

32009
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 4, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COOK OF COUNTY AND STATE OF ILLINOIS

LIBRARY BOOKS, TEXTBOOKS, PERIODICALS, REFERENCE BOOKS,
E-BOOKS & ELECTRONIC RESOURCES
OFFICE OF ACADEMIC AFFAIRS
DISTRICT-WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves the issuance of purchase orders to Baker & Taylor, Inc., EBSCO Publishing and Cengage Learning to provide a variety of books and electronic resources for the District for the period from September 1, 2013 through August 30, 2016, at a total annual cost not to exceed \$540,000.

VENDORS:

Estimated Annual Usage FY 2014-16

Baker & Taylor Inc. 2550 West Tyvola Road, Suite 300 Charlotte, North Carolina 28217 (Primary Vendor- <u>Books& Multimedia</u> /Electronic Resource/	\$300,000
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EBSCO Publishing also known as EBSCO Information Services 10 Estea Street P.O. Box 682 Ipswich, Massachusetts 01938 (Primary Vendor- <u>E-books</u>)	\$160,000
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Cengage Learning 5191 Natorp Boulevard Mason, Ohio 4504 (Preferred Vendor- <u>Print Periodicals & E-books</u>)	\$ 80,000
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	<hr/> TOTAL \$540,000 Annually
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USER: District-Wide

TERM:

The term of the purchases shall commence on September 1, 2013 and end on August 30, 2016, with

options to renew for two additional two year periods with Board Approval.

SCOPE OF SERVICES:

The Office of Academic Affairs will procure Library Books, Periodicals, Reference Books, E-Books & Electronic Resource Materials/Multimedia/Digital and Audio Visual products and instructional material.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The majority of cost savings is realized by CCC Libraries utilizing wholesale access to the aforementioned vendors who provide up to 15% -75% discount savings on selected titles that support the curriculum and life-long learning. The Procurement of an E-book platform for the Libraries and Office of Academic Affairs incorporates for the first time the opportunity to offer CCC students, faculty, and staff the ability to download e-books on their e-reader devices (iPads, iPhones, Kindle Fire & Barnes and Noble Color Nook).

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) #SL1201 Library Books, Textbooks, Periodicals, Reference Books, E-Books & Electronic Resource Materials/Multimedia was publicly advertised on April 15, 2013. Twelve (12) firms were notified for the solicitation. A pre-proposal meeting was conducted at City Colleges of Chicago District Office on Tuesday, April 23, 2013. Twelve firms responded to the RFP on Thursday, May 9, 2013: 1) Hilton Publishing Inc.; 2) Cengage Learning; 3) Beck's Book Store; 4) CourseSmart; 5) Baker & Taylor Inc.; 6) EBSCO Publishing; 7) Emery-Pratt Co.; 8) McGraw-Hill Higher Education; and 9) W.T. Cox Information Services.

All qualifications were reviewed, evaluated and ranked by staff which included the Offices of Academic Affairs and Business Enterprise, Library Representatives, the Adult Education department and the Center for Operational Excellence.

The Evaluation Criteria included:

- Qualification and years of experience of the firm and assigned staff personnel
- Proposer's Customer Service plan and on-line ordering capabilities, flowchart process, Book Voucher plan, Book Rental Plan, Refund Policy, Online Book Option and Systems Integration plan for electronic books
- Past Experience with Universities and Colleges with similar size
- Proposer's ability to provide a wide range of library books/textbooks/audio/multimedia products
- Cost/Pricing
- M/WBE Compliance Plan

Based on the evaluation scoring, staff recommended the acceptance of proposals from Baker & Taylor Inc., EBSCO Publishing and Cengage Learning to provide books & multimedia, textbooks, E-Books, reference books and periodicals.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement and finds the vendors in compliance based on the following:

Baker & Taylor**MBE Vendors:**

Montenegro Paper Ltd. 400 W. Lake St. Roselle, IL 60172	Indirect Participation 15%	CMSDC
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Merchandise Distributors KW, Inc. 53 W. Jackson Blvd. Chicago, IL 60604	Indirect Participation 10%	City of Chicago
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WBE Vendors:

Logsdon Stationers, Inc. 1055 Arthur Ave. Elk Grove, IL 30007	Indirect Participation 3%	IL CMS
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Inter-City Supply, Co. 8830 S. Dobson Ave. Chicago, IL 60619	Indirect Participation 3%	City of Chicago
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EBSCO Publishing/EBSCO Information Services

The Office of M/WBE Contract Compliance recommends a waiver of the Board Approved Participation for this vendor due to the proprietary nature of the product that they will provide to CCC (e-books). The firm has submitted proof of its due diligence in seeking indirect participation and has provided a list of M/WBE firms that they use in their business operations that are located around the country, but are not certified by agencies that offer local reciprocal certification.

Cengage Learning

The Office of M/WBE Contract Compliance recommends a waiver of the Board Approved Participation for this vendor because the firm has demonstrated its due diligence in pursuing local direct and indirect participation to no avail. The firm is out of state and is comparatively small; the local operations are primarily sales staff that works from home. The firm is continuing its compliance due diligence by searching for editorial assistants by searching additional online certification directories of agencies acceptable to CCC. They have also identified certified catering firms in the event that the Chicago sales staff meet with their customers or coordinate an event.

GENERAL CONDITIONS:

Inspector General - It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY14-FY16: \$1,620,000

Charge to: Various Colleges

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 4, 2013 – Office of Academic Affairs