



Luna Community College RFP

Questions:

1. COURSE MATERIALS:

1. Do you use an access program today for digital course materials?
 - a. If so, is it Equitable Access or Inclusive Access? *Inclusive Access*
 - b. What % of content is provided this way? *45%*
 - a. How much revenue is generated from this program? *\$10,500*

2. Is there interest in implementing and growing a digital access program as a part of this transition? What efforts have been made to date to drive adoption of inclusive access? *LCC is interested in learning more about growing our digital access program. No formal efforts are currently underway to accomplish this.*

3. Are books included in tuition or a separate billed fee? *Books are billed separately.*

4. In an Equitable Access Model, the vendor charges a standard per student/per text cost. The institution can then consider adding (or not) additional revenue to the vendor price and consider this auxiliary revenue. Would you consider running an Equitable Access program as a means to provide digital course materials? *LCC would be interested in learning more about how an Equitable Access program would work. At this time LCC is not interested in adding to the base student cost to get additional revenue.*

5. Does the Institution require the ability for students to “Opt Out” of Access/First Day of Class models? *Yes, students have the ability to Opt-out.*

6. Are there any state laws preventing the institution from enacting an Equitable Access model on campus? *Unknown. Would BibliU have that answer based on other business that they have in New Mexico?*

7. Will you provide the most recent Text Adoptions book list -preferably in Google Sheet or Excel format? *Information is available online @ <http://bncvirtual.com/>*

8. What % of courses have no text required? *Approximately 10% of courses do not require a text.*



9. What % of courses leverage courseware? (i.e., My Pearson Lab, Cengage Now, Wiley Plus, etc) *Approximately 55% of courses make use of courseware.*

10. What % of courses utilize OER? *Approximately 5% of courses utilize OER.*

a. What is the target usage for the duration of the contract?

11. What is the current enrollment for concurrent high school students (Dual Enrollment/Dual Credit)? *Current Dual Credit enrollment as approximately 220.*

a. Do these students use the same course materials as the other students at the institution? *Yes*

b. Do these students receive their materials through the bookstore vendor? *Yes*

c. Is the institution able to and interested in including Dual Credit Students as a part of the scope of content coverage through a vendor? *Yes*

12. What is the enrollment growth rate projection for the next 5 years? *20% growth rate over 5 years.*

3. BOOKSTORE :

1. What are the current auxiliary revenues and/or commissions generated by the bookstore? *Auxiliary Revenue is approximately \$16032.71, Print commission 10%, Digital commission 2%, Rental commission 4%*

2. What signing bonus, scholarships or other financial incentives have been offered and/or paid by the incumbent online bookstore vendor? *Twenty \$100 Scholarships*

a. In what year was this paid? *2024/2025*

3. Are you interested in entirely removing your bookstore from campus? *No, we would like to retain an onsite bookstore.*

a. If so, would you replace it with an eCommerce link? *We are utilizing a virtual bookstore now with an eCommerce link for books.*

4. Are you open to continuing to self-operate your own store (apparel, merchandise, sundry items, etc.) with an online vendor providing all learning materials shipped directly to the



campus bookstore for student pickup? *We are open to continuing to self-operate our onsite bookstore. We would also consider outsourcing our onsite operations.*

5. Please describe how students utilize their financial aid in the campus store and if there are any restrictions. *Our virtual bookstore accepts financial aid working in conjunction with the financial aid office.*
6. Do you utilize a campus card program for the purchase of materials in the bookstore? If yes, what company do you use to manage it? *We do not currently utilize a campus card program.*
7. Please provide the last three years' worth of sales data including category breakdowns. (new books, used books, digital, rental, clothing, gift, convenience, technology etc.)
8. Of the fixtures that currently reside in the bookstore, will all remain for use by a new partner? *Yes, existing fixtures would remain for use by new partner if bookstore is outsourced.*
 - a. Is there any unamortized expense the new partner must absorb upon commencing operations? *No unamortized expenses.*
9. What school expenses must the campus store pay for (utilities, phone, internet trash etc.) and what are those costs? *An inclusive square footage allocation would be used to cover misc. expenses.*
10. Is there any other provider of campus store services or merchandise sales that the school works with? (Off campus store, athletic website, publisher content provider etc.) *Local embroidery business to add logos to clothing.*
11. Are there any limitations on convenience offerings for food or beverage? *No limitations*
12. Are there any limitations on graduation related sales? *No limitations.*
13. Are there any plans to move or alter the current bookstore location? *The bookstore is expected to remain in its current location.*



14. When was the last time the campus store was renovated? *The campus store was renovated 4 years ago*
15. What renovations would you like to see in your store? *None currently as the store was renovated recently.*
16. Please provide CAD drawings of the bookstore. *LCC does not have CAD drawings.*
17. What challenges with your existing bookstore operations would you like to see addressed not mentioned in this RFP? *We would like to increase revenues generated by the bookstore.*
18. What is the target start date for operations under the new contract? *Fall 2025 to Spring 2026.*