

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSALS #460
FOR MANAGEMENT OF THE
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BOOKSTORES
RESPONSE TO WRITTEN INQUIRIES FROM BIDDERS
Friday, October 11, 2013**

QUESTIONS:

1. Will the computer hardware (registers, label printers, etc.) be available for purchase by the selected vendor? If so, what will the cost be?

Answer: Yes. The cost will be the current book value.

2. At Moorpark College, are the vending machines with supplies next to the bookstore owned by the College? If not, where does the provider purchase the supplies?

Answer: The vending machines are owned by Moorpark College.

3. Is the bookstore responsible for the vending machine of school supplies outside of the Moorpark bookstore? If so, can you provide breakout of sales and costs associated with the vending machine?

Answer: The supplies vending machines are the responsibility of the Bookstore. Sales are approximately \$350 per week during the semester, with a gross margin of 27% on scantron/blue books and 40% on supplies. The Bookstore owns the inventory, and sales are recorded weekly in departments 211 and 216.

4. Page 12, Section 3.6. What are the Fall 2013 enrollment figures (FTE and Headcount) for each College?

Answer: The Fall 2013 (4th week snapshot) Headcount Enrollment figures are as follows:

Moorpark- 14,254

Oxnard- 6,961

Ventura- 12,979

5. Page 15, Section 4.3. Please confirm that Trade sales of 22.4k at Oxnard and 84.2k at Ventura are primarily new textbook sales.

Answer: Yes. The majority of the sales classified as Trade are trade titles that were adopted for courses.

6. Page 16, Section 4.5. Who is the current Graduation Regalia vendor?

Answer:

Moorpark- Herff Jones

Oxnard- Jostens

Ventura- Jostens

7. Page 18, Section 4.13. During the Bidder's Conference, there was mention of 3 employees that might elect early retirement. Can you provide updated Manager and SEIU Employee Salaries and Benefits?

Answer: At the Bidder's Conference, it was mentioned that there is an early retirement package that employees are considering. See Attachment for the updated salaries and benefits.

8. Can you provide a detail listing of the current employees (Title, years of service, etc.)?

Answer: See Attachment.

9. Page 18, Section 4.13. Please provide an organization chart for each Bookstore.

Answer: See Attachment.

10. Have there been any changes to the current staffing personnel, and how many employees do you expect to retain during the transition?

Answer: The current staffing/personnel information is attached. If there are any changes to this information prior to the Proposal due date, then vendors will be informed via an Amendment to the RFP.

11. Please provide the breakout of rental textbooks from your New/Used Sales dollars?

Answer: There is not currently a textbook rental program.

12. Can you please provide more detail on the reason for the significant increase in sales of "Confections/Sund." from Fiscal '12 to Fiscal '13?

Answer: The convenience departments were expanded and product selection was increased due to the closure of the cafeterias.

13. What percentage of students are on financial aid, and how much is used at the Bookstore locations?

Answer:

Moorpark College- The only financial aid is Cal Works, Department of Rehabilitation, Veterans and Scholarships. Financial Aid disbursements are now handled directly with the students either through EFT, check, or debit card. There is no voucher system in place.

Oxnard College- Excess financial aid is placed on the Higher One Card.

Ventura College- Excess financial aid is placed on the Higher One Card.

ATTACHMENT:

Ventura Bookstore Staff Data