

**34748**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MARCH 2, 2023**

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

**TEXTBOOKS, EBOOKS AND COURSE MATERIALS  
BARNES AND NOBLE COLLEGE BOOKSELLERS, LLC  
OFFICE OF ACADEMIC AND STUDENT AFFAIRS  
OFFICE OF FINANCE- BUSINESS ENTERPRISE  
DISTRICT WIDE  
(RENEWAL)**

**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 renew agreement with Barnes and Noble College Booksellers, LLC for student purchases of textbooks, eBooks, and course materials for the period from June 1, 2023 and ending on May 31, 2025.

**VENDOR:** Barnes and Noble College Booksellers, LLC  
120 Mountain View Blvd.  
Basking Ridge, NJ 07920

**USER:** District Wide

**ORIGINAL TERM:**

The original term commenced on April 1, 2020 and will continue through May 31, 2023 with an option to extend for two (2) additional two-year periods.

**FIRST RENEWAL TERM:**

The first term of this agreement shall commence on June 1, 2023 and end on May 31, 2025, with one (1) additional two-year renewal option remaining.

**SCOPE OF SERVICES:**

Barnes and Noble College Booksellers provides a full-service online bookstore & marketplace where students purchase print or digital textbooks through its eCommerce site. Services will include:

- New, used, eBooks, textbook rental program, and 3rd party marketplace sellers
- Price matching for the student book purchases on the online system
- Access to thousands of open educational resources (OERs)
- Single sign-on and Financial Aid integration
- Online buyback
- Online faculty adoption tool & administrator's interface
- Access to the Bestsellers training program
- Option to work together to create physical locations on campus for book distribution, book buyback, returns, sale of spirit wear, and other materials

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Barnes and Noble College Booksellers provides textbooks, eBooks, and course materials at all colleges through a single sign-on environment, allowing students to purchase materials online through the City Colleges portal. Barnes and Noble College Booksellers will provide two (2) copies of newly adopted books per college, for CCC libraries. Barnes and Noble College Booksellers costs nothing to the institution; there are monthly fees or charges.

Students are able to purchase materials through the Barnes and Noble College Booksellers ecommerce platform and have the option to select their preferred format for each adopted textbook (e-book, new, used, marketplace, or rental). Students are also able to purchase materials using financial aid, vouchers, or a credit card. Barnes and Noble College Booksellers offers price matching, guaranteed buy back, and Bestseller Program student employment opportunities.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) #DA1901 Bookstore Operations was publicly advertised on January 18, 2019. Eight (8) firms were notified for the solicitation. A pre-proposal meeting was conducted at City Colleges of Chicago District Office on January 30, 2019. Five (5) firms responded to the RFP on February 20, 2019: 1) Akademos Inc.; 2) Barnes and Noble College Booksellers; 3) Ambassador Education Solutions; 4) eCampus.com and 5) Follett Higher Education Group, Inc.

A committee that included representation from the areas of Office of Instruction, Office of Information Technology, and faculty members from Harold Washington, Malcolm X, and Wright reviewed all qualifications. There were also advisors from the Student Government Association, Student Services, Finance, Financial Aid, and Academic & Student Affairs that participated in the review process.

The Evaluation Criteria included:

1. Instructional materials to be provided including pricing models for textbooks (new and used), pricing transparency, textbook rentals, pricing stability, digital textbooks, transparent and student friendly return policy & buyback plan
2. Proven successful customer service practices and management of store
3. Physical presence on campus
4. Financial considerations including, but not limited to, commission on sales provided to City Colleges of Chicago, scholarships provided to students, capital investments tied to remodeling ideas, etc.
5. Sales and promotions related to spirit wear, CCC branded items, school supplies, and other items that might be for sale in the spirit store
6. Involvement in the educational mission and service that will be provided to the college
7. Unique benefits provided by the vendor to City Colleges of Chicago

Based on the evaluation scoring, the staff recommended the acceptance of proposals from Barnes and Noble College Booksellers. Executing the two-year contract extensions will allow City Colleges of Chicago to continue to improve its bookstore process efficiencies and student-facing bookstore services in collaboration with this vendor.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (purchase of online textbooks).

**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:** Revenue – Auxiliary Activities Fund Account

**Sources of Funds:** Enterprise Revenue

**FY23:** 450000-07005-0016002-00000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**March 2, 2023 – Office of Academic and Student Affairs and Office of Finance- Business Enterprise**