

**REQUEST FOR PROPOSAL
TEXTBOOK AND ONLINE COURSE MATERIAL MANAGEMENT
VENDOR FOR
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT No. 513
PROPOSAL #RFP-2023-P01**

INTRODUCTION

Illinois Valley Community College (IVCC) is requesting proposals for a vendor for all aspects of course material adoption, course material purchase and delivery to students for the 2023 Spring Semester and onward.

ILLINOIS VALLEY COMMUNITY COLLEGE PROFILE

Mission: Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive.

Vision: Illinois Valley Community College is the preferred gateway to advance individual and community success.

The Purposes of IVCC are:

- The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- Courses and academic support services designed to prepare students to succeed in college-level coursework.
- Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- Student support services to assist in developing personal, social, academic and career goals.
- Academic and student support programs designed to supplement and enhance teaching and learning.

In addition to IVCC's commitment to academics and workforce development, the college also promotes life-long learning and cultural enrichment.

IVCC enrolls 2,415 credit students annually, 1,519 whom attend full time.

As of August 2020, the college employed 79 full time faculty and 90 adjuncts with a total of 347 employees.

IVCC's comprehensive offerings include the following baccalaureate transfer degrees: Associate in Arts (A.A.), Associate in Science (A.S.), and an Associate in Engineering Science (A.E.S). An Associate in General Studies (A.G.S) is also available. IVCC has 20 Career Programs (Associate in Applied Science degrees) designed for employment after two years. A total of 44 certificate programs enable students to gain employment in two years or less.

The college, district and student profiles can be found on our current website https://www.ivcc.edu/institutionalresearch/Profile_of_the_College_Fall_2020.pdf

INSTRUCTION TO BIDDERS

One (1) original and two (2) copies of the signed proposal must be submitted to:
Illinois Valley Community College District No. 513
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED “PROPOSAL FOR TEXTBOOK AND ONLINE COURSE MATERIAL MANAGEMENT VENDOR” AND DELIVERED NO LATER THAN 10:00 A.M., MONDAY, SEPTEMBER 12, 2022.

Late proposals will not be considered.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendors whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

RFP Timeline

Activity	Date
Board of Trustees Meeting	August 18, 2022
Release of RFP (pending Board approval)	August 19, 2022
RFP Response Due	September 12, 2022
Review of Proposals; Vendor Presentations; Testing	September 12- 23, 2022
Board of Trustees Meeting	October 13, 2022
Respondent Notification of Award (pending Board approval)	October 14, 2022

Please note: IVCC retains the right to change any dates and times.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

PROPOSAL PROCEDURES:

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College's Board of Trustees.

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put the proposal at risk.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are opened. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPSALS:

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

INCURRED COSTS:

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

PROPOSAL AWARD:

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

PROPOSED AGREEMENT:

Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM:

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE:

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM:

Please complete the enclosed W-9 form and return with your proposal.

The following criteria will be used by the College to evaluate the proposals and to make a recommendation.

SUBMITAL REQUIREMENTS:

- Describe in detail how the process for students to purchase and return course materials, including but not limited to:
 - How competitive pricing is ensured.
 - Shipping details and options, including how long it takes for students to receive their materials.
 - Rental options (if any).
 - Transaction options including details about:
 - Financial Aid transactions;
 - Scholarship transactions;
 - Credit Card transactions and security measures in place;
 - Cash transactions (if available).
 - For students who receive a tuition refund, describe how textbook reimbursement is processed.
 - Describe if the vendor will provide support (manpower) for buyback and rental return on campus (if necessary).
- Describe how the vendor will charge students for Inclusive Access.
- Describe how the vendor will use Equitable Access (if applicable).
- Describe how the vendor works with Dual Credit institutions and high school students receiving appropriate course materials.
- Describe how the vendor's website is linked/connected to the IVCC Bookstore website.
- Describe the vendor's process and policy and refund policy.
- Describe the vendor's customer service model for students.
- Describe the vendor's support center operations for the Bookstore staff, Faculty, and other College stakeholders.
- Describe the vendor's process for textbook adoptions including options for late adoptions by Faculty.
- Describe the on-boarding process and estimated timelines.
- Describe, in detail, all fees that will be charged directly to IVCC by the vendor.
- Describe, in detail, any commission IVCC would receive from the vendor.
- The IVCC Bookstore has current textbook stock available. Describe the process for the vendor to purchase current stock from the IVCC Bookstore.
- Describe any other relevant information regarding the vendor's operations.
- Describe in detail your ownership structure.
- Provide a minimum of three (3) references of current college customers with similar requirements (supply a contact name, phone and email)
- Provide evidence of financial stability
- Provide a sample contract with a sample billing statement
- Other information:
 - Other services offered and associated costs
 - Availability of personalization and costs associated
 - Availability of discounts

CRITERIA:

Applicants will be minimally judged based on the following criteria:

1. Qualifications of the vendor
2. Past experience implementing projects similar in scope with community colleges and/or universities
3. Ability to advise on best practices and effectively implement the full range of functionality that best meets the needs of the College
4. Scope of Plan
5. References
6. Stability of Firm
7. Total cost of the program or potential commission provided

ILLINOIS VALLEY COMMUNITY COLLEGE WILL PROVIDE

1. Adoptions have been sent out to the Faculty on August 19, 2022, for the 2023 spring semester. This information will be shared with the vendor chosen.
2. IVCC uses Ellucian for our college system. Ethos was recently installed.
3. The Bookstore is contracted with VitalSource for exclusivity of all digital materials (Including Inclusive Access) through the 2023 spring semester.
4. The IVCC Bookstore will accept student shipments from the vendor to distribute through our store, if students do not choose another method of delivery.

FINALIST PRESENTATIONS

Respondents selected for final evaluation will be required to present their proposals and/or demonstrate components of the program to IVCC personnel. The presenter should provide their background and experience with implementing their program to higher education customers and provide demonstrations that reflect the needs of IVCC as outlined in the requirements.

The presentations should be done via live webinars.

COMPENSATION

The selected vendor shall provide a detail of project costs or commissions in the submission to the College.

Project costs should list any recurring costs, include the annual recurring costs for support, maintenance or subscriptions.

CERTIFICATION FORM

**TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348**

**Pertaining to the bid titled: Textbook and Online Course Material Management
Vendor- Proposal # RFP2023-P01**

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requestor's name and address (optional)</p> <hr/> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
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or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.