

Florida Department of Education
Instructional Materials
Deadlines, Shipping & Bid Submission Information

Deadline	Shipping	Electronic Version	Item	Other Instructions*
March 1, 2007 12:00 Midnight (EST)	NA	Online	Intent to Bid	
May 1, 2007 5:00 P.M. (EDT)	Shipped in one package	NA	Bid Deposit	Include name of publisher as listed on Publisher Registration
May 1, 2007 5:00 P.M. (EDT)	Hardcopies Shipped in one package	Online	Publisher Registration	
		Online	Affidavits for each individual listed on the Publisher Registration	Clip/band all together
		Online	Bid Signature Sheet	
		Online	Bid Forms for each title listed on the Bid Signature Sheet	In a sealed envelope marked with the name of the publisher as listed on the Publisher Registration and "Sealed Bid"
		Download form(s), Complete & E-mail	Written Correlations – two(2) hardcopies for each title listed on the Bid Signature Sheet. Correlations forms are in Excel format. <i>Deadline extended until June 1, 2006.</i>	Clip/band all together, two separate sets
		Download form, Complete & E-mail	Publisher's Questionnaire – two(2) hardcopies for each title listed on the Bid Signature Sheet. Publisher's Questionnaire form is in Word format.	Clip/band all together, two separate sets
		Download forms	Forms B, M and/or MSLA as required	Clip/band all together
		E-mail	Example Checklist of Samples for each title listed on the Bid Signature Sheet	Clip/band all together
June 26, 2007 5:00 P.M. (EDT)	Hardcopies shipped in separate package	NA	Exact Copies of Individual Checklist of samples shipped to state committee members	
June 26, 2007 5:00 P.M. (EDT)	NA	E-mail	Shipment Tracking List	
June 26, 2007 5:00 P.M. (EDT)	Shipped in appropriate package(s)	NA	Samples to Individual State Committee Members	Shipping names & addresses will be sent to the Bids & Contracts Administrator via E-mail in an Excel spreadsheet after the June training.
	Shipped in a separate package	NA	Checklists of Samples, Publisher's Questionnaires & Correlations to Individual State Committee Members	
Fall 2007 Committee Meetings (Exact dates to be determined)	Delivered or shipped to the meeting location	NA	Official Samples	Samples of items must be delivered, displayed and removed by the publisher at the appropriate state committee meeting.

* Follow all instructions in the **2007-2008 Policies and Procedures** document in addition to those listed here.

Shading Key Where to deliver?	FLDOE	State Committee Members	State Committee Meeting Location (TBA)
----------------------------------	-------	-------------------------	--