

REQUEST FOR PROPOSALS (RFP)

Fort Scott Community College

REFERENCE: Bookstore Apparel & Spirit Merchandise

Location: Fort Scott Community College Bookstore

Owner:

Fort Scott Community College
2108 South Horton Street
Fort Scott, KS 66701

Project Overview

Fort Scott Community College (FSCC) is seeking proposals from qualified vendors to provide bookstore apparel and spirit merchandise through a consignment model.

The successful vendor will furnish and maintain inventory, operate an online store, and partner with the College to maximize customer service and revenue.

Scope of Services

The vendor shall provide, at a minimum:

- All initial inventory at no cost to the College. Inventory remains vendor-owned until sold.
- No requirement for the College to purchase or finance initial inventory.
- T-shirts, long-sleeve T-shirts, sweatshirts, hoodies, hats, outerwear, gift items, and other spirit merchandise.
- Merchandise representing the College, athletics, academic departments, student organizations, and special events.
- Fixtures and displays, if needed.

Inventory Management

- Maintain an attractive, fully stocked sales floor.
- Conduct a complete inventory reconciliation at least once each month.
- Provide monthly inventory and sales reports.
- Replace seasonal, slow-moving, or outdated merchandise at the vendor's expense.

Financial Requirements

- Proposal shall identify commission structure.
- FSCC expects a return of approximately 20%–30% of apparel sales.
- Vendor shall be paid within fifteen (15) calendar days after completion and acceptance of the monthly inventory reconciliation.

Restocking Requirements

- Vendor shall restock depleted inventory within five (5) business days of notification or sooner during peak sales periods.

Exclusive Rights

The awarded vendor shall have the exclusive right to provide apparel and spirit merchandise for retail sale through the official FSCC Bookstore for the duration of the agreement, unless otherwise authorized in writing by the College.

Technology Requirements

- Barcode/UPC labeling on all merchandise.
- Electronic inventory tracking.
- Monthly electronic sales and inventory reports.
- Compatibility with the College's point-of-sale system or an approved vendor POS.
- Ability to provide and manage an online bookstore with secure payment processing.

Proposal Requirements

1. Company profile and merchandise experience.
2. Sample merchandise catalog.
3. Commission proposal.
4. Implementation timeline.
5. Evidence of current Commercial General Liability insurance coverage.

Insurance Requirements

The selected vendor shall maintain commercially reasonable insurance coverage appropriate to the services provided under this agreement. Prior to commencement of services, the selected vendor shall provide Fort Scott Community College with a current Certificate of Insurance (COI) evidencing the required coverage.

- Commercial General Liability: Minimum limit of \$1,000,000 per occurrence. Fort Scott Community College shall be named as an Additional Insured on the Commercial General Liability policy.
- Workers' Compensation: Coverage as required by applicable law, if applicable.
- The selected vendor shall maintain the required coverage throughout the contract term and provide updated certificates upon policy renewal or upon request by the College.

- All merchandise and inventory provided under the consignment arrangement shall remain the property of the vendor until sold. The vendor shall be responsible for maintaining any property or other insurance it deems necessary to protect its merchandise and inventory while located on College premises. The College shall not be responsible for loss of or damage to vendor-owned inventory except to the extent caused by the negligence or willful misconduct of the College.

Evaluation Criteria

Proposals may be evaluated based upon:

- Experience with college bookstores.
- Quality and variety of merchandise.
- Financial benefit to the College.
- Inventory management process.
- Technology and online store capabilities.
- Customer service and references.

General Conditions

- FSCC reserves the right to reject any or all proposals.
- FSCC may negotiate terms with the selected vendor.
- Award will be based on the proposal determined to be in the best interest of the College.

Questions and Clarifications

- Questions regarding this solicitation shall be directed to Lindsay Hill at 620-223-2700 or lindsayh@fortscott.edu

Proposal Due Date

Proposal submissions must be received no later than:

Date: August 28, 2026, 2:00 p.m.

Reference: Bookstore Apparel & Spirit Merchandise

Proposals may be emailed to rfp@fortscott.edu or mailed to: Fort Scott Community College, 2108 South Horton Street, Fort Scott, KS 66701.

Contract Term

One (1) year, with any renewal subject to mutual agreement.

Award

The College intends to award the agreement to the responsive and responsible proposer whose proposal is determined to be in the best interest of the College.

PROPOSER SUBMISSION CHECKLIST

Bookstore Apparel & Spirit Merchandise

Fort Scott Community College

Proposer Name: _____

Date Submitted: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Required Submission Documents

Please check each item included with your proposal package:

Included	Requirement
☐	Company Profile and Merchandise Experience
☐	Sample Merchandise Catalog
☐	Commission Proposal
☐	Implementation Timeline
☐	Evidence of Current Commercial General Liability Insurance

Proposal Review Checklist

Requirement	Included
Commission structure is clearly identified.	☐
Merchandise offering includes apparel and spirit merchandise appropriate for FSCC.	☐
Inventory management and monthly reconciliation approach is described.	☐
Technology and online store capabilities are addressed.	☐
Restocking process is addressed.	☐

Submission Information

Proposal Due Date: August 28, 2026

Reference: Bookstore Apparel & Spirit Merchandise

Email Submission: rfp@fortscott.edu

Mail Submission: 2108 South Horton, Fort Scott, KS 66701

Questions: Lindsay Hill, 620-223-2700 or lindsayh@fortscott.edu

PROPOSAL SUBMISSION FORM

Bookstore Apparel & Spirit Merchandise

Fort Scott Community College

Proposer Information

Company Name: _____

Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Merchandise Program

Primary Apparel Brands Offered: _____

Online Store Platform: _____

Inventory Tracking System: _____

Point-of-Sale Compatibility: _____

Attach merchandise catalog and information describing available apparel, spirit merchandise, fixtures/displays, inventory management, and online store capabilities.

Implementation Timeline

Estimated Setup / Launch Timeline: _____

Estimated Initial Inventory Delivery: _____

Other Implementation Notes: _____

Commission Proposal

The proposer shall identify the proposed commission structure for FSCC. The College expects a return of approximately 20%–30% of apparel sales.

Description	Proposal
Commission / College Return	_____
Other Financial Terms (if any)	_____

Inventory and Restocking

Describe the proposed approach to monthly inventory reconciliation, reporting, replacement of slow-moving or seasonal merchandise, and restocking depleted inventory within the required timeframe.

Technology and Online Store Capabilities

Describe barcode/UPC labeling, electronic inventory tracking, monthly electronic reporting, POS compatibility, online store management, and secure payment processing.

References

Provide customer references, with preference for college bookstore or similar merchandise programs.

Reference 1

Organization: _____

Contact Person: _____

Phone / Email: _____

Program Description: _____

Reference 2

Organization: _____

Contact Person: _____

Phone / Email: _____

Program Description: _____

Exceptions and Clarifications

List any deviations, exclusions, assumptions, or exceptions to the solicitation requirements. If none, state "None."

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____