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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 4, 2018**

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

**TEXTBOOKS, EBOOKS AND COURSE MATERIALS
AKADEMOS
OFFICE OF ACADEMIC AND STUDENT AFFAIRS AND OFFICE OF FINANCE
(RENEWAL OPTION)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to execute an agreement with Akademos for student purchases of textbooks, eBook and course materials for the period from June 1, 2019, through May 31, 2020.

VENDOR: Akademos
200 Connecticut Avenue
Norwalk, Connecticut 06854

USER: District Wide

ORIGINAL TERM:

The original term of the agreement up to November 7, 2013 through May 31, 2019 (end of Spring 2019 term), with the option to renew for two years.

RENEWAL TERM:

The renewal term of the agreement shall commence on June 1, 2019 and continue through May 31, 2020.

SCOPE OF SERVICES:

Akademos will provide a full service online bookstore & marketplace where students purchase print or digital textbooks through its eCommerce site. Highlights of the services provided will include:

- New, used, eBooks, textbook rental program, and 3rd party marketplace sellers

- Faculty adoption support
- Ordering stations for interns to assist students with purchases
- Two dedicated warehouse facilities, one location within two-day delivery of Chicago
- Access to thousands of eBooks through Course Smart, Flat World Knowledge, OpenStax and other eBooks providers
- Single Sign-on and Financial Aid integration
- Online buyback 24/7/365 days a year
- Online Faculty Adoption Tool & Administrator's interface
- Custom CoursePack Online Tool & Copyright Clearance Services
- Paid Student Interns each fall term

The Company shall pay to the Institution a commission payment of five percent (5%) of Gross Product Sales ("Commission Payment"). Gross Product Sales are defined as: (a) for non-marketplace orders, product sales less any customer returns, order cancellations, freight charges, taxes, marketing and or disputes, processed during the Term of this Agreement, and (b) for marketplace or agency priced products, net commissions earned by the Company on such marketplace or agency priced products. The Company shall make commission payments on July 31st, November 30th and April 30th during the Term. Akademos shall provide an annual textbook scholarship in the amount of \$5,000 to the City Colleges of Chicago Foundation.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Akademos will provide textbooks, eBooks, and other course materials for students and faculty at all campuses through a single sign on environment, allowing students to purchase materials through City Colleges registration systems and apply financial aid to that purchase electronically. Students will be able to purchase materials through the Akademos e-commerce platform that will allow students to select their preferred format for each adopted textbook (e-book, new, used, marketplace, or rental), add the items to a shopping cart, apply financial aid, vouchers, credit card, to complete the purchase electronically. Students receive value from competitive pricing while using financial aid. Additionally, Akademos will provide two (2) copies of required books per course, per campus, for CCC libraries.

TEXTBOOK, COURSE MATERIALS and MERCHANDISE PRICING:

Below is the basic book pricing structure which does not have scheduled price increases. The marketplace of 3rd party providers fluctuates daily based on marketplace supply and demand from the 3rd party sellers.

- New textbooks are priced on average at 25% over net price (which equates to publishers list price)

- Used textbooks (from Akademos warehouse) are no greater than 75% of the new book price
- Used textbooks (from marketplace) are on average 60% off list price
- Textbook rentals on average 50% off list price
- eBooks – Open source eBooks (with open copyrights) are 100% free, other eBooks are 30% - 60% off list price
- Other merchandise - primarily sold at list price.

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. Eight (8) 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) Ed Map; 6) Follett Higher Education Group, Inc.; 7) McGraw-Hill Higher Education; and 8) Akademos.

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 Akademos.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the above referenced renewal agreement and recommends a continued waiver of the Board Approved Participation Plan due to the nature of the agreement (purchase of online textbooks) and the absence of direct subcontracting opportunities.

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

Revenue

CCC receives 5% of gross product sales

FY19: 452110-Variou

Respectfully submitted,

**Juan Salgado
Chancellor**

October 4, 2018 - Office of Academic and Student Affairs and Office of Finance