

Solicitation Addendum

Solicitation Number: 94-25-1003

Solicitation Description: College Bookstore

Solicitation Opening Date and March 3, 2025

Time: 12:00 p.m.

Addendum Number: 1

Addendum Date: 02/24/2025

Procurement Specialist: Kenisha Wright, Procurement Specialist

jonesky@durhamtech.edu 919-536-7200 ext. 1014

-
1. Return one properly executed copy of this addendum with bid response to the Bid Opening Date/Time listed above.
 2. The solicitation is hereby modified as follows:
 - M1. Bid due date changed from February 27, 2025 at 5:00pm to March 3, 2025 at 12:00pm. Located on page 1.
 3. Following are questions received about the solicitation and the State's answers to the questions.
 1. Q1. What details regarding the proposed Access program have been discussed or decided?
A1: The discussion has focused on day one access to course materials.
 - Q2. Is there interest in having physical materials included in the Access program as well as digital?
A2: Yes, lab kits and OER materials.
 - Q3. Are there particular programs, majors or specific course material that will excluded from the proposed Access program?
A3: We are unsure at this time.
 - Q4. What percentage of overall sales in the bookstore came from financial aid?
A4: An average of 61.37% over the last three completed years.
 - Q5. 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?
A5: No
 - Q6. What percentage of the courses utilize free OER content?
A6: 36%
 - Q7. Does Durham Tech have any direct agreements in place with publishers or other third-party course material providers?
A7: No
 - Q8. Does Durham Tech utilize a Campus Card that can be used to purchase materials in the bookstore? If so, what company is used to manage it?
A8: There is not a Campus Card system on campus.

- Q9. Is Durham Tech 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?
A9: No
- Q10. What is Durham Tech's Student Information System?
A10: Ellucian Colleague
- Q11. Does Durham Tech have any Inclusive Access course material adoptions? If so, how many courses have inclusive access adoptions?
A11: Cengage Unlimited but students may have courses that require textbooks from other publishers
- Q12. Please provide the complete Course Material Adoption Lists from the two most recent main terms (Fall & Spring), including Course Information & Actual Enrollment Numbers by Course.
A12: See Attached Excel Spreadsheet
- Q13. Please provide the Total Credit Hours that students took for the two main terms that. This allows us to divide the total costs if course materials by the total credit hours offered to set an accurate flat fee per credit hour the
A13: 2024FA Credit Hours: 47,137
2025SP Credit Hours: 46,234
- Q14. Please provide any miscellaneous information that we should know. Please let us know any pertinent information that will help is accurately establish pricing.
A14: There is no miscellaneous information to provide.
- Q15. Are they any anticipated program or item exclusions from the Equitable Access program?
A15:
- Early Childhood Education (program)
 - Human Services and Public Safety (HSPS) courses (27 courses do not require textbooks)
 - Possibly Foreign Language - no textbook required but they do need to purchase courseware
 - Possibly Associate in Fine Arts (AFA) students -most Studio Art courses do not have textbooks
 - English for Academic Purposes Courses (no textbook required)
 - Select Spanish Interpreter (SPI) courses - SPI 245, SPI 213, SPI 111, SPI 114, and SPI 222 (no textbook required or it is purchased in the previous course of the sequence)
 - Possibly Automotive Courses for at least 2025-26
 - Machining Courses
 - Possibly Welding Courses (4 out of 5 courses do not require a textbook purchase)
 - Possibly Respiratory Therapy (RCP)
 - Possibly Clinical Trial Research Associate (CTR) Courses
 - Possibly Anesthesia Technology
 - Possibly Surgical Technology (SUR)
 - Continuing Education Courses
- Q16. Are they any anticipated student populations that will not be included in the Equitable Access program? If so, please provide details.
A16: Potentially the Early Childhood Education students since they use OER only except for General Education courses. CE students will purchase the books needed for their courses and not be part of the equitable access.
- Q17. Will Durham Tech adopt a digital first-course material approach or will faculty have the option to option to adopt print if desired?
A17: We want the option to adopt print with digital first-course material.

Q18. Due to the short time frame between the Question Response Date and RFP Submittal Date, can an RFP due date extension be granted to review any addendums appropriately released?
A18: The Bid due date has been changed to March 3, 2025

Q19. Do you partner with area high schools for dual enrollment?

A19: Yes

a. What is the current enrollment of dual enrollment students?

1,150 students

b. How do dual enrollment students obtain their digital course materials?

We currently work with three school systems (Durham Public Schools, Orange County Schools, Chapel Hill-Carrboro City Schools). Each school system purchases digital course materials for a specific demographic through the bookstore. For example, Orange County Schools cover the cost of materials for students who qualify for free and reduced lunch. Otherwise, students are responsible for purchasing their digital course materials on their own, either through the bookstore or other retailers on their own through the bookstore or other stores.

c. How do dual enrollment students obtain their physical course materials?

We currently work with three school systems. Each school system purchases physical course materials for a specific demographic through the bookstore. For example, Chapel Hill Carrboro City Schools cover the cost of physical course materials for students who request assistance. Otherwise, students are responsible for purchasing their physical course materials on their own, either through the bookstore or other retailers on their own through the bookstore or other stores.

d. Are dual enrollment sales included in the historical sales data?

Yes

e. Are dual enrollment students uniquely identified in the Ellucian system?

They have the student type –CCPP

Q20. Will Durham Technical CC provide the staffing need for the on-site (Section 1.0, Page 5), location of the book distribution?

A20: No, location for book distribution: Phail Wynn Student Center, Building 10 Room 10-1104

Q21. Who is on the RFP Committee and what are their roles at the institution?

A21: We will have a committee composed of representations from the administration, faculty and staff. Academic Affairs, Student Services, Business Services and Campus Operations will be represented.

Q22. 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?

A22: Yes

Q23. Are books included in tuition or a separate billed fee?

A23: Books are currently not included with tuition. We are unsure at this point how this will be handled moving forward.

Q24. What are the current auxiliary revenues and/or commissions generated by the bookstore?

A24: An average of \$138,593 over last three completed years.

Q25. Are you interested in eventually removing your bookstore from campus? If so, would a fully online bookstore be suitable for consideration?

A25: Yes

- Q26. What is the current enrollment for concurrent high school students (Dual Enrollment/Dual Credit)?
A26: 1,150
- a. Do these students use the same course materials as the other students at the institution?
Yes
 - b. Do these students receive their materials through the bookstore vendor?
Yes
 - c. Is the institution able and interested in including Dual Credit students as a part of the scope of content coverage through a vendor?
Yes, but the vendor would need to work exclusively with each school system regarding purchasing
- Q27. What is the enrollment growth rate projection for the next 5 years?
A27: The next two years 5% projected growth and the following three years projecting flat enrollment at this time.
- Q28. Will you provide these most recent Text Adoptions booklist - preferably in Google Sheet or Excel format?
A28: See Attached Excel Spreadsheet
- Q29. What % of courses require a textbook?
A29: Fall 2024-87%
Spring 2025-84.70%
- Q30. What % of courses use courseware, i.e. content with codes (i.e., My Pearson Lab, Cengage Now, Wiley Plus, etc.)?
A30: Fall 2024-11%
Spring 2025-10%
- Q31. What % of courses use OER? What is the goal of OER% for the following 4 years of the contract.
A31: 36%, the goal is to maintain current OER percent
- Q32. What Commission percentages are you currently being paid for Digital and Non-Digital Sales?
A32: 10.50% up to \$3 million of sales and 11.50% over \$ 3 million in sales
- Q33. What additional challenges (not mentioned in this RFP) with your existing bookstore operations would you like to see addressed with a potential transition?
A33: Focus on Customer Service
- Q34. 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?
A34: \$5,000 in scholarships paid each year to the foundation
- Q35. Please describe how students utilize their financial aid in the campus store and if there are any restrictions.
A35: Students can use their FA for the following purchases. Max amounts provided.
Books 1300
Supplies 500
Technology 1000
- Q36. 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?

A36: All fixtures were provided by the current vendor. The new vendor and current vendor would have to work out any arrangements concerning those fixtures.

Q37. What other school expenses must the campus store pay for (utilities, phone, internet, trash, etc.) and what are those costs?

A37: Phone and Internet

Q38. 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.)

A38: No

Q39. 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?

A39: No

Q40. Are there any limitations on convenience offerings for food or beverage?

A40: No

Q41. Are there any limitations on graduation related sales?

A41: No

Q42. What is your SIS on campus?

A42: Ellucian Colleague

Q43. Would you desire to retain the current staff in place in the store?

A43: No

Q44. Are there any plans to move or alter the current bookstore location?

A44: No

Q45. Please provide CAD drawings of the bookstore.

A45: We do not have one

Q46. What is the target start date for operations under the new 7/1/25 contract?

A46: Operations need to operation for Fall 2025 semester.

Failure to acknowledge receipt of this addendum may result in rejection of the response

Check ONE of the following options:

- ☐ Bid has not been loaded to eVP. Any changes resulting from this addendum are included in our bid response.
- ☐ Bid has been loaded to eVP. No changes resulted from this addendum.
- ☐ Bid has been loaded to eVP. Changes resulting from this addendum are as follows:

Execute Addendum:

Offeror: _____

Authorized Signature: _____

Name and Titled (Typed): _____

Date: _____