



RFP 01-2026 Library Books

BACKGROUND:

The College of social Western Idaho (CWI) Library seeks a vendor from which to purchase primarily print materials in subject areas and readership levels suitable for community college students, faculty, and staff. Content must address the topics covered by a broad-based community college curriculum that spans the humanities, sciences, STEM, professional commitment -technical programs and more.

Contract Term: One (1) year with up to four (4) renewals

Purchasing Manager: Thayne Pearson

RFP INFORMATION

- Number: 01-2026
- Released: October 24, 2025
- Advertised: October 24, 2025 & October 31, 2025
- Amended Document: November 4, 2025
- Closed: November 21, 2025
- Posting period: 20 business days
- Amendments: 1

AWARD

Award of Contract will be made to the responsive, responsible Offeror whose Proposal receives the highest number of total normalized points.

EVALUATION CRITERIA

Following a review for initial responsiveness (**Stage 1**), the Sourcing Team evaluated responsive proposals in multiple steps. The evaluation criteria for each scoring step were as follows:

- **Stage 2 – Technical Criteria Evaluation**
 - Company Summary
 - Staff Resources
 - Relevant Information Requested
- **Stage 3 – Interview/Demonstrations (If Necessary)**
 - Top two (2) demonstrated using script provided to them by CWI.

INTERVIEW MEETINGS

CWI did not hold interviews/demonstrations for this RFP

- **Stage 4 – Fee Structure**
 - Cost Proposals

Total Points Possible: Technical – 80, Interview – 20, and Fee – 20

DETERMINING AWARDS

Stage 1: Initial Responsiveness Evaluation. All Proposals were reviewed initially by the RFP Lead to determine if they met the mandatory submissions requirements outlined in RFP 01-2026 Library Books. Any Proposal not meeting the mandatory submission requirements or specifications were deemed non-responsive and receive no further consideration.

Stage 2: Offerors Submitted Response Evaluation. The Proposals that were deemed responsive from Stage 1 were then eligible for the technical review by the scorers that consisted of members of the evaluation team. The proposals were reviewed and scored based on the evaluation criteria for this stage found in the list below. Offerors Submitted Response Evaluation was performed following the same methodology. Scores were assessed and scored based on a 0, 1, 5, 10 rating scale for each question found in the Offeror Response Worksheet of the RFP to determine the scores of the response to the technical criteria. The rating scale is detailed as follows:

- Score of 10: Excellent – Offeror exceeds requirements and expectations. Demonstrates lengthy experience on successful large or complex projects.
- Score of 5: Average/Moderate – The Offeror has an acceptable capability or solution to meet this criterion and has described its approach in sufficient detail to establish expertise, proficiency, or capability. Evaluators are generally confident that an Offeror has adequate experience or will produce satisfactory results.
- Score of 1: Marginal – Offeror has addressed the criterion but has not established its capability to perform the requirement; has otherwise demonstrated only minimum compliance, or simply restated the requirement.
- Score of 0: Offeror has failed to respond to an evaluated requirement.

Each Proposal was evaluated according to the technical criteria provided below:

Criteria	Technical Points Possible
Company Summary	10
Staff Resources	10
Relevant Information Requested	60
Stage 2 Total:	80

The scores for the Offerors Submitted Response Evaluations were normalized as follows: The Offerors Submitted Response Evaluation with the highest raw score received all available Technical Points: 80 points. The remaining Proposals were assigned a proportional amount of the available Technical Points using the formula below:

$$80 \quad \times \quad \frac{\text{Raw Score of Offerors Submitted Response Being Evaluated}}{\text{Highest Raw Offerors Submitted Response Score}}$$

Stage 2 - Fee Structure. Fee Structure were reviewed following the completion of Stage 2 to ensure that only eligible proposals that met the technical criteria point threshold were evaluated.

The Fee Structure was opened and evaluated for Offerors who received invitation to Interview.

The scores for the Fee Structure were normalized. The cost evaluation used the lowest estimated fully burdened total cost as a calculation basis in the following manner: The lowest estimated fully burdened total cost received all available Fee Structure Points (40). Other Proposals were assigned a portion of the maximum available Cost Points using the formula below:

20 X Lowest Overall Service Percentage
Overall Service Percentage being evaluated.

Criteria	Fee Structure Points Possible
Lowest Estimated Fully Burdened Total Cost	20
Stage 2 Total:	20

Stage 3: Interviews

At the discretion of the College, up to three (3) Offerors, with the highest normalized score after the evaluation of the Offerors Submitted Response Evaluation is complete, may be asked to make Interviews. CWI provided Interview questions in the Interview Letter. If CWI holds Interviews, they will be mandatory for all invited Offerors and will be evaluated.

The scores for the Interviews will be normalized as follows: The Interviews with the highest raw score will receive all available Interviews Points: 20 points. Other Offerors will be assigned a portion of the maximum available Interviews Points, using the formula:

20 X Interviews being evaluated
Highest raw Interviews score

Criteria	Interviews Points Possible
Interviews	20
Stage 3 Total:	20

Final Score Point Summary

Stage	Total Points Possible
Offerors Submitted Response Evaluations	80
Fee Structure	20
Interviews	20
Total:	120

SUBMITTED PROPOSALS

RESPONDER	Stage 1	Stage 2	Stage 3	Stage 4
Barnes and Noble	Pass	Pass	NA	Pass
GOBI	Pass	Pass	NA	Pass

SUBMITTED OFFERORS TOTAL POINTS

	Total Points
Barnes and Noble	23.25
Yankee Book Peddler, Inc dba GOBI Library Solutions from EBSCO	100

PROPOSED AWARDS

	Award
Barnes and Noble	
Yankee Book Peddler, Inc dba GOBI Library Solutions from EBSCO	X

CONCLUSION

Following a comprehensive evaluation of all submitted proposals, the College conducted a full review of materials from responsive offerors. Upon completion of the normalization process, the evaluation committee determined that **Yankee Book Peddler, Inc dba GOBI Library Solutions from EBSCO** is the highest point responsive offeror. In accordance with the award criteria outlined in Section 4.8 of the RFP Administrative Document, and pursuant to Idaho Code 67-2806A, which permits award decisions where price is not the sole determining factor, the Procurement Manager plans to award a contract for RFP01-2026 to **Yankee Book Peddler, Inc dba GOBI Library Solutions from EBSCO**.

All documentation has been reviewed for completeness and compliance with procurement requirements.