



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-3237-CJ

DESCRIPTION: University of South Carolina Press Fulfillment, Royalties Management, and Related Services

DATE: January 24, 2018

This Amendment No. 1 modifies the Request for Proposals only in the manner and to the extent as stated herein.

Corrections have been made to the Objective clause and the Background clause in Section III of the solicitation

The PROTEST – CPO – MMO ADDRESS clause in Section II-B of the solicitation has been deleted and has been replaced with the PROTEST – CPO – ITMO ADDRESS clause

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

THE OBJECTIVE CLAUSE IN SECTION III OF THE SOLICITATION HAS BEEN MODIFIED/REVISED AND NOW READS AS FOLLOWS:

Objective

The University of South Carolina Press (USCP) is seeking proposals from qualified vendors to provide the services described in this request for proposal for fulfillment, royalties management, title management database, website e-commerce and online shopping cart, and related services. These services include, but are not limited to, order entry, all aspects of warehousing inventory and order fulfillment, invoicing, customer service, credit and collections, returns processing, and other reporting and administrative services related to scholarly publishing. These services may also include digital asset management, e-book conversions and distribution, digital file delivery, and Print on Demand (POD) services.

The specifications and requirements listed in this request for proposal are the minimal standards by which all proposals will be judged. Selection of the contractor (i.e. successful offeror) will be based upon a variety of factors such as ability to perform successfully the requested services described, a demonstrated record of performance of such services, cost and efficiency, and capability of working with USCP and the University of South Carolina.

Offeror's proposal should provide the information requested or indicate consent to the requirement described. By participating in the solicitation process, you (Offeror) agree to maintain the information shared in your proposal and any associated documents regarding the USCP and the University of South Carolina as confidential.

The goal is to reach a decision by **March 23, 2018** and for the contract period to begin **September 1, 2018**.

THE BACKGROUND CLAUSE IN SECTION III OF THE SOLICITATION HAS BEEN MODIFIED/REVISED AND NOW READS AS FOLLOWS:

Background

The University of South Carolina Press (USCP) is a nonprofit scholarly book publisher that is a division of the University of South Carolina, a state institution of higher learning. Founded in 1944, the USCP reports to the Office of the Provost and has two offices, both of which are located on the fringes of the main campus. The main offices are located at 1600 Hampton Street on the fifth floor. The Business Department and warehouse facility are located at 718 Devine Street. We currently have a staff of **twelve (12)** full-time employees and three (3) part-time temporary employees. We also utilize work-study students and unpaid student interns whenever possible. We receive direct financial support from our parent institution, although the bulk of our budget is based on **book sales** and associated revenues (title subventions, permissions fees, and subsidiary rights income).

A longstanding member of the Association of American University Presses, in recent years the USCP has published about 70 new books annually. However, going forward, the Press plans to reduce the number of books published to 45-55 books per year, which will include scholarly monographs and books of general interest in a number of subject areas, including African American studies, American history, children's books, fiction, literary studies, religious studies, rhetoric and communication, Southern history and culture. For more information about the Press, please visit our website located at <http://www.sc.edu/uscpres>.

Net sales in FY16 were \$1,135,926, and net sales for FY17 were \$988,282. Nearly all new titles are published simultaneously in print and in electronic editions for the consumer and institutional markets. We have started publishing more of our scholarly monographs as cloth PODs or as digital short runs with wrapped cases. In FY16 USCP had 35 reprints, and in FY17 there were seven (7) reprints. We currently have approximately 1,000 active titles in our FileMakerPro database. Frontlist sales typically account for 45% of our total sales with backlist sales accounting for 55% of total sales. Annual e-book sales generally **are 8% to 9% of total sales.**

Our fiscal year runs from July 1–June 30. With the exception of using a local company for warehousing services and fulfillment in the late 1980s and early 1990s, USCP has handled all order entry, customer service, accounts receivable, daily and monthly and annual sales reporting, royalty tracking and statements, and domestic inventory at other times. Domestic sales representation is handled by Columbia University Press Sales Consortium, although the state of South Carolina is handled by the Press's director of sales and marketing. At the end of FY16 we had 377,413 units in our warehouse, the value of which was \$461,669. At the end of FY17 we had 377,231 units in our warehouse, the value of which was \$423,294. Our Accounts Receivable balance at the end of FY16 was \$360,609, while our Accounts Receivable balance at the end of FY17 was \$328,441.

Our distributor in the United Kingdom is The Eurospan Group, which handles shipments to the United Kingdom and Europe. Scholarly Book Services, Inc. represents the Press in Canada. East-West Export Books handles sales to Asia and the Pacific (including Australia and New Zealand).

USCP uses FileMakerPro for basic book schedules and most departmental functions other than business and warehouse-related functions. Title management (inventory, fulfillment, royalties) is handled in CATS Pajamas. The smooth integration of fulfillment and our title management database is an extremely important consideration in reviewing proposals.

THE PROTEST – CPO – MMO ADDRESS clause in SECTION II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS HAS BEEN DELETED AND HAS BEEN REPLACED WITH THE FOLLOWING PROTEST – CPO – ITMO ADDRESS CLAUSE:

PROTEST - CPO - ITMO ADDRESS (JUN 2006): Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing

- (a) by email to protest-itmo@itmo.sc.gov ,
 - (b) by facsimile at 803-737-0102 , or
 - (c) by post or delivery to 1201 Main Street, Suite 601, Columbia, SC 29201.
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