



REQUEST FOR PROPOSAL (RFP)

**RFP-445 Online Bookstore Services**

**Addendum #1**

To provide answers to questions received

Bidders must include the attached **Addendum Acknowledgement** with their technical proposal.

**Addendum Issue Date: 2-26-25**

**SUBMITTAL DUE DATE AND TIME:**

One (1) **original technical and cost proposal** plus one (1) convenience copy, as well as an electronic copy (submitted on a USB drive) to:

Monica J. Cochran  
Director of Procurement  
Fairmont State University  
Hardway Hall Room 305  
1201 Locust Avenue  
Fairmont, WV 26554  
Fax: (304) 367-4706

The outside of the envelope or package(s) for both the technical and the cost proposal should be clearly marked:

REQ/RFP #: RFP-445  
Opening Date: **March 17, 2025**  
Opening Time: 3:00 p.m.

Late submittals will not be accepted. Proposals will be accepted until the time and date specified.

**ADDENDUM ACKNOWLEDGMENT: (must be included with your technical proposal)**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal.

Addendum Nos.:

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_Signature

\_\_\_\_\_Company

1. Are you currently using any inclusive access programs?  
**No**
2. Are there any initiatives regarding sustainability or use of digital on the campus?  
**We have digital use options, but it is not exclusive**
3. What is your current process for collecting Faculty adoptions?  
**We receive an e-mail asking for recommendations of books to adopt and requesting current textbooks.**
4. Would Fairmont State accept an electronic response in lieu of a paper response?  
**No, bids must be submitted as outlined in the RFP –  
(1) original hardcopy of the technical and cost proposal;  
(1) convenience hard copy of the technical and cost proposal;  
(1) electronic copy of each of the technical and cost proposals, submitted on a USB drive**
5. What percentage of overall sales in the bookstore came from financial aid?  
**Unknown.**
6. 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?  
**Not to my knowledge**
7. What percentage of the courses utilize free OER content?  
**277 of 2271 or roughly 12%**
8. Does Fairmont State have any direct agreements in place with publishers or other third-party course material providers?  
**No**
9. Does Fairmont State utilize a Campus Card that can be used to purchase materials in the bookstore? If so, what company is used to manage it?  
**Not applicable**
10. What is Fairmont State's Learning Management System?  
**Blackboard**
11. Does Fairmont State have any Inclusive Access course material adoptions? If so, how many courses have inclusive access adoptions?  
**No**

12. Would Fairmont State be interested in implementing an Equitable Access solution, an intuition solution where all course materials are automatically delivered to all students with the costs included as part of the cost of attendance?

**Yes – the RFP (section 2.2.2) indicates that we would like to receive information about inclusive access programs and other cost-saving options**

13. How did the current emergency contract come to be?

**Last year, we issued an RFP for an on-campus bookstore provider. Due to lack of interest, the contract was not awarded. However, we extended our contract with our current provider for a one-year period. During this time, we re-evaluated our needs and decided to transition to an online bookstore solution.**

14. Please provide sales by departments for the current contract period: June 1, 2024, to present? Has the institution implemented an inclusive access program? If so, what percentage of courses utilize Inclusive Access and how much revenue is generated from Inclusive Access?

**Information is currently not available and will be released in a separate addendum once available.**

15. Has the institution implemented an inclusive access program? If so, what percentage of courses utilize Inclusive Access and how much revenue is generated from Inclusive Access?

**We do not have inclusive access programs**

16. In an Equitable Access Model, the vendor charges a standard per student/per text (or per credit hour) cost. Would you consider implementing an Equitable Access program as a means to provide digital course materials?

**This could be taken under consideration but would not be guaranteed.**

17. If you do not currently have a digital access program, is there interest in implementing a program as a part of this transition?

**This could be taken under consideration but would not be guaranteed.**

18. Are books included in tuition or a separate billed fee?

**Books are not included in tuition, students must purchase books.**

19. Are there any state laws preventing the institution from enacting an Equitable Access model on campus?

**To the best of our knowledge, no**

20. Does the Institution require the ability for students to “Opt Out” of an institutional access program?  
**We currently do not have an institutional access program; however, if we would implement one, we would require the ability for students to “Opt Out”.**
21. What are the current auxiliary revenues and/or commissions generated by the bookstore?  
**Information is currently not available and will be released in a separate addendum once available.**
22. What is the current enrollment for concurrent high school students (Dual Enrollment/Dual Credit)?  
**473 is the total DE number for Fall**
- 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?  
**Yes**
  - Is the institution able and interested in including Dual Credit students as a part of the scope of content coverage through a vendor?  
**Open to consideration but not guaranteed**
23. What is the enrollment growth rate projection for the next 5 years?  
Our current growth rate projection  
**Per our Strategic enrollment management plan, 30% is the growth rate projection over the next 5 years.**
24. Will you provide these most recent Text Adoptions booklist - preferably in Google Sheet or Excel format?  
**Not available at this time**
25. What % of courses require a textbook?  
**This information is not available**
26. What % of courses use courseware, i.e. content with codes (i.e., My Pearson Lab, Cengage Now, Wiley Plus, etc)?  
**This information is not available**
27. What % of courses use OER? What is the goal of OER% for the following 4 years of the contract.  
**277 of 2271 or roughly 12% No specific goal in mind.**

28. What Commission percentages are you currently being paid for Digital and Non Digital Sales?  
**Under emergency contract we are not being paid commission. In the past we were paid commission based on a tiered list starting at 12%**
29. What additional challenges (not mentioned in this RFP) with your existing bookstore operations would you like to see addressed with a potential transition?  
**All information is in the RFP**
30. What signing bonus, scholarships, sponsorships or other financial incentives have been offered and/or paid by the incumbent bookstore vendor? In what year was this paid?  
**Not applicable under the emergency contract**
31. Please describe how students utilize their financial aid in the campus store and if there are any restrictions.  
**Currently students are limited to charge \$500.00 to their student account to be covered by financial aid. There are no restrictions outside of that.**
32. Of the fixtures that currently reside in the bookstore, will all remain for use by a new partner? Is there any unamortized expense the new partner must absorb upon commencing operations?  
**Fixtures not applicable, new vendor will be responsible for purchase of existing TEXTBOOK inventory.**
33. What other school expenses must the campus store pay for (utilities, phone, internet, trash, etc.) and what are those costs?  
**Not applicable**
34. 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.)  
**Merchandise will be offered through self-operation at the campus. There are also existing partnerships with vendors like BSN**
35. Do you utilize any sort of campus card program for the purchase of materials in the bookstore? If so, what company do you use to manage it?  
**Not applicable**
36. Are there any limitations on convenience offerings for food or beverages?  
**Not applicable**
37. Are there any limitations on graduation related sales?  
**Yes, diploma frames and graduation related products would not be permitted to be sold by vendor. We are asking that vendor handles regalia**
38. What is your SIS on campus?  
**Ellucian Banner**

39. What is your LMS on campus?

**Blackboard**

40. Would you desire to retain the current staff in place in the store?

**Not applicable**

41. Are there any plans to move or alter the current bookstore location?

**Not applicable**

42. Please provide CAD drawings of the bookstore.

**Not applicable**

43. What is the target start date for operations under the new contract?

**Virtual bookstore implemented and accessible to students June 1, 2025**