

Addendum 1 - Q &A

Closing date moved to March 18, 2025 4:00 p.m CST.

Please see attachment for ISBN information

RFP Questions

WSU Tech does not have a traditional bookstore and is exclusively looking for an eBook system for course materials. All ordering and payment processes are managed in-house, with the institution being billed directly by the vendor. eBook fees are then applied to student accounts, streamlining access to digital resources. We do not allow individual faculty to select their own texts. Textbooks are decided for an entire academic year by the faculty/program leadership.

- 1) What is the contract start date? **The contract begins Fall 2026.**
- 2) Can you provide a list of ISBNs you need the eBook vendor to provide for your campus? **Attached. This list is for Summer 2024, Fall 2024 and Spring 2025 and changes per semester.**
- 3) Will your campus need an adoption tool from the vendor? **Yes.**
- 4) How will purchases of the eBooks be made? **Our current set up is that we are billed by the vendor and then eTextbook fees are applied to student fees. We are open to other systems.**
- 5) Is there an inclusive access program? **Currently we do not, but we are open to other benefits to our students.**
- 6) Equitable Access? **Yes, We strive for a first day of class program for students.**
- 7) Will students use financial aid and credit card? **If students are paying the vendor directly, yes to both.**
- 8) What is the anticipated enrollment or # of eBooks needed for each semester? **Approximately 750 eTextbooks/Courseware per semester. Note-some courses use both courseware and eTextbooks.**
- 9) Please provide a category breakdown of textbook sales information from the past few years, including new, used, rental, digital, and inclusive access. **We are exclusively looking for a digital vendor.**
- 10) 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. **We are currently only interested in eTextbook providers, we do not need retail sales services.**
- 11) What percentage of overall sales in the bookstore came from financial aid? **Our current set up is that we are billed by the vendor and then eTextbook fees are applied to student fees.**
- 12) Are there any sales reflected in the historical sales numbers that were a result of a one-time grant or other funding that will not occur in the future? **No.**
- 13) What percentage of the courses utilize free OER content? **This changes per academic year.**

- 14) Does WSU Tech have any direct agreements in place with publishers or other third-party course material providers? **No.**
- 15) Does WSU Tech utilize a Campus Card that can be used to purchase materials in the bookstore? If so, what company is used to manage it? **No.**
- 16) Would WSU Tech be open to a full-service online solution where the apparel, merchandise, and course materials are all sold through an interactive online platform with no permanent physical presence on campus? **Not at this time. We are currently only interested in eTextbook providers.**
- 17) What is WSU Tech's Student Information System? **Banner.**
- 18) Does WSU Tech have any Inclusive Access course material adoptions? If so, how many courses have inclusive access adoptions? **Currently we do not, but we are open to other benefits to our students.**
- 19) Would WSU Tech 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. **Yes.**
- 20) Does WSU Tech have any type of physical store on campus that sells apparel and merchandise? **We have limited options for students to purchase apparel on site. Not a physical store. We are currently only interested in eTextbook providers.**
- 21) This RFP is focused on e-book fulfillment. What is the expectation for printed books? **We are currently only interested in eTextbook providers, we do not need printed books services.**
- 22) What is the highest-priority item in the RFP? **Pricing.**
- 23) What challenges with your current bookstore operations and course materials are you seeking to address through this RFP? **We are exploring all options to ensure students are receiving the best quality and price for eTextbooks.**
- 24) Who is on the RFP committee, and what are their roles? **Faculty, Administration and IT members.**
- 25) Are there any plans to change your LMS or SIS in the next 18 months? **No.**
- 26) How do students utilize financial aid in the campus store? Are there any restrictions? **Our current set up is that we are billed by the vendor and then eTextbook fees are applied to student fees.**
- 27) Do students have the option to charge course materials to bursar accounts? **No.**
- 28) Do you currently offer Inclusive Access? If so, how many courses/sections use Inclusive Access? **Currently we do not, but we are open to other benefits to our students.**
- 29) What is the target OER adoption percentage for the next five years? **We don't have a target percentage. OER is based on faculty preference.**

- 30) What is your current faculty adoption process, including submission rates, challenges with compliance, timeliness, or system usability, and faculty feedback on pain points or concerns? **We have a structured faculty adoption process for digital materials. We are looking for a user-friendly process to notify the vendor of adoptions.**
- 31) What measures are in place to improve faculty compliance with adoption deadlines? **Our structured adoption process for digital materials.**
- 32) How have student purchasing behaviors or faculty adoption practices changed in recent years, and how has this impacted bookstore sales? **We are not a traditional bookstore, we are only looking for digital/ebooks/courseware services only.**
- 33) Please provide a category breakdown of units sold and gross sales for course materials over the past three fiscal years (2024, 2023, 2022) in the following categories: New, Used, Rental, Digital, and Inclusive Access. **We are not a traditional bookstore, we are only looking for Digital/ebooks/courseware services only.**
- 34) Can you confirm if the e-book program is an institutional pay (inclusive access) model or a student purchase model? If an inclusive access model, will WSU Tech want an opt-out option offered to students within the portal? **Student purchase model. We are open to other benefits for our students.**
- 35) Do you plan to maintain a Virtual Bookstore to support WSU Tech courses that do not have eBooks adopted? If so, will there be another RFP issued or is WSU Tech open to a continued partnership with BNC Virtual (MBS Direct) regardless of the outcome of the eBook RFP? **Yes, we will maintain our virtual bookstore to support courses that do not have eBook adoptions. The virtual bookstore partnership will continue regardless of the outcome of the eBook RFP.**