



**Procurement
Operations**

**Request for Information (RFI)
For
Textbooks/Instructional Materials
Project No. 10-13**

HOUSTON COMMUNITY COLLEGE

January 25, 2010

Subject: Request for Information (RFI) Textbooks/Instructional Materials
HCC Project No. 10-13

General

The Houston Community College (HCC) is comprised of six colleges with a total of 22 campuses city-wide. HCC encompasses a service area of six school districts and is home to nearly 63,000 students. Approximately 27,000 students are receiving federal or state financial aid, 67% of which are identified as "high need" recipients. HCC is dedicated to excellence in teaching and learning. Toward that end, HCC would like to explore all options that respond to the following question:

How might HCC provide students and faculty with instructional materials that are of demonstrable high quality, easily accessible, and cost-effective?

HCC is issuing this RFI to publishers, vendors and bookstores and asking respondents to provide a written proposal of no more than five (5) pages, explaining how they might partner with us in reaching our goal. The responses should be e-mailed no later than 5:00 PM on February 15, 2010 to:

John Carter
Director, Procurement Operations
Houston Community College
john.carter@hccs.edu

From the written responses, HCC will select a limited number of respondents to present demonstrations to a committee composed of HCC administrators, faculty, staff, and students. The findings of the committee will result in the development of a Request for Proposals (RFP) that could result in a contract beginning in the fall 2010 term in preparation for spring 2011. Any questions or clarifications should also be directed to john.carter@hccs.edu no later than February 10, 2010.

Background and Rationale:

The rising cost of textbooks is a problem with which colleges across the nation are struggling, including the Houston Community College (HCC). As a result, HCC created a faculty driven Textbook Committee that was charged with exploring various means of constraining the rising price of textbooks and instructional materials. The committee developed several short-term as well as longer-term recommendations.

We would like respondents to specifically address how they, as external partners, might assist HCC with:

- Transparent information regarding any costs, mark-ups, and profits generated by sale of textbooks/instructional materials to students;
- Professional training and assistance for HCC faculty in the development and use of electronic materials;
- Opportunities for authoring and/or customizing instructional materials for HCC curricula;
- Use of electronic devices for the downloading and teaching of instructional materials;
- Partnerships and participation with open education resources, consortia, etc.; and
- Creative business models by which students might obtain textbooks and instructional materials in more accessible and cost-effective ways.

Selection of the firms that will be asked to present demonstrations will be made on the basis of demonstrated competence and qualifications to perform the services. Evaluation criteria for the selection of the firms are as follows:

- Transparent information regarding any costs, mark-ups, and profits generated by sale of textbooks/instructional materials to students will be shared publicly (15 points)
- Professional training and assistance for HCC faculty in the development and use of electronic materials will be provided (15 points)
- Opportunities for authoring and/or customizing instructional materials for HCC curricula will be provided (15 points);
- Use of electronic devices for the downloading and teaching of instructional materials would be incorporated (20 points);
- Partnerships and participation with open education resources, consortia, etc. will be incorporated (15 points);
- Creative business models by which students might obtain textbooks and instructional materials in more accessible and cost-effective ways are presented for consideration (20 points).