

Questions and Answers – RFP Bookstore Operation and Mail Services

1. Can you provide Total net sales (less voids, refunds, discounts, etc.) by department (i.e. new text, used text, rentals, digital, trade, general supplies, art supplies, clothing, gifts, convenience items (food, beverages, snacks), for the 2 most recent complete years. **This can be found on the Breakdown of Sales spreadsheet also attached to this email.**
2. Can you also provide Total year to date net sales (less voids, refunds, discounts, etc.) by department (i.e. new text, used text, rentals, digital, trade, general supplies, art supplies, clothing, gifts, convenience items (food, beverages, snacks), for the current incomplete year? **The separation of New vs Used vs Digital section would not have been significant numbers for the remainder of the 2020 year when we started on the new system, so I just started that for 2021.**
3. On page 3, under section 1.2 Type of Contract, section D. It says that there is a site visit and preproposal conference on March 23, 2020. **Is that supposed to be March 23, 2021? The RFP states that the Site Visit must be by appointment only during the week of March 22nd – 25th only. There is no mention of a Preproposal Conference**

1.2 TYPE OF CONTRACT

- A. As a result of this RFP, HSU intends to award a contract to a single Contractor. HSU reserves the right not to make an award of this RFP.
- B. The anticipated starting date for any resulting contract is July 1, 2021, except that the actual contract start date may be adjusted forward unilaterally by the State for up to three calendar months. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and HSU, the contract may be renewed by HSU for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

D. Anticipated Procurement Timetable

RFP Issued: March 08, 2021

Site visit: If desired, must be by appointment only during the week of March 22nd – 25th only.
A Virtual Tour to be sent by separate email.

Closing date and time for receipt of proposals
and public opening of proposals: April 15, 2021 at 2 p.m.

Contractor Commences Performance: July 1, 2021

NOTE: All vendors desiring a site visit must contact Mr. Tim Jones on or before March 19, 2021 to schedule a time.

Bookstore Location: Henderson State University – Reddie Bookstore
Garrison Activity Center
1045 McKnight Drive
Arkadelphia, AR 71923

4. On page 2, under section 1.1 Background and Purpose, you've given Annual Gross Sales for the last 5 years. **Can you provide Total net sales (less voids, refunds, discounts, etc.) by department (i.e. new text, used text, rentals, digital, trade, general supplies, art supplies, clothing, gifts, convenience items (food, beverages, snacks), for the 2 most recent complete years. Can you also provide Total year to date net sales (less voids, refunds, discounts, etc.) by department (i.e. new text, used text, rentals, digital, trade, general supplies, art supplies, clothing, gifts, convenience items (food, beverages, snacks), for the current incomplete year?**
This information is attached to this email.

5. Who owns the current bookstore fixtures and is there any buyout amount required at the end of your current agreement? **Response from Current Bookstore Operator:** Yes, we had purchased fixtures in the buyout from Follett. It was on the invoice along with textbooks. We've added quite a bit of fixtures since along with owning the postal meter.