



*Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.*

**Date of Board Meeting:** August 19, 2025

**Subject:** Management and operation of College Bookstores.

**Recommendation:** Approve Follett to manage and operate the College's physical and online bookstores for a contract term of October 1, 2025 through September 30, 2030.

**Background and Rationale:**

The College invited proposals from textbook providers to manage its bookstore operations. Although four companies initially expressed interest, one was an online-only provider and did not submit a proposal for managing a physical store. The remaining three (Barnes & Noble, BibliU, and Follett) are well-established vendors with extensive experience serving Texas community colleges.

Following a comprehensive evaluation of their operational proposals and demonstrated success in similar environments, the College identified two firms as highly qualified. Based on the attached evaluation, we are requesting formal Board approval to proceed with Follett as the selected vendor to operate the campus bookstores, pending legal review of the contract. Follett's proposal stood out for its thoroughness, proven performance, and strong alignment with the College's strategic goals for bookstore services.

**Cost and Budgetary Support:**

Estimated Annual Commissions Earned \$120,000.00

Unrestricted Operating Budget for 2026 - 2030

**Strategic Priority Alignment:**

☐ Student Success

☐ Community Impact

☒ Resource Optimization

☐ Institutional Excellence

**Resource Person(s):**

Cynthia Ward, AVP of Financial Operations/Controller

Jessica Garcia, Assistant Controller

**Signatures:**

Cynthia Ward Jessica Garcia  
Originator

8/7/25  
Date

[Signature]  
Cabinet-Level Supervisor

08/07/25  
Date

**President's Approval:**

[Signature]  
President

08/07/25  
Date