

Salve Regina University

Operation & Management of University Bookstore – Request for Proposal

QUESTIONS From VENDORS

Systems/Financial Aid

1. What is your current LMS (Learning Management System)? Is the current bookstore vendor's system integrated with these?

The current LMS is Canvas.

The bookstore vendor's system is integrated with Canvas.

2. What is your current SIS (Student Information System)? Is the current bookstore vendor's system integrated with these?

The current SIS is the University's enterprise system, Ellucian Colleague. Colleague interfaces with My Salve, the user portal.

The bookstore vendor's system is integrated with Colleague

3. Does the college currently have a Single Sign-on (SSO) solution in place?

Yes, Salve utilizes SSO.

4. Are there any plans to change your LMS or SIS within the next 18 months?

To the best of our knowledge, there are no plans to change the LMS or SIS within the next 18 months.

5. Please describe how students utilize their financial aid in the campus store and if there are any restrictions.

Students utilize their financial aid through either moving their credit balance (i.e., student refund) to their Salve Card (maintained through Heartland) which can then

be used in the Bookstore. Alternatively students may request their refund in check form after the add/drop period.

Sales

6. Please provide a category breakdown of gross sales and the units sold for course materials over the past 3 fiscal years provided in the RFP. Please see table below:

	FY22		FY23		FY24	
	Sales	Units	Sales	Units	Sales	Units
Used	54,298	1,657	61,668	1,567	35,283	935
New	370,070	4,451	252,902	3,480	196,810	2,595
Digital	109,804	1,898	184,123	3,191	163,382	2,718
Rental	229,770	7,876	197,769	6,081	146,154	4,299
Trade	9,721	907	18,421	746	14,479	583
Supplies	35,367	4,969	35,581	5,374	37,921	4,266
Clothing	494,972	14,750	508,275	13,708	426,938	11,328
Gifts	108,097	8,074	77,613	6,279	51,168	4,273
Convenience	9,517	3,150	11,992	3,404	11,490	2,938
Computers	12,974	489	19,704	463	15,861	356
Graduation	68,519	870	88,310	1,202	69,927	834
	FY22		FY23		FY24	
Supplies	42%		45%		58%	
Course Related Supplies	58%		55%		42%	

- a. For Text – New, Used, Rental, Digital, and Trade.
- b. For general merchandise – clothing, gift, trade, convenience, grad, technology, supplies, non-emblematic. If grad and convenience are reported together, please provide the percentage breakdown. For supplies, if available, report breakdown of course related vs general school supplies.
- c. Are the Dual Enrollment gross sales included in the historical gross sales information provided? If not, can you please provide a breakdown of the units sold and gross sales for Dual Enrollment?

There are only 2 students in this program (see below). Typical enrollment is 0 – 5; this cohort is the first since Covid. For this reason we are not separately tracking.

7. What percentage of sales are Financial Aid?

We do not track this metric separately but estimate it is approximate 5 - 10%.

Enrollment

8. Please provide total number of credit hours enrolled in by Salve Regina students for Fall '24, Summer '24, Spring '24, Fall '23, Summer '23, and Spring '23 terms

a. Fall 2024	37,398
b. Summer 2024	2,432
c. Spring 2024	35,358
d. Fall 2023	37,128
e. Summer 2023	2,521
f. Spring 2023	35,914

9. What is the enrollment growth rate projection for the next 5 years?

Approximately 1% per annum.

10. What is the current enrollment for concurrent high school students (Dual Enrollment/Dual Credit)?

There are only 2 students in this program. Typical enrollment is 0 – 5; this cohort is the first since Covid.

a. Do these students use the same course materials as the other students at the institution?

i. Yes

b. Do these students receive their materials through the bookstore vendor?

i. Yes

c. Is the institution able and interested in including Dual Credit Students as a part of the scope of content coverage through a vendor?

i. Yes

Course Materials

11. What % of courses with materials use Open Educational Resources (OER)?

2% for Fall 2024

12. How many course/sections are using adopted OER? What is the growth of the OER program expected to be over the next 3-5 years?

As shown above, not too many courses use OER. Anticipated growth could be 1 – 5% in the next few years; difficult to estimate due to the low usage to date.

13. Does Salve Regina currently have an active inclusive access program on campus?

There is no active inclusive access program on campus at this time.

If yes, please share how many courses/sections are participating and the sales generated.

- a. Are these sales from the inclusive access program standalone or included in on the categories above? If rolled-up to one of the categories above, please share which one so they can be analyzed independently.

Other Questions

14. Is there any unamortized or not yet fully depreciated capital or leasehold improvements owed to the current vendor?

No.

15. How many references is Salve Regina seeking?

The proposal requests different levels of reference data, but the information can be repeated.

An item not mentioned but would be beneficial to understand are those customers that also use Colleague.

Page 22's objective is to understand the breadth of customers. We may or may not contact those accounts.

Page 23's objective is to understand customers that appear to be closely aligned with Salve. We would likely reach out to these customers for further information.

Page 26's objective is essentially the same as Page 23 and those references can be the same.

Page 22: 10 – 15 University accounts – contact name, contact number, length of service, Chief Business Officer contact info

Pg 23: 3 references: vendor operated more than 5 years, or currently operating a bookstore, similar in size to Salve, name/address of facility, FT student enrollment, dates of service, contact info of person with authority over the bookstore operations

Pg 26: 3 references: similar in size to Salve, industry sector, geographical presence to Newport. Provide customer name, contact info, employee size, description of services and length of service

Other requests:

1. Schedule of classes with enrollment and credit hours – [see separate document](#)
2. Adopted course materials – [see separate document](#)