is determined by school. % of use is unknown by the store as we do not have access to know what total student body has aid available.

QUESTION #8: Is Tyler Junior College contracted with any publishers or outside vendors for course materials or supplies?

ANSWER: No.

QUESTION #9: What are some of the challenges that you would like addressed with future bookstore operations?

ANSWER: No response. TJC will review submitted proposals.



QUESTION #10: What are the most important factors you are considering when reviewing proposals?

ANSWER: TJC will review submitted proposals.

QUESTION #11: What is the current enrollment for concurrent high school students?

ANSWER: The enrollment for Spring 2023 is 3076.

QUESTION #12: Is the bookstore responsible for providing goods or services not directly related to course materials? For example, scrubs, medical or culinary supplies, convenience/gift sales, graduation regalia, etc. If so, please detail those goods and services.

ANSWER: Regalia is handled by the College, not sold in the bookstore. The bookstore currently provides convenience items. Scrubs are sold through the bookstore, but are not required to be purchased at the bookstore.

QUESTION #13: What constitutes the sales categorized as “Technology” on page 14 of the RFP?

ANSWER: Computer hardware, computer software, peripherals and electronics.

QUESTION #12: Please elaborate on 5.4.3.a “The exclusivity would not be applicable if the bookstore chooses not to price match any variance over 5% of the book cost that the College can procure the books independently.”

ANSWER: If applicable, this could apply to textbooks provided by our athletic programs for their athletes. The College doesn’t have traditional athletic scholarships.

QUESTION #13: Please further define what is meant by “Automatic Textbook Billing” that is used throughout the RFP.

ANSWER: A catch-all phrase for other vendors’ programs called various names, i.e. Inclusive Access, Equitable Access Program, etc.

QUESTION #14: Referencing 5.4.11.g on depreciation of capital investment, would this be deducted from commission payments to the school from the bookstore?

ANSWER: No.



QUESTION #15: What are the school's plans to handle a quick transition on September 1, 2023, with the fall term starting only a few days earlier? Will TJC be extending with the current vendor for a short period of time, as stated in Appendix 2 Section 2 on page 52 of the RFP?

ANSWER: The College realizes the transition will not be immediate. If not the incumbent, the College will work with both vendors for a smooth phased-in transition. Follett's contract lays out a transition period. "Contractor will continue to perform the Bookstore Management & Operations in accordance with the terms and conditions of this Agreement until TJC contracts with a new qualified and experienced contractor to perform the Bookstore Management & Operations provided that Contractor will not be required to continue performing the Bookstore Management & Operations for more than four (4) months after expiration or termination of this Agreement." And "contractor must agree to provide a ninety (90) day extension of services at the end of any Contract term under the same terms, conditions and at the same cost designated on the Contract if so requested by TJC."

QUESTION #16: Referencing 5.4.3.i.a, how are these purchases currently processed, and what is the sales volume of these purchases?

ANSWER: Any third-party purchases are processed on a house account and billed monthly.

QUESTION #17: What is the volume of sales currently in the Automatic Textbook Billed program? Are these sales represented in the sales figures provided in Section 5.1 on Page 14 of the RFP? If so, what category are they reported under?

ANSWER: These are included in the New Text or Digital depending on the format of title for the section.

End

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