



Central New Mexico Community College

Purchasing Department
525 Buena Vista SE
Albuquerque, NM 87106
(505) 224-4546

AMENDMENT # 1

DATE: March 11, 2013
TO: All Bidders of Record
FROM: Gil Rivera, Buyer
SUBJECT: Amendment #1 to P-330, "Bookstore Management Services"

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E.

1. **QUESTION:** Will CNM host a site-survey/pre-proposal meeting?
ANSWER: Yes. CNM will hold a Pre-proposal meeting & Site Survey on Monday, March 18, 2013.

Pre-proposal meeting: 9:00 – 10:00 AM
Location: CNM's Main Campus
525 Buena Vista Drive SE
Building A, MCO Conference Room, Room A101
Albuquerque, NM 87106
Site Survey(s): 10:00 AM – noon. This will start immediately following the pre-proposal meeting.
2. **QUESTION:** Please provide a CAD for each bookstore. If no CAD is available please provide scaled drawing with square footage for each location.
ANSWER: Site drawings in PDF are posted on the CNM Purchasing website for P-330.
3. **QUESTION:** Are the fixtures in the bookstores owned by the College or by the current vendor?
ANSWER: They are owned by CNM.

4. QUESTION: Please provide a copy of the current contract for bookstore services.

ANSWER: The current contract is substantially the same as “Services Agreement” included with the RFP. Any Vendor(s) wishing to get a copy of the current contract can issue a written request for public information. You may send this request to grivera22@cnm.edu and I will forward the request to CNM’s Custodian of Public Information.

5. QUESTION: Please provide full time enrollment for the fall terms of the past three years for each campus.

ANSWER: Enrollment at each campus is any student who enrolled for a course at the campus. If the student takes a course at more than one campus they are counted in each campus count one time.

Term	Campus							
	ATC	Westside	Main	JMMC	Online	Rio Rancho	SVC	WTC
Fall 2010		4,863	17,548	8,141	6,860	1,119	1,264	293
Fall 2011	501	4,570	16,562	7,596	7,292	1,466	1,035	351
Fall 2012	563	4,400	16,418	6,668	7,552	1,639	910	112

Term	Total Fall Credit Unduplicated Enrollment	Total Fall Credit Full-Time Unduplicated Enrollment
Fall 2010	29,948	9,818
Fall 2011	29,180	9,575
Fall 2012	28,263	9,218

6. QUESTION: Please provide bookstore sales by location and by merchandise category for the past three years.

ANSWER: CNM intends to use the Services Agreement included in the RFP with the awarded Contractor. Contractor Compensation in this case is calculated as a percentage of Gross Sales.

	Main	JMMC	Westside	Total Gross Sales
7/2009-6/2010	\$9,981,167.00	\$3,074,212.00	\$155,278.00	\$13,055,379.00
7/2010-6/2011	\$9,911,737.00	\$3,240,059.00	\$1,581,731.00	\$13,151,796.00
7/2011-6/2012	\$10,135,803.00	\$5,573,758.00	\$1,832,785.00	\$15,709,561.00
Totals:	\$30,065,657	\$14,598,255	\$3,569,794	\$44,663,912

7. QUESTION: Please provide total commissionable sales by campus for the most recent five years. Please include for each year a breakdown of sale by department/category for the most recent five years. (used text, new text, e-text, clothing, gifts, supplies, graduation, etc.)

ANSWER: See the link to file <Contractor Payment Analysis v1.xlsx> posted to the Purchasing website. CNM does not have breakdown by department/category; however, sales, commission and enrollment information is included.

8. QUESTION: Please provide description of how financial aid is currently distributed, including timeline as it relates to the beginning of each semester. How do students access their aid funds for bookstore purchases? Is financial aid integrated with bookstore computer technology and online sales? What percentage of students receive financial aid? Are there any bookstore purchasing restrictions for financial aid funds?
- ANSWER: Students are delivered funds after census date for each term. The census date is fifteen days after the first day of class. Student who have a complete file and are Financial Aid eligible may get a bookstore credit up to a maximum based on aid they will be disbursed for the term. Bookstore deferments or credits start two weeks before the term begins and ends the week before the census date. Also, online bookstore for Financial Aid is available for the first week of school, after that those students must charge books in-person until the bookstore charge ends. Bookstore charges are restricted to book and supplies only. A computer script is run and sent each day to the bookstore during the charge window to update student's files and what amount they can charge. Approximately 50-55 percent of students are on some type of FA (Grants, loans, workstudy, scholarships, etc.).
9. QUESTION: Is there a security system currently in use in the bookstores? If so, please provide details?
- ANSWER: Yes.
10. QUESTION: Does the College have exclusive contracts with a vendor/publisher for online course/content/E-books (Pearson/MyMathLab, McGraw-Hill, etc.)?
- ANSWER: No.
11. QUESTION: How many titles were adopted for fall 2012 and spring 2013 per campus?
- ANSWER: CNM does not currently have this information.
12. QUESTION: What is the current contracted pricing policy for new textbooks? Used textbooks? Coursepacks/Custom pubs? Merchandise?
- ANSWER: See the Services Agreement provided with the RFP.
13. QUESTION: Are there any curriculum or program changes that would impact bookstore sales?
- ANSWER: There are no current curriculum or program changes this year.
14. QUESTION: Who owns the current gondolas, counters, and other fixtures currently in the store at the end of the current contract?
- ANSWER: CNM.
15. QUESTION: Please provide the current contract financial considerations, including the fixed management fee, commission percentage payment, annual scholarships, total leasehold improvements funds committed, technology and/or equipment funds committed, contribution/signing bonus, etc?
- ANSWER: See the Services Agreement provided with the RFP and response to item 4 above.

16. QUESTION: How many students are enrolled in online classes?
ANSWER: See response to item # 5 above.
17. QUESTION: What are the current bookstore operating hours?
ANSWER: See the Services Agreement provided with the RFP.
18. QUESTION: Are there any existing contracts that impact sundry, snack or drink sales?
ANSWER: Yes. Pepsi has the contract for sodas so only Pepsi products can be sold. Canteen has the contract on snacks, but the bookstore is not subject to any restrictions on snacks..
19. QUESTION: Please provide enrollment for most recent five years by campus.
ANSWER: See response to item # 5 above.
20. QUESTION: Please provide ten-year enrollment projections.
ANSWER: CNM does not have any way of providing enrollment projection figures with accuracy due to impact of technology and economy. Our best estimate would be between 26,000 and 35,000 per year.
21. QUESTION: Are there any current circumstances effecting enrollment increase or decline?
ANSWER: Economy, Competition.
22. QUESTION: Please describe any special scholarship processing requirements.
ANSWER: Must be compatible with Ellucian Company L.P. Banner ERP System.
23. QUESTION: Are there any projected events or programs that will impact an enrollment increase or decline?
ANSWER: Community Colleges by nature change quickly to meet the demands of the community. None planned as of yet.
24. QUESTION: Does the bookstore currently offer Textbook Rental?
ANSWER: Yes.
25. QUESTION: What ERP system does the College use? (Poise, Banner, Datatel, Peoplesoft, etc.)
ANSWER: Ellucian Company L.P. Banner.
26. QUESTION: Any direct contracts with publishers for digital materials, bypassing the bookstore (My MathLab, etc.)
ANSWER: No.

27. QUESTION: Please clarify that there are three physical bookstore locations at Main, Montoya and Westside. Do any of the other campuses/training centers have part-time or full-time bookstores?

ANSWER: Yes; only three physical bookstores currently exist; Main, JMMC, and Westside. No, no other campus locations have part-time or full-time bookstores; however, as stated in the Services Agreement, "1. (d) Contractor shall make every feasible effort to service the CNM Campuses where bookstores do not currently exist. These sites currently include South Valley Campus, Rio Rancho, Workforce Training Center, and Advanced Technology Center campuses."

28. QUESTION: How are students currently served at the beginning and end of each semester who attend classes online or at campuses without bookstores?

ANSWER: These students use the existing three bookstores at Main, JMMC and Westside campuses. In addition to this, these students can order online and have books shipped, or request pick up at the bookstore. In some instances, books ordered were delivered to a campus with no existing bookstore for pick up.

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E. All other specifications, terms and conditions remain unchanged. This amendment may also be downloaded from CNM's website <http://www.cnm.edu/purchasing/proposals.php>. The due date and time of Wednesday, March 27 at 4PM MDT remains unchanged.