



Request for Information

RFI Number:
FY26-08

RFI Title:
Textbook Vendor

RFI Issue Date:
December 16, 2025

RFI Due Date and Time:
January 15, 2026, at 3:00 p.m. EST.

Number of Pages (including cover): 6

INSTRUCTIONS TO INTERESTED PARTIES

Return an electronic copy by email to:

kimberly.sutton@utoledo.edu

Subject Line of email
RFI FY26-08 TEXTBOOK VENDOR

INTERESTED PARTIES MUST COMPLETE THE FOLLOWING and RETURN WITH RFI RESPONSE

Name/Address:

Phone Number:

Federal I.D. Number:

Fax Number:

E-mail Address:

SECTION 1: PROJECT OBJECTIVE AND INSTRUCTIONS for SUBMISSION

- 1.0 PROJECT OBJECTIVE (be brief – 4-5 sentences) UTMC’s objective is to have a fully integrated operator console solution, providing hospital operators with the efficiency needed to serve our clients best. The organization seeks to have thorough tracking and reporting capabilities to resolve any system issues or patient concerns. It is the intent of stakeholders to have a thorough understanding of functionality in the market.

The University of Toledo is interested in a vendor to provide textbooks in print and digital form, required course supplies, and rentals of commencement regalia for students and faculty.

1.1 INFORMATION PREPARATION

Please follow the guidelines established on the cover page for an electronic submission. Include any materials you feel are relevant to further demonstrate your abilities to perform the services being requested. Should you have any questions or need clarification regarding the scope of work for this project, please contact the person named below, noting the preferred method of communication.

Contract Manager: Kimberly Sutton

Email Address: kimberly.sutton@utoledo.edu

1.2 RESPONSES

Your response should include a detailed submission for all components listed under Section 3 of this RFI. The University of Toledo understands that any costs given in this RFI are strictly an estimate and may be subject to change. It should also be understood that providing this information does not constitute any contractual agreement between the University of Toledo and potential service providers. Upon evaluating the responses to the RFI, the University of Toledo may submit a formal Request For Proposal to the selected suppliers.

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SECTION 2: GENERAL INFORMATION

2.0 ORGANIZATION BACKGROUND INFORMATION

The University of Toledo and the Medical University of Ohio merged in July 2006 to form the third-largest public university operating budget in the state.

The University of Toledo Health Science Campus is home to UT Medical Center hospitals and clinics, and many of UT's health-science research and education programs that are teaching the next generation of physicians, nurses, and other health care professionals. The UT Medical Center, a Level 1 trauma center, offers innovative treatments for strokes and cancer found nowhere else in the state, and features the new \$5.8-million Orthopedics Center. UTMC provides specialty care in cardiology, neurology, orthopedics, cancer, surgery, and kidney transplantation.

The University of Toledo is one of 13 state universities in Ohio. The University was established in 1872 and became a member of the state university system in 1967. The main campus features nine modern residence halls, a Gothic bell tower, a student recreational center, and a state-of-the-art classroom center in one of our original buildings, Memorial Field House, a football stadium, and a new Savage Hall basketball and athletic complex, which opened in the fall of 2008.

The University of Toledo's mission statement: The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery, and engagement; and to serve as a diverse, student-centered public metropolitan research university.

For more information, visit our website: www.utoledo.edu

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SECTION 3: STATEMENT OF WORK and INFORMATION FOR EVALUATION

Please prepare your response to each of the following sections. Your response should include the section numbers and all related details. You may provide additional information if it is relevant to the scope of work being requested.

- 3.0 University's Current Environment: We currently have a brick & mortar Barnes and Noble bookstore storefront located in the Gateway complex on the southwest corner of our main campus. We are investigating alternatives, including retaining this physical location, providing an alternative physical location with a reduced footprint, or an online vendor.
- 3.1 Project Expectations: Our current contract ends in June 2027. The new vendor will require lead time to be fully operational by this date.
- 3.2 Qualifications: demonstrate existing partnerships with four-year public institutions with a similar range of program offerings. Ability to enforce data security and other compliance requirements.
- 3.3 Organizational Profile. Provide a brief profile, including the background and experience of the firm.
- 3.4 References: Provide a minimum of three (3) client references, similar in scope, in which you have provided services. They should also include a brief project overview, as well as the contact's name, phone number, and email address for verification purposes.
- 3.5 Cost estimates: Provide cost estimates on any items or services that would not be considered 'free of charge'. **It is understood that any costs provided are strictly "ESTIMATES" and subject to change due to the services or scope of any agreement.**
- 3.6 Criteria for selection of qualified providers:
Providing a range of textbook formats, including print, digital, inclusive access, and rental
Commitment to providing the lowest cost textbook options for students
Providing textbooks to online and dual-enrollment students not on campus
Providing non-textbook supplies for courses in which they are required
Providing rental regalia for commencement
Digital/online storefront is required, physical footprint is optional
System for faculty to provide orders for books and supplies linked to course registration
Ability to display required books and supplies with cost when students register for classes
The contract may not include an option for the vendor to sell UToledo gear
The ability for students to sell back their used books
- 3.7 Presentations: After receipt of all informational packets and prior to the determination of the possible service providers to which an RFP may be released, the University of Toledo may initiate discussions with one or more suppliers, should clarify the content of the RFI response become necessary. Supplier (s) may be required to make an oral presentation and/or product demonstration to clarify their RFI response or to further define their capabilities. In either case, supplier(s) should be prepared to send qualified personnel to Toledo, Ohio, to discuss aspects of your respective RFI responses and program offerings. Oral presentations and product demonstrations, if requested, shall be at your expense.

- 3.8 Confidentiality: The information contained in this RFI should be considered confidential to The University of Toledo and should be treated by the Responders as confidential. The information contained herein is to be used by each Responder only for the purpose of preparing a response to this RFI.

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SECTION 4: TECHNICAL INFORMATION

- 4.0 Technical specifications: Must ensure compliance with federal financial aid rules on reporting textbook costs. Online selection, reporting, and sales systems will have to comply with our internal IT requirements for cybersecurity and interfacing with our data systems.

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