

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 6 Business and Fiscal Affairs

AP 6900 BOOKSTORES

References:

Education Code Section 81676;
Civil Code Section 1798.90

Fiscal management of the colleges' bookstores shall be in accordance with the California Community Colleges Budget and Accounting Manual pursuant to Education Code Section 81676. An annual audit of the records and accounts of the college bookstores (or financial accounting as required by the contract with an outside vendor) shall occur pursuant to Education Code provisions and shall be made public and shall be provided to the Board of Trustees by each college. General bookstore operations can vary between the individual colleges.

Awarding the Contract for a Qualified Vendor to Operate the Bookstores

At least five months prior to the expiration of any existing bookstore operating contract, the Chancellor or their designee, shall establish a Bookstore RFP Evaluation Committee (Committee) to create a Request for Proposals (RFP) and to evaluate responses to any issued bookstore operation RFP. The Chancellor or designee shall ensure that there is not a lapse in contracted bookstore services.

The process for creating the RFP and in evaluating RFP responses (proposals) shall include the participation of faculty, staff, students, and administrators to ensure that the RFP addresses both quantitative and qualitative performance factors.

Criteria to be included in the RFP and evaluation of responses 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 bookstore management and staffing.
 - F. Evidence of collegial and effective working relationships with faculty and staff.
 - G. Evidence of adequate inventory of required instructional materials
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- H. Favorable return policies and a commitment to sourcing used books and textbook rental.
 - I. Operating hours.
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- J. Proposed Store appearance refreshment schedule and budget.
- K. Mark-up policy.
- L. Commission policy.

The Committee shall assess all submitted proposals against this criteria, and make recommendations to the Chancellor or designee regarding vendor(s) providing best overall value to the District and serving the best interests of the District's students. The Chancellor shall make a final recommendation to the board based upon the recommendation of the Committee.

Distribution of the Commission to the District

The income paid to the District by the vendor(s) will be used for the general benefit of the students, as determined by the Chancellor or designee after consultation with each of the college presidents and each college's Associated Student Government.

District and Bookstore Contacts and Communications

The Chief Business Officer or designee is the delegated as the District contact for the administration of the bookstore operating contracts. The College Business Officer is responsible for addressing operational issues with the selected vendor at their campus.

Ratified December 2, 2013