



Purchasing

Memo

Date: August 16, 2017
To: Michael D. Gregoryk, Vice President, Administrative Services
From: Teresa Patterson, Director, Purchasing
Re: **Bookstore Management Services RFP Summary**

A Request for Proposals (RFP) for Bookstore Management Services was developed in April 2017. A committee was formed to review and evaluate proposals. The Evaluation Committee consisted of:

Mike Gregoryk, Vice President, Administrative Services
Kerry Martinez, Executive Assistant, Administrative Services
Myeshia Armstrong, Associate Vice President, Fiscal Services
Audrey Yamagata-Noji, Vice President, Student Services
Teresa Patterson, Director, Purchasing
Rosa Royce, Chief Compliance and College Budget Officer
Shelly Zahrt-Egbert, Director, Accounting
Martin Ramey, Professor, Business Administration
Joe Jennum, Dean & Director of Athletics

The RFP was issued in May 2017, with responses received on June 21, 2017. Proposals were received from two well-established Bookstore companies, Follett and Barnes & Noble College.

The Evaluation Committee reviewed and scored each proposal based on a uniform set of criteria. Some of the criteria included the Vendor's record of performance in higher education bookstore operations, vendor's conformance to the requirements of the specifications, service aspects of vendor's proposal, and financial return to Mt. SAC. As a result of the initial proposal evaluations, both firms were invited to give a presentation and interview with the Committee on July 27th.

Following the presentations, Committee members conducted reference checks and site visits to Barnes & Noble and Follett bookstores located on other campuses. Staff visited Riverside City College, Long Beach City College, Ventura Community College, Cypress College, Irvine Valley College, Cerritos College, and Glendale Community College.

The Committee met again on August 15th to hear reports from the site-visits and to review the financial commitments proposed by each firm. Based on the site visits, references, and most favorable financial return to Mt. SAC, the Committee was unanimous in selecting Barnes & Noble College for its Bookstore management services.

Barnes & Noble currently operates Bookstores on 770 campuses nationwide with 31 campuses in California, 13 of those being community colleges.

Highlights include:

- Retention of existing Bookstore employees with guaranteed employment for 5 years at their current salaries and benefits.
- Guaranteed commission for 1st Year in the amount of \$600,000. Commissions for future years will be the greater of (90% of calculated commissions from previous year, or current year calculated commissions).
- \$150,000 towards renovations and new POS and computer systems. (\$50,000 renovation, \$100,000 systems)
- \$5,000 annual scholarship for books.

The initial contract period will be for 5 years with the option to renew for an additional 5-year period.