

**FLORIDA GATEWAY COLLEGE ITN
FOR MANAGEMENT
OF THE
BOOKSTORE
ITN #18-1-01 DATED 10/18/17
RESPONSE TO WRITTEN INQUIRIES FROM CONTRACTORS
November 9, 2017**

QUESTIONS:

1. ITN P. 14, Section 4.2- Please provide where the sales of meal plans and postage stamps are recorded on page 15, for FY '16 & FY '17, and what they were respectively.

Answer: Gift card sales were a pass through sale for the café. We have no sales for postage stamps.

2. ITN P. 14 Section 4.4- Please provide payroll including benefits for FY '16 & FY '17.

Answer: FY16 \$147,087.37; FY17 \$156,175.53 See answer to question #12.

3. ITN P. 15 Section 4.5- Please provide a further breakdown for the following categories for FY '16 & FY '17:

- Computer / Tablets
- Electronics
- Nontaxable
- Miscellaneous

Answer:	FY16	FY17
Computer/Tablets	2,108.97	33,009.03
Electronics	2,828.79	19,271.45
Nontaxable	14,643.41	10,748.79
Miscellaneous	147,929.20	125,834.32

4. ITN P. 15 Section 4.5, Interdepartmental Sales- Do these sales reflect the discounts noted in Section 4.8?

Answer: The sales figures in Section 4.5 are net of discounts.

5. ITN P. 17 Section 4.10- What program does the College use for processing student financial aid?

Answer: Our College is on the Banner system. Our Point of Sale system talks to Banner.

6. ITN P. 17 Section 4.10, District High Schools- Where are these sales recorded? Please provide a breakdown for FY '16 & FY '17. How are these materials priced? What is the margin?

Answer: These sales are recorded into our New and Used Books accordingly. These books are sold at the same price we sell to students and our sales revenue reflect this. We then subtracted 25% off the invoice for the fall and spring terms as according to the agreement our college made with the district schools.

FY 16 – Dual Enrollment book sales = 263,667.08

FY 17 – Dual Enrollment book sales = 244,374.90

7. ITN P. 27 Section 5.10- What is the current pricing margin for Course Packs?

Answer: 23% gross margin.

8. ITN Section 5.23, Employee Scholarship Fund- Is this scholarship intended for all college employees?

Answer: Employees of the College and their dependents.

9. ITN P. 36 Section 5.25d- Please provide the program currently used for the Campus Card.

Answer: N/A

10. ITN P. 41 Section 6.2, Operating Supply Purchase- Please provide the anticipated value at the time of transition.

Answer: This information is not available.

11. Are there any pending or existing contracts with a vendor for online courses/content (Pearson, McGraw Hill, etc.) or E-Material requisitions held by the College or a representative of the College? If yes, please provide details.

Answer: No.

12. ITN Section 5.6- Can we receive a breakdown of full time staff positions in the bookstore? Please include title, number of years served, salary and benefits per position.

Answer: There are currently 2 full-time employees in the Bookstore. One is retiring in January 2018, and the other has accepted another position at the College (effective at the time of the Bookstore transition).

- Bookstore Manager, 14 years of service, retiring in January 2018, salary of \$43,096.26, benefits of \$14,729.41

- Bookstore Assistant Manager, 2 ½ years of service, salary of \$35,000, benefits of \$13,335.52

13. Can we receive an approximate number of part-time hours worked on a weekly basis?

Answer: We currently run the café in the library so we have approximately 20 part time hours worked at the café and 20 part time hours worked in the bookstore on average during non- rush times.

14. What is the current in-store technology?

Answer: MBS system.

15. Can you provide additional information on what makes up the miscellaneous sales?

Answer: All school supply type materials including notebooks, paper, binders, portfolios, folders pens, pencils, backpacks, tote bags, lanyards, ID badge holders, and planners; art class supplies, photography class supplies, novelties, mugs, cups, greeting cards, quick study guides, cosmetology class supplies, lab coats, lab goggles, scrubs, uniform patches, student graduation regalia sales, medical supplies (stethoscopes, blood pressure cuffs, EMT student kits), health and beauty items (toothbrushes and toothpaste, feminine products, deodorant, hand sanitizer, over the counter single dose medicines).

16. Are there any restrictions on items that can be purchased with bookstore vouchers?

Answer: Students are not allowed to purchase food or clothing in the Bookstore with financial aid. (Exception - required items for class like scrubs or lab coats.)

17. Does each student receive the same allotted amount for bookstore vouchers? If yes, what is the approved amount? Or does the approved amount vary from student to student?

Answer: The amount varies from student to student. It depends on how much financial aid/loans/scholarships they have been awarded. The credit balance available after their tuition and fees are subtracted is what is available for them to purchase with at the Bookstore.

18. Is there a Campus Card system currently in use on campus? If yes, can students use the Campus Card in the bookstore? And, who is the vendor?

Answer: N/A