



Purchasing Services Office

801 Leroy Place
Socorro, NM 87801
(575) 835-5886

Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Assistant Director of Purchasing

DATE: 5/9/2025

RE: RFB Number: RFP#2504017C- Amendment No. 1
Commodity: Bookstore Management Services

Please Note: This amendment is issued to amend the RFP as detailed below

- Q1) Would NMIMT accept an electronic response in lieu of a mailed paper response?
- A1) At this time, we kindly ask that all responses be submitted in hard copy, as we are not currently set up to receive electronic submissions.
- Q2) Please provide a further detailed category breakdown of textbook sales information from the past few years, including new, used, rental, digital, and inclusive access.
- A2) Further details are unavailable.
- Q3) Please provide a further detailed category breakdown of retail sales information from the past years, including, but not limited to, trade books, clothing, computers/technology, convenience, gifts, etc.
- A3) Based on five-year averages, sales are as follows: supplies – \$40,000; soft goods – \$170,000; and sundries – \$70,000.
- Q4) 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?
- A4) No, the historical sales figures do not include any sales that resulted from one-time grants or other non-recurring funding sources.

- Q5) What percentage of the courses utilize free OER content?
- A5) Currently, 2% (two percent) of courses utilize free OER (Open Educational Resources) content.
- Q6) Does NMIMT have any direct agreements in place with publishers or other third-party course material providers?
- A6) No, New Mexico Tech does not currently have any direct agreements in place with publishers or third-party course material providers.
- Q7) What is the current process for students to utilize their financial aid funds through the bookstore?
- A7) Students receive a refund check the Friday before classes begin, which can be used to cover bookstore purchases and other educational expenses.
- Q8) Which term would the new bookstore partner begin serving the campus population?
- A8) The new bookstore partner will begin serving the campus population in the Fall of 2025.
- Q9) Does NMIMT utilize a Campus Card that can be used to purchase materials in the bookstore? If so, what company is used to manage it?
- A9) No, NMIMT does not currently utilize a Campus Card for purchasing materials in the bookstore.
- Q10) Is NMIMT open to self-operating a spirit store (apparel, merchandise, sundry items, etc.) with an online bookstore vendor providing all student-purchased materials shipped directly to the campus bookstore for student pickup?
- A10) Yes, we are open to the idea.
- Q11) Would NMIMT consider partnering with two separate vendors with two separate agreements to provide textbook operations and retail services if it deemed this more beneficial than a single vendor?
- A11) Yes, we would consider it as an option.
- Q12) Would NMIMT 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?
- A12) No, NMIMT is not currently open to a full-service online solution.
- Q13) Would NMIMT be open to paying a management fee to the vendor to help subsidize the on-campus retail store operation costs?
- A13) No, NMIMT is not currently open to paying a management fee

Q14) Does NMIMT own the current bookstore fixtures?

A14) Yes, NMIMT owns the current bookstore fixtures.

Q15) What is NMIMT's Student Information System?

A15) NMIMT's Student Information System is Banner.

Q16) What is NMIMT's Learning Management System?

A16) NMIMT's Learning Management System is Canvas.

Q17) Does NMIMT have any Inclusive Access course material adoptions? If so, how many courses have inclusive access adoptions?

A17) No, New Mexico Tech (NMIMT) does not currently have any Inclusive Access course material adoptions.

Q18) Would NMIMT 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?

A18) Yes, we can explore Equitable Access but could not implement until the academic year beginning August 2026.

ALL OFFERORS ARE REQUIRED TO CONFIRM THE RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE.
ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.