

LUZERNE COUNTY COMMUNITY COLLEGE



REQUEST FOR PROPOSAL

Bookstore Consultant

Section I. INTRODUCTION

Luzerne County Community College (College) is currently seeking proposals for a bookstore consultant. The Board of Trustees, further represented by the Audit, Finance and Facilities Committee (Committee), would like to explore utilizing a qualified consultant to provide expert guidance and support in the optimization and enhancement of our college bookstore operations. We are committed to enhancing the overall experience for our students, faculty, and staff by ensuring that our bookstore meets the evolving needs and expectations of our diverse community.

This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that they are not a spouse, child, parent, sibling (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, Kim Hogan, Dean of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (khogan@luzerne.edu). Direct inquiries related to accessibility services for students to the Section 504 Coordinator, Dr. Graceann Platukus, Vice President of Enrollment Management and Student Affairs, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (gplatukus@luzerne.edu).

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by Noon on Wednesday, April 17, 2024. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
521 Trailblazer Drive
Nanticoke, PA 18634
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to: Cheryl Baur, Vice President of Finance at 570-740-0368 or cbaur@luzerne.edu.

Section III. CONTRACT TERM

The terms of this contract shall be for the duration of the scope of services outlined in Section IV. This contract may be terminated with thirty (30) days written notice.

Section IV. SCOPE OF SERVICES

The awarded Bookstore Consultant will assess up to three (3) bookstore operation models or available vendor models following the requirements specified below. These requirements are designed to provide the information necessary to make a decision that will best meet the needs of the College to provide optimization and enhancement of our college bookstore operations.

- A. General Information- where the Bookstore Consultant:
 - 1. Should be objective, independent and knowledgeable in the college bookstore industry.
 - 2. Must be able to provide data analysis to support their recommendation.
 - 3. Must provide a strategic plan that will have the College's mission and objectives at the forefront of the recommendation.
 - 4. Must consider the College's non-traditional population of students and recognize their diverse needs including an on-campus presence (physical bookstore location).

- B. Responsibilities of the Bookstore Consultant:
 - 1. Assessment and recommendation of course material models
 - 2. Provide market pricing analysis
 - 3. Recommendations for leveraging technology and digital platforms to Enhance the bookstore experience
 - 4. Provide a presentation to the Administration and Committee with a recommendation for moving forward with a Bookstore Operations Management company/vendor

V. INSTRUCTIONS

Responding Companies/Individuals must address the following subjects in their proposal:

A. Company/Individual History and Organization

Provide a brief history including brief biographical information regarding the personnel who would be responsible for the service. Include:

- 1. company background and qualifications,
- 2. relevant experience working with college bookstores or similar retail operations,

3. proposed approach and methodology for developing the assessment and recommendation

B. Cost Proposal and Invoicing

Provide rates and any and all associated fees as well as the anticipated timeline corresponding with the services described in Section IV.

C. Insurance (Companies/Contractors only, does not apply to individuals)

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

1. Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
2. Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
3. Automobile Liability
4. Include a copy of Certificate of Insurance including limits with the response.

D. References

Provide at least three (3) client references from clients within the educational sector whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like to thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason so you will remain on our active bidders list for the future.

Fax 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.