

REQUEST FOR PROPOSAL
PROJECT NO. RFP 16-23
BOOKSTORE AND RELATED SERVICES

QUESTIONS AND ANSWERS NO. 1

Date: January 26, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. We would like to extend the proposal due date.

Answer: The due date for RFP 16-23 Bookstore & Related Services will be extended through February 3, 2016 at 2:00 pm (local time).

2. Is Houston Community College System open to outsourcing the textbook portion to a virtual course materials solution? We would place kiosks on each campus for students to order at the virtual course materials store.

Answer: Yes, but this would need to be discussed in much more detail.

3. What are current full time enrollments on each campus?

Answer: As of today, current SCH student headcount, including full and part time students is the following:

Central	14,302
Coleman	2,430
Northeast	9,131
Northwest	17,301
Southeast	10,763
Southwest	17,508

4. Please briefly outline the Districts' desires for additional store locations at the various Centers of Excellence throughout the District.

Answer: Current locations are sufficient for now but this should be an ongoing discussion between HCC and the bookstore vendor. HCC understands that store locations must be profitable to operate, and that such profitability is a function of both the size of the customer pool and the merchandise mix related to specific location offerings. At present, we believe that full service bookstores are only viable in locations with an FTSE/UDHC equal to or greater than 1,300/3,300, but that number is subject to change.

5. What is the current percent of students on financial aid?

Answer: The estimated percent is 45%.

6. How is financial aid distributed to the students? Does HCC use a voucher system for the bookstores?

Answer: We use an interface between the HCC Business Office and the bookstore which allows student to use their financial aid credit to purchase books.

7. Are there any pop-up seasonal locations being operated currently?

Answer: Yes, pop-up locations based on student need for short periods of time are created.

8. Does HCC have any direct contracts with publisher for digital content?

Answer: Yes, one with McGraw-Hill for ENGL 1301 materials.

9. What plans does HCC have for new or expanded bookstore facilities?

Answer: See response to question 4. HCC Facilities will work with the selected vendor to ensure functional spaces are available once student population's increase to 90% of the level determined to permit profitable operations through mutual discussion.

10. Who owns the current store fixtures in each store (the District or the current vendor)?

Answer: HCC.

11. Does HCC use any campus cards?

Answer: Yes.

12. Sales summary information (in millions)

	2014	2015
Textbooks	14.7	14.8
General Merchandise	3.6	4.8
Convenience	1.2	1.3

13. Are there existing contracts, such as pouring or vending rights, which might have exclusivity provisions for products the bookstore may want to carry?

Answer: In addition to the "convenience" store items sold in the current bookstores, HCC has a separate contract for vending machines that includes beverage and snack concession machines within our campus locations.

14. What requirements exist for the purchase of existing inventory or rentals?

Answer: At the time of the contract end, on hand saleable inventory shall be purchased by HCC or the entity that operates the bookstore in a commercially reasonable manner to be agreed upon by the parties. Outstanding rental inventory shall be purchased by HCC or the entity that operates the bookstore at the buyback value of 50% retail price.

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