



March 28, 2011

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President  
**SUBJECT:** Recommendation for Bookstore Services for the Main Campus

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### Item Description:

This item requests approval by the District Board of Trustees to negotiate a new five (5) year contract with annual renewals with Follett for Bookstore Services for the Main Campus.

### Overview:

An evaluation committee consisting of faculty, staff, deans and members from student government were chosen to review and score all proposals for bookstore services and to make a recommendation to the President to carry forward to the Board for the next provider of services at the College.

### Salient Facts:

On December 7, 2010 the College issued RFP 2011-07 for Bookstore Services for the Main Campus. Seeking competition and new ideas from the vendor community the College utilized the State of Florida's Vendor Bid System (VBS) and the TCC Purchasing website to disseminate the request. The deadline for proposals was January 28, 2011. The Purchasing Office received three (3) proposals.

The vendors responding to RFP 2011-07 were Barnes & Noble, Follett and Validis.

The evaluation committee was provided the three (3) proposals and scoring worksheets based on the requirements of the RFP and met twice to review and discuss the proposals. Each team member was asked to independently review and score the proposals. The compilation of the scoring revealed that Follett had the highest scores and was determined to be the best vendor to provide future Bookstore Services for the Main Campus.

### Past Actions:

The Board approved the initial Bookstore contract with Follett for Bookstore Services at the November 2004 meeting with an initial contract of five (5) years. This contract became effective March 31, 2005 and the full five (5) year contract was executed. In November 2009, the District Board of Trustees authorized a one (1) year extension of this contract as was allowable under the original terms of the agreement and extended the contract at the request of the College until March 2011. In October 2010 the Board extended the contract until June 2011 to allow for a contract transition during the summer months which will have the least amount of impact on the services provided to students.

**Future Actions:**

The District Board of Trustees will be asked to approve a five (5) year contract with annual renewals with Follett at the May Board of Trustees meeting.

**Funding/Financial Matters:**

The Funding/Financial Matters category is not applicable for this item.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Approve the recommendation for bookstore services and authorize the Vice President for Administrative Services along with the College Attorney to negotiate a contract with Follett.