

REQUEST FOR PROPOSALS

RFP#4032-2025



ISSUED BY:

Alabama State University
Alondrea J. Pritchett
Vice President for Business & Finance
915 Jackson Street
Montgomery, AL
(334) 229-4223

PROPOSAL: BOOKSTORE OPERATION AND MANAGEMENT

ISSUE DATE: Wednesday, May 14th, 2025

BOOKSTORE OPERATION AND MANAGEMENT

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the Request for Proposal noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to Alabama State University, Procurement Office: Attn: Christopher McClain, P. O. Box 271 Montgomery, AL 36101 or Fax (334)229-4954 or email to cmccclain@alasu.edu. By doing so, we will be able to provide notification of any addenda to the **RFP# 4032-2025**.

Name of Firm: _____

Fax: () _____ Telephone : () _____

_____ Yes, our company does have an interest in responding

_____ No, our company does not have an interest in responding

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

Email Address: _____

1.1 Mission

Our Mission

Alabama State University is a student-centered public HBCU committed to excellence in teaching, research and service. ASU provides a nurturing, holistic learning environment focused on developing students, on campus and virtually, to be global change agents. ASU embraces CommUniversity and philanthropy to create dynamic relationships for positive community impact.

University Profile

The University, located in Montgomery, Alabama, began as the Lincoln Normal School established in 1867 and opened in the following year. In the early 1950s, the name was changed to Alabama State College. The school achieved university status when the name was changed to the Alabama State University in 1969. The University is one of the 107 Historically Black Colleges and Universities. The University provides quality programs of undergraduate and graduate instruction, residential life, continuing education, public service and research at the most reasonable cost to individual students and taxpayers. In 2021 the University launched Focus 2030: Advancing the Legacy and Bridging Communities through Commitment, Collaboration, and Creativity ("Focus 2030"). Focus 2030 is a comprehensive strategic plan that elevates the University to new levels of prominence and philanthropy to create dynamic relationships for positive community impact.

The University's faculty members serve thousands of Alabamians and individuals from across the United States and around the globe each year through teaching, research, and public service activities. The University offers degree programs at both the undergraduate and graduate levels through its College of Business Administration, College of Sciences, Technology, Engineering, and Mathematics, College of Liberal Arts and Social Sciences, College of Education, College of Health Sciences, College of Visual and Performing Arts, and University College. Currently, the University is classified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as a Level VI doctoral degree-granting institution. In December 2021, SACSCOC notified the University that its accreditation had been reaffirmed for ten years (through 2030). As of Fall 2024, the University offers five doctoral programs: Doctor of Physical Therapy (DPT), Doctor of Occupational Therapy (DOT), Doctor of Philosophy in Microbiology (PhD), and Doctor of Education or Philosophy in Educational Leadership, Policy, and Law (EdD, PhD). Furthermore, the University provides Master's degrees in 24 disciplines. Additionally, the University has expanded its online programs, now offering three undergraduate and 15 graduate programs through distance learning.

Component Units of Alabama State University

Alabama State University has two affiliated units that are essential in supporting the University's mission and strategic initiatives:

- 1. The Trust for Educational Excellence**

This endowment fund is primarily designated for scholarship support. It provides

financial assistance to students, ensuring access to quality education and promoting student success.

2. The Alabama State University Foundation

The Foundation supports the University through various initiatives, including scholarships, departmental funding, and programs that benefit faculty, staff, and students. It acts as a key partner in advancing the University's strategic goals.

Purpose of the RFP

This Request for Proposal (RFP) is to solicit responses from qualified vendors concerning the operation and management of college and university bookstore services. The information collected through this process will help Alabama State University evaluate its current bookstore model and determine the most effective and beneficial approach for the future.

Alabama State University is especially interested in receiving proposals from firms with demonstrated experience in delivering bookstore services in higher education environments. Preference will be given to vendors that currently support institutions with student populations exceeding 4,000 and annual bookstore sales volumes over \$2,000,000.

1.2 BOOKSTORE OPERATION & MANAGEMENT

1. Operational Capabilities

- Full-service management of a university bookstore including:
 - New, used, rental, and digital textbooks.
 - General merchandise: branded apparel, supplies, tech, gifts, etc.
- Management of 2 full-time and 3 part-time seasonal staff (contractor-employed).
- Operation of *Hornet Access* digital course materials program.

2. Transition and Staffing Plan

- Transition strategy including:
 - Continuity of service.
 - Integration of existing staff or onboarding new staff.
 - Coordination with current system (e.g., My Hornet Access).
 - Integrate with Alabama State University System- Peoplesoft (Oracle platform)

3. Financial Proposal

- Competitive commission rates:
 - Separate rates for general sales vs. branded merchandise.
- Additional compensation or financial incentives for ASU.
- Clear financial reporting and reconciliation protocols.

4. Strategic Institutional Support

- Capital investment contributions (e.g., facility upgrades, equipment).
- Scholarships or other contributions.
- Donations and sponsorships for academic or extracurricular programs.

5. Technology Integration

- Seamless online ordering, digital access, and faculty adoptions.
- Alabama State System uses Enterprise Resource Planning system, PeopleSoft with an Oracle platform

6. Customer Experience

- Faculty support: book/material adoption processes.
- Student services: financial aid scholarship process
- Seamless reimbursement process

7. Policy and Program Infrastructure

- Book buyback, refunds, and discounts.
- Merchandise and textbook sourcing.
- Faculty Staff Discounts

8. Compliance

- Equal Opportunity Employment statement.
- Compliance with Alabama bid laws.
- Willingness to attend interviews, site visits, and provide financials if requested

BOOKSTORE OPERATION & MANAGEMENT

RFP# 4032-2025

1.3 Issuing Officer

Ms. Alondrea Pritchett, Vice President for Business & Finance
915 Jackson Street
Montgomery, AL 36103
(334) 229-4223

1.4 Contracting Officer

Mr. Christopher McClain, Director of Procurement

cmccclain@alasu.edu

P. O. Box 271

Montgomery, AL 36101

(334) 229-6997

(334) 229-5954 Fax

1.5 Technical Officer

Mrs. Alondrea Pritchett, Vice President for Business & Finance

apritchett@alasu.edu

(334) 229-4223

Section 2: Current Operational Details:

A. Three-Year Sales Trend available upon request.

B. Personnel:

All salaries and benefits will be paid by the selected "Contractor". ASU will not be responsible for any wages or benefits.

C. Floor Plan:

(See Attachment #1)

D. Contract Terms:

The university reserves the right to contract for any terms up to 10 years.

It is the Contractor's responsibility to ensure that all addenda(s) have been reviewed, signed, and returned.

2.1: Response Information

Firms wishing to answer this Request for Proposal are asked to respond to the following items, as they would relate to their company's bookstore service operations for Alabama State University. All proposals will be evaluated according to the following items submitted within their respective proposals.

- A. A list of all locations of current college/university bookstore service operations and a separate listing of all locations added and lost over the past three years, indicating each institution's previous bookstore operator. For each location, include the following information:
 - The individual's name and telephone numbers for contact.
 - Length of time the Contractor has been with the institution.
 - Most recent FTE enrollment numbers.

- B. Describe how your company approaches campus bookstore management regarding student services, faculty support and institutional partnership.
- C. Qualifications of the employees, supervisors and managers assigned to manage bookstore operations.
- D. A detailed list of pricing and operating policies proposed for bookstore services.
- E. A transition plan outlining how bookstore operations would transfer, including plans concerning inventory and employees.
- F. Proposed commission and other compensation for Alabama State University.

G. Equal Opportunity Statement

The University believes in equal opportunity practices, which conform to both the spirit, and the letter of all laws against discrimination and is committed to non-discrimination because of race, creed, color, sex, age, national origin, or religion. To be considered as a supplier under this agreement, the bidder must include a statement of the Contractor's commitment to Equal Opportunity Employment.

H. Exceptions

Summary of any specification, requirements, terms, conditions, and provisions in the University's RFP that the contractor will not conform to.

I. Financial Statements

Audited financial statement of the Contractor's last 3 fiscal years.

J. Internal Systems

Descriptions of internal systems of the Contractor for:

- a. Inventory controls textbooks, trade books, and general merchandise.
- b. Recording, checking and reporting sales.
- c. Control of cash and refunds.
- d. Internal audit.

K. Award

- a. The award will be made to the Contractor, whom the University determines as the most responsible bidder who meets the needs and objectives of the University's community. Contractors are encouraged to propose innovations. The University reserves the right to reject any or all of the proposals. It is within the University's discretion to judge unacceptable proposals and waive any technical or formal defect therein. The University may accept or reject any part of any proposal and award the contract to another Contractor proposing the highest commission return according to the University's judgment of the University's best interest.

- b. When awarding the contract, the University will consider various factors when evaluating the submitted proposals. These factors include the following, which are not listed in order of importance:
 1. Contractor's record of performance and service in higher education bookstore operations.
 2. Contractor's comprehensive response to the RFP
 3. Contractor's pricing and refund policies.
 4. Service aspects of the Contractor's proposal.
 5. Contractor's initial investment in the University's bookstore facilities.
 6. Commission returns to the University.
 7. Personnel aspects of the Contractor's proposal.
 8. Financial history and stability
 9. Contractor's current clientele (please submit a list of clients).

NON-RESIDENT BIDDER INFORMATION

Act Number 2001-037 of the 2001 Alabama Legislature, which became effective on May 21, 2001, and is codified as Code of Alabama, Section 39-3-5, provides as follows.

Section 1. In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts in whole or in part with funds received from a federal agency, preferences shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances. Resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.

- a. Contractors who submit a proposal in response to this RFP may be required to give an oral presentation to the University and/or be invited to meet with officials for clarifications and questions. The University will schedule the time and location for these presentations. Oral presentations are an option of the University and may or may not be conducted. If required, the Contractor must make himself/herself available at their own expense at the University's convenience.
- b. After proposals have been reviewed, visits may be made to selected institutions under contract with the Contractors to assist the University in its choice of the Contractor.
- c. Additional information may be requested while bids and proposals are being considered.
- d. The successful Contractor will be notified of the award in writing.

SECTION 3: SCHEDULE FOR RFP# 4032-2025

Schedule The schedule for this RFP is as follows:

- **RFP Issue Date:** Wednesday, May 14th, 2025
- **RFP Advertisement Dates:** Wednesday, May 14th, 2025 - Wednesday, June 4th, 2025
- **Sealed Bid Proposal Due Date / Bid Opening:** June 5th, 2025 @ 11:00AM CST
 - **Bid Opening Location:**
Plant Facilities Building, 1301 W. 5th Street, Room 141, Montgomery, AL 36104
- **University Deliberation & Acceptance Time Period:** Within 30 calendar days
- **Contract Award Date:** To Be Determined
- **Contractual Commencement Date:** To Be Determined

****Please Note**** This schedule is subject to change. In the event of a schedule change, all bidders will be notified by addendum which will become part of the Request for Proposal.

3.1: Contact Information for Questions

Please call **Mr. Christopher McClain, Director of Procurement**, at 334-229-6997 or email cmccclain@alasu.edu if you have any questions regarding contractual elements of the RFP. For technical questions regarding the RFP, please call Mrs. Alondrea Pritchett at 334-229-4223.

3.2: Response Due

Responses are required by 11:00AM CST on **Wednesday, June 5th, 2025**.

Responses should be mailed to:

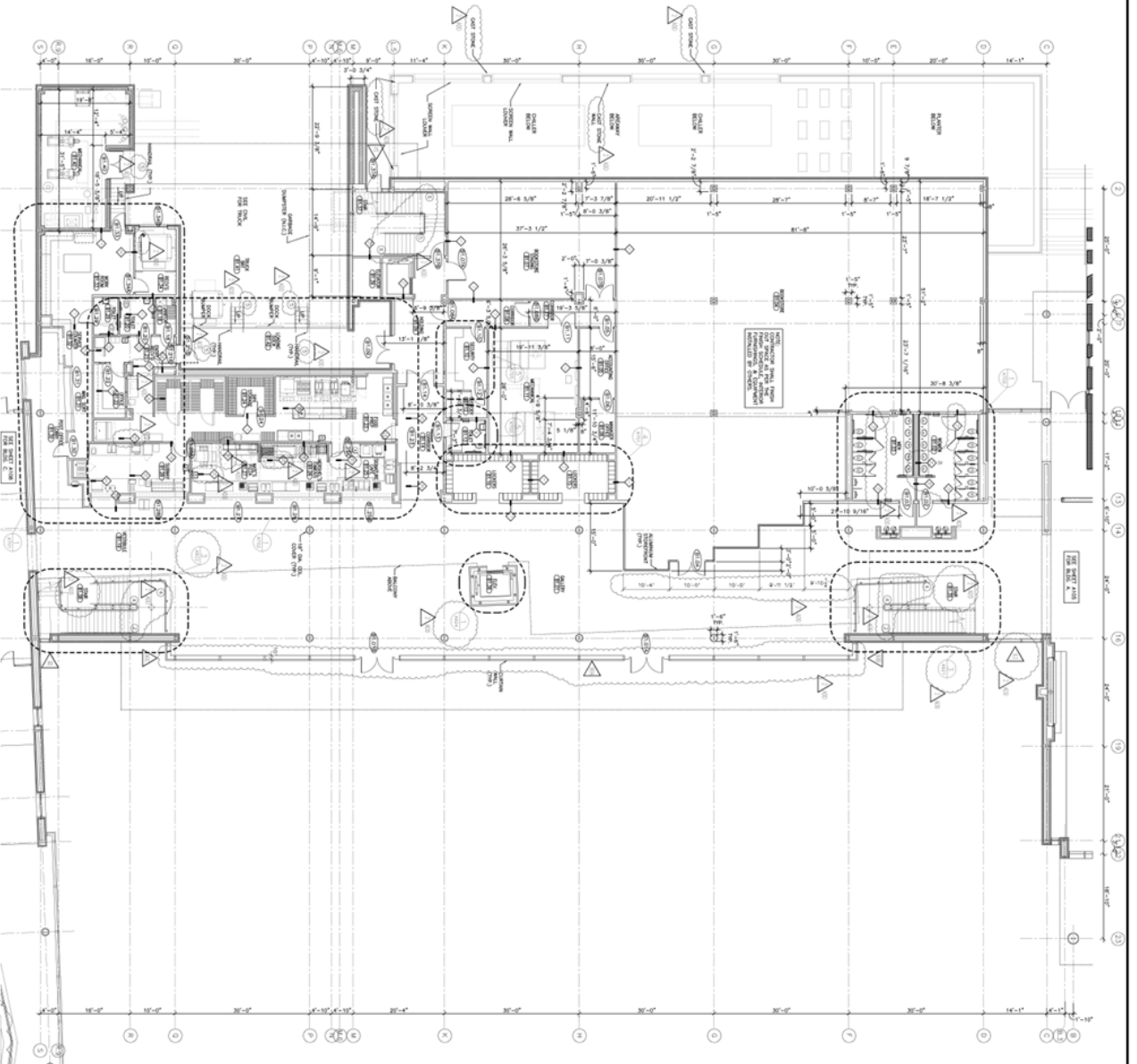
**Alabama State University
Attention: Mr. Christopher McClain, Director of Procurement
ASU Bid #DO NOT OPEN
P.O. Box 271
Montgomery, Alabama 36101**

PLEASE PLACE BID# DO NOT OPEN ON THE OUTSIDE OF ALL BID PACKAGES.

BOOKSTORE FLOOR PLAN BELOW

GENERAL NOTES:

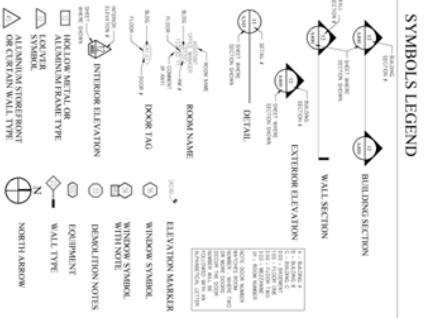
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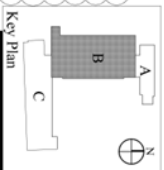
ENLARGED FIRST FLOOR - BUILDING B



SYMBOLS LEGEND



KEY PLAN



A NEW STUDENT SERVICES CENTER
FOR
ALABAMA STATE UNIVERSITY
MONTGOMERY, ALABAMA



Bargister Davis Sims
1214 South Montgomery Street
Montgomery, AL 36104
Telephone: (205) 834-4233
Fax: (205) 834-4233

A106

Sheet No.

Revisions

Drawn By

Check By

Date

Project No.

Project Name

Project Location

Project Status

Project Budget

Project Owner

Project Architect

Project Engineer

Project Designer

Project Draftsman

Project Checker

Project Approver

Project Signer

Project Seal

Project Stamp

Project Mark

Project Note

Project Detail

Project Section

Project Elevation

Project Plan

Project View

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