

Business and Fiscal Affairs

AP 6900 BOOKSTORE(S)**References:**

Education Code Section 81676;
Civil Code 1798.90

Awarding the Contract for a Qualified Vendor to Operate the Bookstore(s)

At least six (6) months prior to the expiration of the bookstore operating contract the Superintendent/President or designee shall establish the process and committee necessary to create a Request for Proposals (RFP) and evaluate responses to the RFP to ensure that there is not a lapse in contracted bookstore services.

The process for creating and evaluating the RFP shall include the participation of faculty, staff, students and administrators to ensure that the RFP addresses both quantitative and qualitative performance factors. Among the criteria anticipated to be included in the RFP are the following:

- Experience operating higher education bookstores
- Experience operating community college bookstores
- References from existing and past clients of the proposers
- Evidence of creativity in minimizing the cost of instructional materials to the students while still generating a financial return to the college
- Stability of management staffing
- Social and environmental aspects related to the manufacturing and distribution of any clothing or general merchandise within the store
- Commission percentage, whether in guaranteed annual amount or monthly basis
- Coordination with college staff and faculty to embrace technology changes and making them available to all stakeholders
- Experience maintaining a textbook rental program

The Superintendent/President or designee, upon completion of the RFP process shall submit the vendor with the best proposal to the Board of Trustees for approval and awarding of a District Contract for Services.

Office of Primary Responsibility: College Operations

Date Approved: June 20, 2017 (New AP)