

# PERU STATE COLLEGE BOOKSTORE REQUEST FOR PROPOSAL 2023

## Submitted Questions and Responses

1. What are the top three challenges that Peru State College faces with current course materials operations that the institution hopes to resolve with a new provider?

There have been no issues with the provider, the current bookstore contract is expiring. The pervasive issue regarding course materials is the cost burden to students with limited ability to pay; especially when they are required to purchase codes. Students in this situation often go without course materials and that directly impacts their academic success.

2. Can Peru State College provide the sales history for textbooks and course materials? Please break down by textbook type (new, used, rental, e-book, course packs, etc.). Please provide dollar amounts as opposed to units. [One year of sales figures follows:](#)

Fall 2023 - SL 03/21/2023, Summer 2023 - SL 02/17/2023, Spring 2023 - SL 10/27/2022	
1/1/2023 - 10/31/2023	
Sales History	
Shipped	\$287,114.82
Returned	(\$7,570.06)
Net	\$279,544.76
Unit Breakdown	
New	628 (15%)
Used	292 (7%)
Rentals	1051 (26%)
eBooks	2066 (49%)
Merchandise	3 (0%)
Marketplace	139 (3%)
Total	4179 (100%)
Customer Order Trends	
Before Start Date	688 (36%)
After Start Date	1230 (64%)
Total	1909 (100%)
Unique Customers	1098
Average Order Value	\$146.44
Average Order Units	2
Orders with Financial Aid	565
Orders with Credit Card	1436
Days to Ship	0.4
Course Details	
Percent of Enrollment Sold	24%
Percent of Actual Enrollment Sold	45%
Average Enrollment	28
Number of Adoptions - Total	752
Number of Adoptions - Required New	89 (12%)

<b>Fall 2022 - SL 04/08/2022,Summer 2022 - SL 11/08/2021,Spring 2022 - SL 11/17/2021</b>	
<b>1/1/2022 - 12/31/2022</b>	
<b>Sales History</b>	
<b>Shipped</b>	\$325,443.51
<b>Returned</b>	(\$10,049.91)
<b>Net</b>	\$315,393.60
<b>Unit Breakdown</b>	
<b>New</b>	903 (19%)
<b>Used</b>	506 (10%)
<b>Rentals</b>	1249 (26%)
<b>eBooks</b>	2012 (42%)
<b>Merchandise</b>	16 (0%)
<b>Marketplace</b>	164 (3%)
<b>Total</b>	4850 (100%)
<b>Customer Order Trends</b>	
<b>Before Start Date</b>	973 (46%)
<b>After Start Date</b>	1123 (54%)
<b>Total</b>	2085 (100%)
<b>Unique Customers</b>	1188
<b>Average Order Value</b>	\$151.27
<b>Average Order Units</b>	2
<b>Orders with Financial Aid</b>	641
<b>Orders with Credit Card</b>	1613
<b>Days to Ship</b>	0.5
<b>Course Details</b>	
<b>Percent of Enrollment Sold</b>	27%
<b>Percent of Actual Enrollment Sold</b>	46%
<b>Average Enrollment</b>	27
<b>Number of Adoptions - Total</b>	860
<b>Number of Adoptions - Required New</b>	114 (13%)

3. Can Peru State College provide the sales history for merchandise sales? Please provide dollar amounts as opposed to units.

Sales History for the past three years:

FY2021 \$42,107.48

FY2022 \$53,649.33

FY2023 \$60,605.27

4. Is Financial Aid allocated to students for textbooks and course materials and used as a tender type in the current bookstore? If so, can you describe the process for how Financial Aid is distributed and then used for course materials/textbooks?

Students who are awarded beyond direct costs have the option of having some of their Financial Aid award applied to a book voucher. The book voucher is loaded on the student's account. When students are eligible for a book voucher due to excess financial aid, they will get an email notifying them of the available funds. Students will enter information from that email into the checkout screen while processing the order on the vendor website.

5. In the last 12 months what is the total dollar value spent on textbooks and course materials with financial aid?

The dollar value spent last year on textbooks using financial aid is \$150,581.39.

6. What percentage of Peru State College students receive Financial Aid?

According to the most recent IPEDS data, 98% of students received some sort of Financial Aid; 65% received some form of Federal Grant Aid.

7. What, if any, Financial Aid Management software is utilized by Peru State College?

The College uses PeopleSoft for Financial Aid Management.

8. What is the highest priority item in the RFP?

The primary priority is to establish a three (3) year contract with up to two (2) additional one-year terms for a maximum of five (5) years through competitive negotiation for providing a full-service Bookstore operated either online or on site to serve Peru State College.

9. Are there currently any Inclusive Access/Equitable Access programs in place at Peru State College?

There are not any programs that would be related to books in the above types. However, there are some Foundation scholarships that can go towards books.

10. Is the performance bond of \$100,000 required or negotiable?

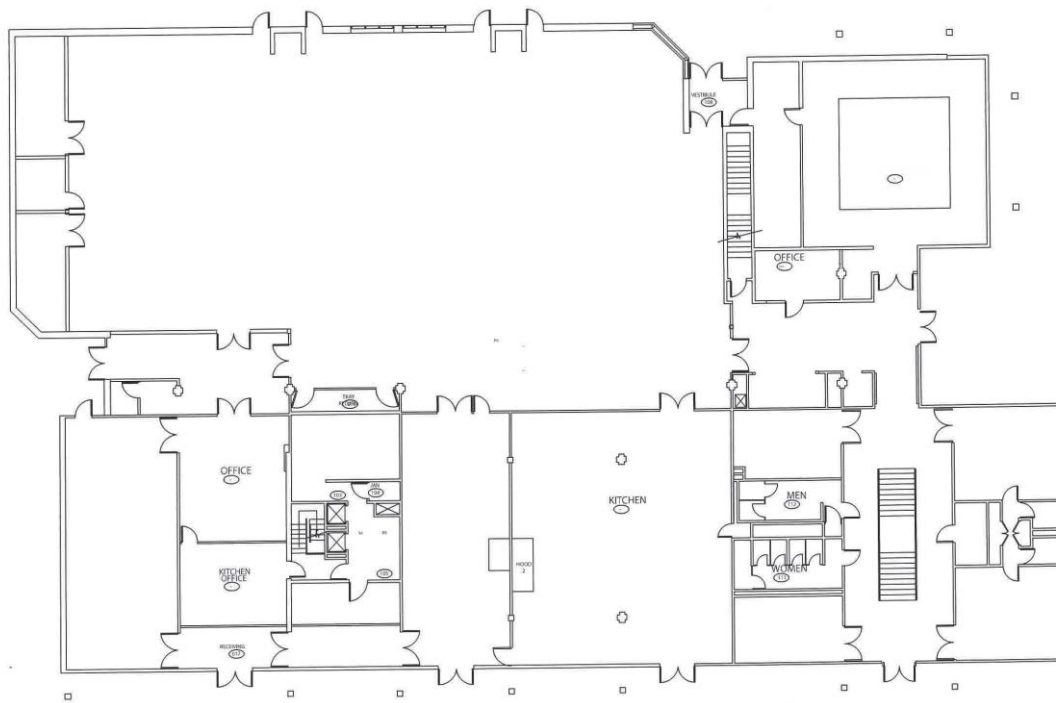
No, not required.

11. Please provide your current course materials pricing policy in place for operation of the current on-line Bookstore.

There is no formal pricing policy for course materials.

12. When was the last time the Spirit Shop was renovated? Please provide a PDF of the Campus Store.

The Student Center, including the spirit shop, was remodeled in 1992. A drawing of the Student Center is shown below.



13. Is the Campus Bookstore integrated with the University for the use of financial aid funds? What is the amount of sales attributable to the use of financial aid at the Campus Bookstore?

Yes, see the answer to question #4. See the answer to question #5 for amount.

14. How many full-time employees are employed in the Spirit shop today. Please provide current salaries, benefits and years of service by employee if the College has an interest in firms retaining employees.

Peru State College currently contracts with a third-party provider for merchandise in the on-campus store, called the "Cat Cave"; they provide their own employee.

15. Is Peru State contracted with any publishers or outside vendors for course materials or supplies other than the current bookstore vendor?

No, not for course materials.

16. Are students able to charge their student account/financial aid in the bookstore? If so, when is financial aid available for students to use in the bookstore each semester?

See the answer to question #4 for the process in which the excess aid beyond direct costs are loaded on to the student's bookstore account.