Solicitation Information
May 24, 2016

RFP# 7550620

TITLE: Privatize the Campus Bookstore at Rhode Island College

Submission Deadline: June 21, 2016 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at **doa.purquestions3@purchasing.ri.gov** no later than **June 7, 2016 @ 5:00 PM ET.** Questions should be submitted in a *Microsoft Word attachment.* Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gary P. Mosca
Senior Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing. ri .gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of Rhode Island College, is soliciting proposals from qualified firms to manage the college's Campus Store in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov The initial contract period will begin approximately **July 2016** for four years. Contracts may be renewed for an additional 12-month periods based on vendor performance.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.

4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.

11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

Rhode Island College was established in 1854, moving to its current location in 1952. The Campus Store, located in the Student Union, is a self-operated entity providing services as a bookstore, school supplies apparel and retail shop to the entire college community, alumni and friends of the institution.

The purpose of this RFP is to identify a qualified vendor that will exemplify our institution's mission by providing a full-service bookstore (hereafter called "Campus Store") with the highest caliber of services delivered to the Rhode Island College community. The college is interested in receiving a comprehensive, full-service, "turn-key" proposal to manage and operate the current Campus Store.

Specific Requirements

It is essential that the Campus Store be managed with maximum sensitivity to the needs and concerns of our students, faculty and staff. Products, prices, and services must promote confidence that the Rhode Island College community is obtaining the best possible combination of quality, customer service and value while encouraging increased patronage.

The Vendor shall be knowledgeable about the changing college and university bookstore trends, new technologies, legislation, new marketing ideas, new merchandise, and changes evolving throughout the general bookstore industry. The Vendor shall incorporate programs of action in response to these changes and trends into the Rhode Island College Campus Store operation and services, as deemed applicable to the college and university bookstore market segment.

SECTION 3: SCOPE OF WORK

General Scope of Work

Rhode Island College is seeking a qualified vendor to provide a detailed proposal identifying how the vendor proposes to operate the Campus Store and provide the services/products desired by the College in accordance with the terms and conditions contained herein.

Specific Activities / Tasks

A. Textbook, Reference & Tradebook Offerings:

1. The Vendor shall provide course materials including:
   a. All required, recommended, and suggested textbooks and course materials – new, used, custom in editions specified by the faculty or other designated departmental representatives;
   b. Digital and e-textbooks;
   c. Textbook rentals;
   d. Miscellaneous study guides, reference materials and any other educational materials typically made available for sale in college and university bookstores.

2. A description of the Vendor's plan to assist the college with the compliance requirements of the HEO Act of 2010, as it may be applicable to the operations of the Campus Store.

B. Marketing & Promotions:

1. The Vendor shall include in its proposal a yearly marketing plan.

2. Identify the ways in which the Vendor will utilize social media and other technology advancements in the promotion of the Campus Store.

3. Include a list of the promotions that will be provided during the academic year.

C. Merchandising:

1. It is important to the college that the Campus Store's merchandise assortment be tailored specifically to our campus community. Vendor must describe the level of decision making

that will be granted to the on-site management team when selecting products to be offered for sale in the Campus Store.

2. Describe the Vendor's capability to provide special order services such as class rings, cap and gowns, commencement announcements, and the like, as requested by the college.

D. Personnel:

1. Adequacy. Vendor is to include in its Proposal the staffing pattern plan to ensure efficient and courteous service to patrons. All staff shall be employees of the Vendor, whom shall be solely responsible for the payment of their wages and benefits.

2. Training. The Vendor is to describe the training program(s) that it intends to use for the employees of the Campus Store, which will ensure ongoing staff developmental needs are met.

E. Technology:

1. Indicate the systems and procedures proposed for use in the following Campus Store functions or areas:
   a) Textbook and course materials management
   b) Merchandise management
   c) Student financial aid
   d) Campus Debit Card (Higher One card)
   e) General / tradebook management

2. The Proposal should include information about your automated point of sale (POS) system for recording, verifying, and reporting sales, including a brief description of automated system features. Indicate what type of back-up system or procedures are to be utilized in case the system is temporarily inoperative. Indicate compatibility of point of sale system with CBORD's Odyssey PCS.

F. Commission & Insurance:

1. The Vendor shall pay the Rhode Island College Student Union a commission percentage based on gross sales as defined herein. The Vendor shall specify this commission percentage in its Proposal for each year of the contract period.

   Gross sales are defined as the gross amount received from all retail sales of goods and services in the Campus Store including commissions received as well as all internet sales via the website Vendor creates for Rhode Island College. Such sales may be by cash, credit, Campus Points or check. Excepted from gross sales shall be use excise, or other taxes paid by the customers at time of purchase, documented inter-company or wholesale sales, sales of computer hardware at educational discounts, sales of fixtures and other items not in the normal course of business, and refunds equal to the amount refunded to customers for items purchased at the Campus Store.

2. The Vendor shall provide property and casualty insurance covering the Vendor's equipment and other personal property in the Campus Store. The college will provide property and casualty insurance, under the college's policy, covering Campus Store space and fixtures and equipment owned by the college.

G. Transition

The Vendor shall propose a detailed transition plan with dates and events to insure uninterrupted operation of the Campus Store.

SECTION 4: PERFORMANCE STANDARDS

A. Textbook, Reference & Tradebook Offerings:

1. In its provision of books, supplies, and materials, the Vendor will prepare (in a form acceptable to the college) and distribute electronically to faculty members requisitions for such books, supplies, and materials for each semester. The college will make reasonable efforts to see that each Vendor's bookstore management is given timely notice by faculty members or authorized designees of the books, supplies, and materials requested for all courses offered, as follows:

    a. For the Spring semester, beginning in January, on or before October 10th;
    b. For the Summer sessions, on or before March 6th; and
    c. For the Fall semester, beginning in late August or early September, on or before March 20th.

2 The Vendor shall provide timely reports to faculty members of the status of their orders for books, supplies, and other materials for their respective courses, including items discovered to be unavailable, delayed in delivery, new editions, etc. The Vendor shall not be responsible for books or other items not being ready for sale to students due to failure of faculty members to submit timely order requests. However, the Vendor shall make every reasonable effort to supply items requested even when requests are not timely.

4. The Vendor shall make every possible effort to increase used book sales at the college by retaining used books purchased at the college, if required for the following semester, and by purchasing or acquiring used books from other bookstores and / or companies if necessary.

5. The Vendor shall maintain a high quality reference inventory that is current, relative, and supportive of the curriculum and interests of the faculty, students, and staff of the college. The Vendor must be responsive to advice relative to the stocking of reference books suggested by Rhode Island College faculty members.

6. Provide a wide selection of current trade, academic, and technical literature in support of required material for the academic disciplines of the college.

7. The Vendor shall promote book signings and other academic and scholarly events as appropriate.

B. Marketing & Promotions:

1. The Vendor shall provide special promotions frequently throughout each year of the contract, and will be expected to support New Student Orientation and other on-campus programs.

C. Website / Online Sales:

1. The Vendor shall develop a professional website which allows for online purchases exclusive to the Campus Store with no link to another of the Vendor's websites to ensure all revenue associated with Rhode Island College are recorded in gross sales numbers. As a minimum, the website offered must be comparable to the present Campus Store website and only linked from the College's website.

2. The website must allow students the option of purchasing or renting textbooks online, for pick-up in the Campus Store or for direct shipment to the student, with the college receiving credit for the sale. The website should also be used as a means to market Rhode Island College merchandise and authorized products to students, alumni, parents, prospective students, and others.

D. Merchandising:

1. The Vendor shall offer a selection of "soft goods", such as school and office supplies, Rhode Island College emblematic apparel, memorabilia, spirit items, computer supplies and software, technical supplies, and other related items under pricing policies that are both fair and competitive for like or similar quality as compared to other brick & mortar bookstores in the surrounding area.

2. The college reserves the right to recommend merchandise to be sold in the Campus Store and to request the removal of merchandise for sale in the Campus Store that the college considers offensive or inappropriate including, but not limited to, alcoholic beverages, tobacco/vapor products, gambling/lottery items and sexually explicit materials.

3. The Vendor shall provide special order service and other such sale services, such as class ring, cap and gown, commencement announcements, as are requested by the college.

4. The Vendor is prohibited from, and College Dining Services shall retain the exclusive right to, merchandise the following items of all types and in all forms:

   i. Food, beverages, snacks and related items,
   ii. Health and beauty items,
   iii. Food-related paper goods,
   iv. Cleaning, laundry and storage supplies,
   v. Gift cards other than Vendor's own gift cards
   vi. Gift baskets,
   vii. Items which are commonly and customarily sold at convenience stores and/or dining locations.

E. Personnel:

1. Adequacy. Vendor is to provide sufficient personnel to ensure efficient and courteous service to patrons and must have adequately trained relief personnel available to substitute in the absence of regular employees. All staff shall be employees of the Contractor, whom shall be solely responsible for the payment of their wages and benefits.

2. Student Part-Time Employees. The Vendor is expected to employ Rhode Island College students, when possible. Student employees of the Vendor must be paid either the Federal minimum wage or the State of Rhode Island minimum wage, whatever is higher. Any student employed in the Campus Store at the time of transition must retain employment at the Vendor's expense until the end of the term (Fall, Spring, or Summer) in which the transition takes place.

3. Employee Policies. Vendor employment policies shall meet the requirements of the Fair Labor Standards Act and all other regulations required by Federal or State Law. All material relating to personnel policies and procedures of the Campus Store must be available for review by the college.

4. Equal Opportunity and Affirmative Action. The college is committed to Equal Opportunity and Affirmative Action. The successful Vendor must pledge to comply with Equal Opportunity Laws and that it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, physical ability, or marital status.

5. Managers. The Campus Store Manager assigned to the Bookstore by the Vendor must be approved by the college. Subsequent changes in these assignments are to be made by the Vendor only after prior consultation with, and approval of the college**.** The person selected by the Vendor to manage the Campus Store is to have extensive experience in the management of bookstore service in a college community. This person must be a good communicator, a proven leader and must exhibit the ability to deal effectively with Rhode Island College students, faculty and staff.

6. Manager Replacement. The college reserves the right to request replacement of the Campus Store Manager for good cause as determined by the college, or for actions considered to be not in the best interests of the college. Such actions will be taken only after consultation with Contract Administrators.

7. Conduct. Vendor employees must strictly adhere to campus regulations regarding personal behavior and all other rules and regulations of Rhode Island College.

F. Customer Service & Communications:

1. In order to determine that superior customer service is being provided to the college, a method to assess customer service shall be agreed upon by the college and the Vendor.

2. It is understood that the college reserves the right to establish a Campus Store Advisory Committee. The Vendor's Campus Store manager shall meet regularly with the Campus Store Advisory Committee, and with college officials to review Campus Store operations. Further, the Vendor's Campus Store management shall work cooperatively with the Campus Store Advisory Committee, and with Rhode Island College officials, in the development and improvement of the Campus Store's program, services and policies. The Vendor shall make every reasonable effort to comply with requests from the Campus Store Advisory Committee and from Rhode Island College officials for the improvement of the Campus Store's program, services and policies. The Campus Store Manager or his/her designee is also expected to meet periodically with Deans, Chairpersons, other faculty members and professional staff members of the college as necessary.

G. Bookstore Policies:

1. Operating Schedule. The Vendor will be required to operate the Campus Store on a 12-month basis, based on the college's academic calendar. From time to time, the Vendor may be requested by the college to open additional hours to accommodate special events and, under such circumstances; the Vendor should make every effort to operate the Campus Store during such hours. Changes in the operating hours described above shall be approved by the college.

2. Textbook Pricing. The Vendor shall operate according to the following pricing policies:
    a. All new paperbacks and trade books shall be sold at prices no higher than the publisher's suggested retail prices.
    b. Textbook Pricing Policy shall be clearly stated. Refer to the **Attachment "B"** of college's current bookstore Textbook Pricing Policy. There shall be no add-ons or surcharges to cover freight, handling, publisher re-stocking fees, etc.
    c. All other merchandise shall be marked up to reflect a normal gross profit margin the college Campus Store industry or as pre-priced.

3. The college may request and shall receive from the Vendor proof that the above pricing policies are being followed. Information shall be provided by the Vendor at the earliest possible time following its receipt of the college's request.

4. In exceptional cases only involving changes in university and college bookstore market conditions that are outside of the Vendor's control, the Vendor may request a mutual review and decision with respect to pricing policies at any time during the year. The college and Vendor shall determine the effective date of any such changes in policies.

5. The Vendor shall provide for charge sales of books, supplies, and all other merchandise to students, faculty, and staff through Master Card, Visa, American Express and the campus debit card. The Vendor shall also provide for charge sales to college departments where appropriate. The Vendor shall accept personal checks from students, faculty and staff in a reasonable amount in payment for purchases, subject to appropriate identification.

6. The Vendor shall post, in conspicuous places, bookstore policies concerning refunds, buybacks, exchanges, rentals and discounts. The Vendor shall provide a refund policy that is developed with students' welfare in mind to encourage repeat business.

7. The Vendor shall purchase used books from the students, faculty and others at the college based on a schedule that is practical and maximizes returns to both the Campus Store and the Rhode Island College community.

8. The Vendor shall provide the benefit of a minimum ten percent (10%) discount to departments, faculty and staff of the college for authorized sales of office and school supplies sold in the Bookstore.

9. The Vendor shall cooperate with the college's Department of Security and Safety (Campus Police) concerning enforcement of college regulations, and internal security and theft control in the Campus Store. The Vendor shall not, except in physically dangerous or other emergency situations, summon public emergency services except through the Campus Police.

10. The Vendor shall be responsible for the control of keys issued by the college and the security of those areas provided for the Vendor's use. The college shall bear the initial cost of re-keying of locks. The initiating party shall be responsible for additional re-keying initiated by the Vendor or the college. The college shall retain a key to the Campus Store area for emergency access only. Each such access shall be immediately reported with a written explanation to the Campus Store management.

11. The Vendor shall prosecute individuals for acts of property damage, theft of merchandise or money, or fraudulent acts as the college should reasonably request and, if the college should so request, shall cooperate with the college in the college's disciplinary procedures and/or prosecution of such individuals. The Vendor shall not have college students

arrested by public authorities or prosecuted without prior consultation with the college's Campus Police and college administration.

H. Facilities & Equipment:

1. The Campus Store operated by the Vendor shall be operated in the existing Campus Store space. The College expects the Vendor to make appropriate renovations to the existing space, at the sole expense of the Vendor, and RIC Capital Projects needs to approve any renovation plans before the work begins.

2. The Vendor shall provide all office machines, equipment, and supplies required for the efficient conduct of business. The Vendor may elect to utilize equipment already in place in the Campus Store, but shall accept the equipment in "as is" condition and be responsible for future maintenance of such equipment. Any equipment so utilized will remain the property of the college upon termination of the contract in the same condition as when accepted for use, normal wear and tear expected.

3. The Vendor shall be responsible for providing such additional equipment and fixtures as may be necessary for the successful operation of the Campus Store. All renovations and finishing out, including color selections is subject to prior written approval by the college.

4. The college will be responsible for major structural repairs to the space used by the Vendor, provided that such repairs are not required as a result of the actions of the Vendor, its agents or employees.

5. Current maintenance contracts on the college equipment, which is made available for use by the Vendor, will remain in force until their normal expiration dates, unless otherwise provided in the maintenance contracts. The Vendor will have the benefit of such contracts until their expiration dates, and thereafter shall provide for preventive maintenance and repairs of equipment at the Vendor's own cost and expense.

6. The college will provide the following utilities to the space used by the Vendor: heat, lights and air conditioning as is reasonably required for operation of the Campus Store.

7. The college will provide the following services: snow removal, extermination services, parking for full-time employees in accordance with the college's employee parking regulations, and local telephone service.

8. To the best of its knowledge, the college is not aware of any health or environmental problems which currently exist or are likely to develop in the physical facility which houses the Campus Store. The college shall be responsible for remedying promptly any health or environmental problems at the Campus Store, other than those caused by the Vendor, and notifying the Vendor accordingly.

I. Financial Requirements & Administration:

1. The Vendor shall have complete responsibility for the financial administration of the Campus Store facility. Such responsibilities include, but are not limited to, ordering books and merchandise, billings and collections from third parties, processing payments for all goods, acceptance and deposit of all funds, reconciliation of accounts, preparation of annual financial reports and all other such activities that may apply.

J. Licenses, Permits, and Taxes:

1. The Vendor shall secure and pay for all federal, state, and local licenses and permits required for the Rhode Island College Campus Store operations provided for herein. The college will cooperate with the Vendor in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes. The Vendor shall pay for any and all taxes and assessments attributable to the operation of the Campus Store provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes.

2. The Vendor will be granted the non-exclusive right to use the college's name, logo and seal for reproducing and imprinting stationary, soft goods, notebooks, pens, pencils, jewelry and similar items acceptable to the college, provided that the college's name is not used for product endorsement.

3. The Vendor shall make payments to the college on a quarterly basis within thirty (30) days of the end of each calendar quarter and shall include with the payment a full report of the Campus Store's gross sales for the quarter. The Vendor shall maintain records, using generally accepted accounting standards, on the premises of the Campus Store such that Rhode Island College may determine the accuracy of the quarterly reports. The Vendor shall annually provide a statement validating annual sales and payments.

4. Each payment shall be accompanied by a detailed statement of its computation and the Vendor shall furnish supporting documentation to the college upon request.

5. The college shall have full access at all times to the Campus Store accounting records, including all cash registers at the Campus Store being used by the Vendor, with or without notice. Cash register control totals will be used to verify the cash sales reported. All cash registers or point of sale equipment utilized by the Vendor in the Campus Store shall have non-changeable grand totals.

6. The Vendor shall maintain complete and accurate accounts and records, in accordance with nationally accepted bookstore industry standards, of all revenues, cost of goods, salaries and benefits, and all other expenses in connection with the Campus Store operation provided under the terms of the Contract. All such accounts and records shall be retained by the operation and may be inspected and reviewed by the college

7. On termination of the Contract, commissions will be paid to the college on sales up to the final day the Campus Store is operated under the Contract. The commission due the college for any portion of a Contract year shall be calculated on a percentage basis.

K. <u>Purchase of Merchandise & Inventory:</u>

1. Upon commencement of this Contract, the Vendor shall purchase bookstore inventory then currently on hand using the following terms:
   a. New Textbooks
      i. All new textbooks (in quantities not exceeding normal course requirements) formally adopted for the following term and on hand at the time of inventory will be purchased by the Vendor at the college's cost.
      ii. All excess textbooks not accepted for return will be purchased by the Vendor at the current wholesale price.

   b. Used Textbooks
      i. At the time of inventory, all used textbooks on hand that are formally adopted for the following term (in quantities not exceeding normal course requirements) will be purchased at the college's cost.

ii. All excess adopted used textbooks will be purchased by the Vendor at the current wholesale price.

c. Trade, Paperbacks, Technical and Reference Books

i. All trade, paperback, technical and reference books in clean and saleable condition, less than six (6) months old, will be purchased by the Vendor at the college's cost.

ii. Books not in clean and saleable condition will be set aside and purchased by the Vendor at a mutually agreeable price.

d. School Supplies, Apparel and General Merchandise

i. This category includes all items not previously mentioned, including art, office and general supplies, stationary, greeting cards, clothing, hats, etc.

ii. All of the above supplies and merchandise in clean and saleable condition, up to a six (6) month supply, will be purchased by the Vendor at the college's cost.

iii. Items not in clean and saleable condition, or beyond a six (6) month supply, will be set aside and purchased by the Vendor at a mutually agreeable price.

2. Payment for Inventory

i. The Vendor will pay the college for all inventory in two equal payments: 50% within sixty (60) days after the completion of a physical inventory, and 50% with one hundred and twenty (120) days after the completion of that inventory.

ii. Upon the commencement of the Contract, the Vendor and Rhode Island College will perform an inventory of the college's equipment, which will be used by the Vendor in the Campus Store. The inventory will note the condition of the equipment, as agreed upon by the college and the Vendor.

iii. Upon the termination of the Contract, the college will purchase, or require the replacement vendor to purchase, bookstore inventory then on hand from the Vendor upon the same terms as described in the subparagraphs above.

SECTION 5: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Provide the company name and address, including any other company name in which the company has operated under during the last five (5) years. Also provide the name(s) of all company principal(s) owning a legal or beneficial interest in the company of 10% or more and the name(s) of the individual(s) to be assigned to the Rhode Island College account.

2. Provide a detailed description of the Vendor's background, experience, and qualifications to operate a college or university bookstore. Include your approach and philosophy to the management and operations of college and university bookstores as well as successful strategies to increase bookstore sales.

3. Provide a list of 3 college/university references where the Vendor has operated for a minimum of five (3) years, or is currently operating a bookstore, preferably similar in student body size to the

Rhode Island College. References must include name and address of facility, full time student enrollment, dates of service, and contact person's (with authority over bookstore operations) name, telephone number, and email.

4. Provide a work plan that addresses in detail each item described in Section 3-Scope of Work outlined in this RFP.

SECTION 6: COMMISSION PAYMENTS

Provide a proposal for commission payments to Rhode Island College as outlined in Attachment A. Please explain the basis and rationale of your commission structure. Alternative commission proposals will be considered; however, you must provide an understandable structure and explain the benefits of the alternative approach.

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by an Internal Committee comprised of senior leadership from Rhode Island College. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 40 out of a maximum of 50 technical points. Any technical proposals scoring less than 40 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 50 points in cost category, bringing the potential maximum score to 100 points.

The State reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s). Proposals will be reviewed and scored based upon the following criteria:

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Specifically, proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Technical Points	
Capability, Capacity, and Qualifications of the Offeror	15 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	20 Points
Total Technical Points	50 Points
Commission Payments	**50 Points**
Total Possible Points	**100 Points**

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

(low bid / vendors bid) * available points

For example: If the low bidder (Vendor A) bids $65,000 and Vendor B bids $100,000 for monthly cost and service fee and the total points available are Fifty (50), vendor B's cost points are calculated as follows:

$65,000 / $100,000 * 50 = 32.5

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

Applicants may be required to submit additional written information or be asked to make an oral presentation to the college to clarify statements made in their proposal.

SECTION 8: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at **doa.purquestions3@purchasing.ri.gov** no later than the date and time indicated on page one of this

solicitation. Please reference **RFP #** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted**. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses **(an original plus four (4) copies)** should be mailed or hand-delivered in a sealed envelope marked "**RFP#**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.

4. **A separate, signed and sealed Commission Proposal** reflecting the commission proposal of gross sales for each year of the contract period.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format** (**CD-Rom, disc, or flash drive**). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf

Attachments follow.

ATTACHMENT "A"

FINANCIAL BID FORM

(Note: Items listed on this Bid Form are in addition to all other financial requirements and obligations outlined in this RFP.)

1. COMMISSION AS A PERCENT OF GROSS SALES:

   Year 1 (%) _____
   Year 2 (%) _____
   Year 3 (%) _____
   Year 4 (%) _____
   Opt 1 - Year 5 (%) _____

2. ADDITIONAL FINANCIAL INCENTIVES:

   Year 1 ($) _____
   Year 2 ($) _____
   Year 3 ($) _____
   Year 4 ($) _____
   Opt 1 - Year 5 ($) _____

3. FACILITY IMPROVEMENT INVESTMENT:

   $ _____

4. RHODE ISLAND COLLEGE FACULTY AND STAFF DISCOUNT
   _____%

ATTACHMENT "B"

RHODE ISLAND COLLEGE

Textbook Pricing Policy

New textbooks: sold at a 25% margin

Used textbooks: sold at 75% of new textbook shelf price

Paperback books: sold at ore-priced cover price (10% - 46% margin depending on publisher discount

Custom published books, office services lab packets, etc.: sold at a 30% margin

Policy on returning textbooks: 100% of price paid if returned on or before the last day of the Add period and the book is returned in the same condition it was sold (i.e. textbook in original wrapping, activation code not activated, etc.)