



**REQUEST FOR INFORMATION
POS and INVENTORY MANAGEMENT SYSTEM FOR
JOLIET JUNIOR COLLEGE BOOKSTORE**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN:

**November 8, 2019
2:00 P.M. CST**

Joliet Junior College
Attn: Janice Reedus
Senior Director of Business &
Auxiliary Services
A-3102
1215 Houbolt Road
Joliet, IL 60431

OVERVIEW OF JOLIET JUNIOR COLLEGE

Joliet Junior College (JJC), the nation's first public community college is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,912 full time and part time students enrolled in Spring 2018 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district. JJC has approximately 15,000 students per year enrolled in credit courses.

VISION STATEMENT

Joliet Junior College will be the first choice.

MISSION STATEMENT

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

I. DESCRIPTION OF REQUEST

Joliet Junior College ("college") is seeking proposals from qualified firms for a POS and Inventory Management system for its bookstore operation.

II. BACKGROUND

The Joliet Junior College Bookstore Operation is comprised of:

- Two full-service bookstores, one at Main Campus (1215 Houbolt Road, Joliet, Illinois) and one at the Romeoville Campus (1125 W. Romeo Road (135th Street), Romeoville, Illinois)
- 2018-2019 annual volume at Main Campus \$3,934,613; at Romeoville \$207,538; buyback spent at both locations annually: retail \$72,899.50 and wholesale \$47,256.50.
- E-Commerce/Online Store with the following features:

- Online purchase
 - In-store pickup (pre-paid pick-up at both location)
 - Shipping capabilities (we do not charge the customer for ground shipping)
 - Course material and electronic purchases - require student ID
 - Online reserves (unpaid holds) and student can indicate if they will pay for financial aid
 - Ability to check buyback pricing
- Seven admin users and up to 30 additional part-time users
 - 11 back office PCs (1 is at Romeoville and 3 admin users use dual monitors)
 - 12 Registers (Two at Romeoville Campus Bookstore) with fully MVC and PCI compliant credit card devices, drawers, and thermal printers with the following functionality:
 - Sales (including A/R, department, and gift card sales), buyback, rental, refunds/exchanges, voids, pick-ups/loans, discounts/promotions, online/mail order transactions, and multiple sales tax types and different sales tax by location
 - Reports: X & Z, category & department sales, cashier, line delete & void, tenders, tax exemption, sales tax, discounting, refunds, rental quantity, savings to student, and fees collected, transaction analysis, flash sales, bestsellers, sales by date and time, sales comparisons, vendor performance, inventory valuation, re-order analysis, outstanding POs/items, receiving/discrepancies, color/size tracking, pricing tools/aids, outstanding adoption, sales & enrollment reports, etc.
 - Disallow rentals and payment by check when applicable and maintain customer notes
 - One (1) Laptop to use as a mobile workstation and/or register
 - Four (4) barcode blasters at select stations
 - Scanners and stands at all work stations and registers
 - Textbook options include:
 - In- house rentals with credit card collateral
 - New and Used available for purchase
 - Digital e-books (Third-party sales with Redshelf/Vital Source)
 - EDI/PubNet
 - Virtual Server
 - Current third- party interfaces:
 - Timber E-commerce

- Verba Collect
- Verba Compare
- FA Link
- Datatel
- MX Devices uses gateway software VeriFone Point/Payware Connect and TSYS is our processor
- Square for offsite sales

III. SCOPE OF WORK

Joliet Junior College seeks a robust POS and inventory management system that will have the features/functionality listed above along with the following capabilities:

- Up to four (4) mobile POS devices
- Handheld inventory solutions (annual inventory/receiving/online orders)
- E-commerce integration with SIS for single sign authentication for all orders/reserves
- Dual store inventory and sales reporting
- Additional barcode blaster at a select station
- Additional buyback support at Spring EOS and Fall EOS events
- Flexibility to reduce back-office PCs by 1-3
- Reduction of third-party interfaces (e-commerce, online comparison tool, online/email adoptions, mobile sales)
- Ability to work with the Colleague and Workday ERP systems
- Special orders/holds managed within the system and notification when item is received
- Check verification at POS
- Apple Pay, Samsung Pay, and American Express payment options
- Ability to email and text students using the system for rental reminders, online orders, buyback, etc.

IV. REQUIRED FORMAT AND CONTENTS OF PROPOSAL

- A. Respondents should respond with three (3) originals and one electronic copy (flash drive or DVD) to the name and address above, no later than 2:00 p.m. November 8, 2019.
- B. All proposals submitted must contain, at a minimum, the following information in the format and order set forth below.

- C. Cover letter with the following:
 - 1) Name, title, address, telephone number, and email address of the firm's contact person for the proposal. Firms responding to the RFI shall designate a single contact within that company for receipt of all subsequent information regarding this RFI.
 - 2) The letter shall contain a statement that the respondent understands and agrees with the scope of the work and accepts all other requirements, terms, and conditions of the request for information.
- D. Qualifications and Experience
 - 1) Provide a brief history of the firm and outline the firm's expertise.
 - 2) Provide a list of comparable clients with similar volume and applications.
- E. Overview of proposed solution based on requirements listed in Sections II and II above
- F. List of proposed equipment/hardware, specifications, and associated costs
- G. Software Modules (i.e. POS, Inventory, Reporting, GL, etc.) and specifications and any related costs including implementation, annual maintenance (include addressing current needs and desired additional needs)
- H. If available, link to demo of POS and Inventory Management software
- I. Detailed description of warranty
- J. Overview of Customer/Technical Support & Training
- K. Overview of PCI Compliance Fee
- L. Additional Items/Services Offered – Please provide any additional item(s) or services that your organization can provide at no additional cost to Joliet Junior College.

V. SCHEDULE

The following schedule represents dates that respondents should use for planning purposes. Respondents will be notified of any schedule changes via e-mail.

Date	Event
October 21, 2019	Vendors contacted via email / advertisement
October 25, 2019 @ 12:00 p.m. CST	Last date/time for submission of written questions via email to jreedus@jjc.edu
October 30, 2019 @ 5:00 pm CST	Responses to questions emailed
November 8, 2019 @ 2:00 P.M. CST	Responses must be submitted in a sealed envelope to Janice Reedus, Senior Director of Business & Auxiliary Services, Campus Center Building A, Room 3102, 1215 Houbolt Road, Joliet, IL 60431

VI. QUESTIONS REGARDING THIS RFI

Any technical questions regarding this RFI should be emailed on or before October 25, 2019 at 12:00 P.M. CST to the attention of: Janice Reedus, Senior Director of Auxiliary Services, jreedus@jjc.edu.

VII. REVIEW PROCESS

Joliet Junior College’s RFIs are issued with the intent to obtain information that may be used in the preparation of an RFP depending on the responses received. Based on those responses, Joliet Junior College will augment its scope and may prepare one or more RFPs.

VIII. CLARIFICATION

The reviewing group may seek further clarification regarding the RFI responses. Clarification may be requested in the form of a brief verbal communication by telephone, written communication, or electronic communication.

IX. COPYRIGHTED MATERIAL

All responses received will be kept confidential by Joliet Junior College staff, unless prior permission is received from the respondent to treat as a public document.

X. TERMS, CONDITIONS, AND DISCLAIMERS

The respondent's RFI preparation and response is voluntary and at the expense of the respondent. Any expenses incurred during the response to this RFI cannot be charged to Joliet Junior College.

Responses to this RFI will not bind the respondent to Joliet Junior College contractually, monetarily, or in any other way.