

Awarding the Contract for a Qualified Vendor to Operate the Bookstores

At least nine months prior to the expiration of the bookstore operating contract the superintendent/president 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:

- A. Experience operating higher education bookstores.
- B. Experience operating community college bookstores.
- C. References from existing and past clients of the proposers.
- D. Evidence of creativity in minimizing the cost of instructional materials to the students while still generating a financial return to the college.
- E. Stability of management staffing.
- F. Evidence of collegial and effective working relationships with faculty members.
- G. Evidence of adequate inventory of required instructional materials.

The superintendent/president shall make a final recommendation to the board based upon the recommendation of the RFP evaluation committee.

Basic provisions of the bookstore operating contract will include:

- A. A focus on service to the college community and minimizing the cost of instructional materials to the students.
- B. A commitment to service to the faculty.
- C. Favorable return policies and a commitment to sourcing used books and textbook rental.

- D. Operating hours.
- E. Store appearance refreshment schedule and budget.
- F. Mark-up policy.
- G. Commission policy.

Distribution of the Commission to the District

The commission to the district will be used for the general benefit of the students, as determined by the superintendent/president in consultation with representatives of the college community, to include the Associated Student Government.

District and Bookstore Contacts and Communications

The vice president, administrative services, is the delegated district contact for the administration of the bookstore operating contact and for operational issues.

Issues and initiatives related to textbook affordability that are academic and professional matters are within the scope of the Textbook Affordability Subcommittee under the Academic Affairs Committee. Issues and initiatives that are academic and professional matters, such as textbook adoption policies and procedures, are within the authority of the Academic Senate.

Broader bookstore/district issues are within the scope of the appropriate committee as routed by the College Council.