

**Florida Department of Education
 Publisher Requirements for Participation in the
 2012-2013 Instructional Materials Adoption**

Deadline	Item	Electronic Submission ** Asterisks indicate links to some forms will be posted at a later date.	Hardcopy Submission
4 th Friday in February 2/24/2012 11:59 p.m. (EST)	Intent to Bid (Form IM3)	**Link will be posted on Office of Instructional Materials Website no later than January 31, 2012	No hardcopy submission required
1 st Monday in May 5/7/2012 5:00 p.m. (EDT)	Bid Deposit	No Electronic Submission	Ship BID DEPOSIT in a package <u>separate</u> from other bid items. Include the name of the publisher (as listed on the Publisher Registration) on the Cashier's Check or Money Order.
1 st Monday in May 5/7/2012 5:00 p.m. (EDT)	Publisher Registration (Form IM7)	**Submit online. Print hardcopies using print option at site.	-- Hardcopies for all these items may be shipped in one package -- Print hardcopy using print button after submitting the information online. If the Publisher Registration has multiple pages, staple. Signed acknowledgements are required for all individuals listed on the Publisher Registration. After submitting information online, print hardcopy of all acknowledgment(s) using print button. Clip/band all Acknowledgements together in the order in which the names appear on the Publisher's Registration. Hardcopy of Bid Signature Sheet and Detailed Bid Forms must be printed using the print button online; Excel worksheet printouts are <u>not</u> acceptable. Place Bid Signature Sheet and the Detailed Bid Forms, one for each title listed on the Bid Signature Sheet, in one sealed envelope marked with "Sealed Bid" and the name of the publisher as listed on the Publisher Registration. Download Excel form(s) for Required Correlation(s). One (1) hardcopy each of the Written Correlation(s) and one (1) Publisher's Questionnaire for each title listed on the Bid Signature Sheet are required. The Correlations (stapled or clipped) and the Publisher's Questionnaire (stapled or clipped) for each title are to be placed in one envelope marked with the publisher and the program title. Form(s) B, M and/or MSLA as required. Complete and print. Clip/band all forms together.
	Acknowledgements (Form IM6)	**Submit online. Print hardcopies using print option at site.	
	Bid Signature Sheet (Form IM5)	**Submit online. Print hardcopies using print option at site.	
	Detailed Bid Form(s) (Form IM4)	**Submit online. Print hardcopies using print option at site.	
	Written Correlation(s) (Form IM2)	**Download Excel form(s) Convert completed Excel file(s) to PDF and email only the PDF version Harold.Stephenson@fldoe.org	
	Publisher's Questionnaire (Form IM1)	**Submit online. Print hardcopies using print option at site.	
	Warranty Form(s)	**No Electronic Submission	

Deadline	Item	Electronic Submission **Links to some forms will be posted at a later date.	Hardcopy Submission
1st Thursday in June 6/07/2012 5:00 p.m. (EDT)	Samples	**Electronic Submission ONLY	<p>Electronically deliver fully developed sample copies or provide electronic access to sample copies to the Department via http://www.fldoe.org/bii/Instruct_Mat/</p> <ul style="list-style-type: none"> • K-5 Mathematics <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level • K-5 Comprehensive Core Reading, Writing, Speaking, Listening, and Language Program <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level ○ One below-level reader for each grade level ○ One on-level reader for each grade level ○ One above-level reader for each grade level • K-5 Comprehensive Intervention Reading Program <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level • K-5 Supplemental/Intervention Reading Program <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level <p>The electronic samples <u>must</u> be accompanied by the:</p> <ul style="list-style-type: none"> • Bid number, • ISBN number, • Title of the materials, and • Instructions for accessing or viewing the materials.
1st Thursday in June 6/07/2012 5:00 p.m. (EDT)	Publisher Presentations	**Electronic Submission Only	<p>Publishers will be afforded the opportunity to provide a virtual presentation to the state instructional materials reviewers on the merits of the materials submitted for adoption. This virtual presentation must be prerecorded for reviewers to access during the evaluation process and must be limited to 15 minutes.</p>

Although this checklist is provided for the publishers' convenience, detailed instructions in the *Policies and Procedures for the Florida Instructional Materials Adoption (2012-2013)* must be followed in addition to those listed here.