



SPARTANBURG
Community College

Request for Proposal **Amendment #1**

Solicitation Number	SCC - 477
Date Issued	05/01/24
Procurement Buyer	Tami Steed
Phone	(864) 592-4671
E-Mail Address	steedt@sccsc.edu

DESCRIPTION: **TEXTBOOK OUTSOURCING**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **05/14/24 2:00 PM**

QUESTIONS MUST BE RECEIVED BY: **04/25/24 2:00 PM**

NUMBER OF COPIES TO BE SUBMITTED: **(1) Original Copy, (4) Identical Copies (marked "copy"), (1) Copy submitted on a Flash-drive and (1) Redacted Copy (marked "redacted") Initial here if NO redacted copy is necessary _____**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Spartanburg Community College
Attn: Tami Steed
REFERENCE BID #SCC-477
131 Community College Dr
Spartanburg, SC 29303

PHYSICAL ADDRESS:
Spartanburg Community College
131 Community College Dr
REFERENCE BID #SCC-477
Ledbetter Building Room 238
Spartanburg, SC 29303

CONFERENCE TYPE:
DATE & TIME:

LOCATION:

AWARD &
AMENDMENTS

Award will be posted on **06/11/2024**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.sccsc.edu/about/vendors>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile
	_____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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AMENDMENTS TO SOLICITATION (modified):

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.sccsc.edu/about/vendors/purchasing-solicitations.php> (b) Offerors shall acknowledge receipt of any amendment to this solicitation

(1) by signing and returning the amendment,

(2) by identifying the amendment number and date in the space provided for this purpose on Page Two,

(3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

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Spartanburg Community College

131 Community College Drive

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Ledbetter Room 238

Spartanburg, SC 29303

Narrative:

This Amendment consists only of the questions received from the bidders and SCC's response. Appearing below.

1. Please provide a category breakdown of textbook sales information from the past few years including new, used, rental, digital, and inclusive access.
The following numbers include new, used and digital. We do not rent textbooks here and we do not have inclusive access.
2022 We spent 1,732,105.60, we made 2,098,960.98 for a profit of 366,855.38
2023 We spent 1,546,136.01, we made 1,920,617.77 for a profit of 374,481.76
2024 (so far) We spent 535,370.01, we made 655,128.54 for a profit of 119,758.53
2. 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? **No**
3. Does the institution have any direct agreements in place with publishers or other third-party course material providers? **No**
4. What is the school's Learning Management System? **D2L**
5. Does the institution have any Inclusive Access course material adoptions where materials are automatically delivered to the students on a course-by-course basis, and a course fee is included as part of the cost of attendance? If so, what percentage? **No, we do not have an inclusive access program.**

6. Would the institution be interested in implementing an equitable access solution, an in-tuition solution where all course materials are automatically delivered to all students with the costs included as part of the cost of attendance? **Not, at this time.**
7. Is the college currently using a syllabus management tool? If so, which one? (i.e. Simple Syllabus) Please provide details on what is currently used. **No.**
8. Could you briefly describe your current bookstore operation?
We are a retail outlet on campus that sells textbooks, other course materials, and a variety of merchandise (shirts, cups, water bottles, decals, school supplies, etc.). We also have a limited supply of food and beverage options for customers.
9. Can you provide Spartanburg CC's current enrollment information? **Approximately 6500 in the fall; the spring is always a little less.**
10. Can you provide a breakdown of bookstore sales by the following categories?
The following numbers are based on a one-year period, April 19, 2023, to April 19, 2024
 - Textbooks/Course Materials **1,877,292.69**
 - Apparel, Accessories, Gifts, & Other Merchandise **544,793.56**
 - Food/Drink **2,265.04**
11. Does Spartanburg CC have an Inclusive Access program? **We do not.**
12. Would Spartanburg CC be interested in implementing an Equitable Access Program? **Not at this time.**
13. Does Spartanburg CC have an interest in continuing to operate a spirit store while outsourcing course materials and technology? **Yes, we're only interested in outsourcing course materials.**
14. Do you have a timeline for when you would like to transition? **Fall 2024 is desired.**
15. Can you provide a current booklist so we can better understand the course materials used at Spartanburg? **It will be uploaded on our website under SCC-477 as Attachment #1**
16. Can you please provide your sales history for course materials from the last fiscal year with a breakdown of the following categories: New, Used, Rental, eBook?
See Attachment #1 on our website.

NOTE:

Spartanburg Community College has removed the requirement for Syllabus Management Tool. Please do not include the cost in your bid.