

Addendum 1

1. Please provide a category breakdown of textbook sales information from the past few years, including new, used, rental, digital, and inclusive access.

2022: \$215,857.11 in new books, \$54,635.50 in used, \$13,503.48 in rental, \$59,212.65 in digital
 2023: \$213,326.63 in new books, \$45,942.75 in used, \$19,088.27 in rental, \$70,345.65 in digital
 2024 (YTD): \$225,532.31 in new books, \$61,952.56 in used, \$20,136.00 in rental, \$100,816.66 in digital
 No inclusive access

1. Please provide a category breakdown of retail sales information from the past few years, including, but not limited to, trade books, clothing, computers/technology, convenience, gifts, etc.
n/a
2. What percentage of overall sales in the bookstore came from financial aid?
Students receive Financial Aid directly and may use these funds to purchase textbooks, should they choose to do so.
3. Are there any sales reflected in the historical sales numbers that resulted from a one-time grant or other funding that will not occur in the future?
No
4. What percentage of the courses utilize free OER content?
Approximately 17%
5. Does the College of the Redwoods utilize a third-party financial aid service? (i.e. TrimData FA Link)
No
6. Does the College of the Redwoods have any direct agreements in place with publishers or other third-party course material providers?
No
7. Which term would the new bookstore partner begin serving the campus population?
Summer, 2025
8. Does the College of the Redwoods utilize a Campus Card that can be used to purchase materials in the bookstore? If so, what company do you use to manage it?
No
9. Is the College of the Redwoods open to self-operating a spirit store or course materials pick-up center (apparel, merchandise, sundry items, etc.) with an online bookstore vendor providing all student-purchased materials shipped directly to the campus bookstore for student pickup?
We currently have a 'spirit' store that offers a convenient pickup location for students. However, students would prefer more options than just having their books shipped to campus for pickup.
10. What is the College of the Redwoods' Learning Management System?
Canvas

11. Does the College of the Redwoods have any Inclusive Access course material adoptions? If so, how many courses have inclusive access adoptions?
No
12. Would the College of the Redwoods 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?
Currently, we are not exploring this option, but we would be interested in learning more about it in the future.
13. Which aspects of this RFP are of the highest priority for College of the Redwoods?
All components of the RFP are of the highest priority.
14. What specific challenges or limitations with your current bookstore operations, particularly regarding course materials, is the College looking to address?
There are no specific challenges at this time.
15. What issues does the College aim to resolve related to student and faculty experience with course material adoption and acquisition?
There are no specific issues at this time.
16. Please provide a category breakdown of course material sales (e.g., New, Used, Rental, Digital, Inclusive Access) and gross sales over the past three fiscal years.
2022: 2,970 new books sold, 931 used, 200 rental, 1,034 digital, \$343,208.74 gross sales
2023: 2,715 new books sold, 803 used, 284 rental, 1,827 digital, \$348,703.30 gross sales
2024 (YTD): 2,296 new books sold, 873 used, 276 rental, 2,953 digital, \$408,437.53 gross sales
17. Are course material sales increasing or declining? What do you believe are the primary reasons for this trend?
The total sales performance over the past three years can be effectively analyzed through the data provided in responses to Question 1 and Question 17.
18. What percentage of course material sales historically utilizes financial aid?
N/A. Students receive Financial Aid directly and may use these funds to purchase textbooks, should they choose to do so.
19. How has student purchasing behavior or faculty adoption changed in recent years, and how has this impacted sales?
Purchasing behavior is reflected in the gross sales, while the faculty adoption procedures remain unchanged.
20. Do students commonly procure course materials from sources outside the bookstore? If so, In your opinion, what drives these decisions?
Students are free to obtain course materials from any vendor, library, or other source of their choice. Students do choose all options previously listed.
21. Does the current provider pay commissions on gross or net sales?
Net sales
22. Does the College allow students to charge course materials to bursar accounts?
No

23. Is the College currently implementing an Inclusive Access program?

No

If so:

- a. What is the opt-out rate? n/a
- b. How many courses or sections are using Inclusive Access materials? n/a
- c. Are Inclusive Access materials managed through the bookstore or directly with publishers? n/a

24. Are there any institutional policies or regulations that might hinder the implementation of Inclusive or Equitable Access programs?

No

25. If currently not implementing, is the college interesting in implementing an Inclusive or Equitable Access program. Please explain.

Currently, we are not exploring this option, but we would be interested in learning more about it in the future.

26. What percentage of courses currently utilize Open Educational Resources (OER)?

Approximately 17%

27. Are there ongoing OER initiatives, and what are the adoption goals over the next five years?

No

28. How are textbook adoptions currently collected, and who is responsible for their submission (e.g., faculty, administrative staff, or a combination)?

Faculty is responsible for submitting adoptions through an online platform.

29. What percentage of faculty adoptions are collected by the adoption deadline?

Approximately 84%

30. What are the current challenges College of the Redwoods experiences with faculty adoption submissions (e.g., compliance, timeliness, system usability)?

The College grants faculty the flexibility to adopt course materials according to their discretion.

31. Has College of the Redwoods received feedback from faculty about the adoption process? If so, what are the most common concerns or pain points?

There has not been a formal request for feedback from faculty.

32. What measures are in place to ensure faculty compliance with adoption deadlines?

Faculty are provided with the essential information to adopt textbooks online by the designated due date.

33. What is the College's current Student Information System (SIS) and Learning Management System (LMS)?

Canvas

34. Are there plans to change or upgrade the SIS or LMS in the next 18 months?

No

35. What is the breakdown of on-campus vs. virtual students

62% in person and 38% online

36. Does the College partner with high schools for dual enrollment programs?

Yes

If so:

- What is the current enrollment of dual enrollment students?
119 students
- Do dual enrollment students purchase their course materials at the bookstore, or do the high schools purchase them on their behalf?
Both, depending on the type of dual enrollment.
- Are dual enrollment students identified in your Student Information System?
Yes
- Can you provide a breakdown of course material sales for your dual enrollment program, or are they included in the overall historical sales?
Part of our dual enrollment is included in the overall historic sales and the other part is not.

37. What is the anticipated first semester for the new bookstore vendor to commence services?

Summer, 2025

38. Are there anticipated logistical barriers during the transition to a new vendor?

Not at this time