

**Florida Department of Education
2008-2009 Instructional Materials Adoption
Checklist for Bidders/Publishers
(Page 1 of 2)**

| Deadline | <input checked="" type="checkbox"/> | Item (linked to a sample) | Electronic Submission | Hardcopy Submission |
|--|-------------------------------------|---|---|---|
| February 27, 2008 11:59 P.M. (EST) | | Intent to Bid | Submit online at http://data.fldoe.org/instmat/default.cfm | No hardcopy submission |
| May 1, 2008 5:00 P.M. (EDT) | | Bid Deposit | No Electronic Submission | Shipped in a package separate from other bid items. Include name of publisher as listed on Publisher Registration on Cashier's check or Money Order. |
| May 1, 2008 5:00 P.M. (EDT) | | Publisher Registration | Submit online at http://data.fldoe.org/instmat/default.cfm and print hardcopies using print option at site | Print hardcopy using print button after submitting information online. If Publisher Registration is multiple pages, staple. |
| | | Affidavits | Submit online at http://data.fldoe.org/instmat/default.cfm and print hardcopies using print option at site | Signed and notarized affidavits are required for each individual listed on the Publisher Registration. Print hardcopy of affidavit(s) using print button after submitting information online. Clip/band all Affidavits together in the order that the names appear on the Publisher's Registration. |
| | | Bid Signature Sheet | Submit online at http://data.fldoe.org/instmat/default.cfm and print hardcopies using print option at site | Hardcopy of Bid Signature Sheet and Detailed Bid Forms must be printed using the print button online; Excel worksheet printouts are not acceptable. Place Bid Signature Sheet and all 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. |
| | | Detailed Bid Form(s) | Submit online at http://data.fldoe.org/instmat/default.cfm and print hardcopies using print option at site | Download Excel form(s) for Required Correlation(s) from http://data.fldoe.org/instmat/default.cfm . One (1) hardcopy each of the Written Correlation(s) and Publisher's Questionnaire for each title listed on the Bid Signature Sheet are required. The Correlations (stapled or clipped) and Publisher's Questionnaire (stapled or clipped) for each title should be placed in one envelope marked with the publisher and the program title. |
| | | Written Correlation(s) | Download Excel form(s) for Required Correlation(s) from http://data.fldoe.org/instmat/default.cfm . E-mail completed Excel file(s) to Diane.Vaccari@fldoe.org | Forms B, M and/or MSLA as required. Download forms from http://data.fldoe.org/instmat/default.cfm . Complete and print. Clip/band all forms together. |
| | | Publisher's Questionnaire | Submit online at http://data.fldoe.org/instmat/default.cfm and print hardcopies using print option at site | Master List of Samples to be sent to committee members in June is required for each title listed on the Bid Signature Sheet. Download form from http://data.fldoe.org/instmat/default.cfm , complete and print. Clip/band all Master Lists together. |
| | | Warranty Form(s) | No Electronic Submission | |
| | | Master List of Samples | No Electronic Submission | |

Although this checklist is provided for your convenience, detailed instructions in the [2008-2009 Policies and Procedures](#) document must be followed in addition to those listed here.

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

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| Deadline | <input checked="" type="checkbox"/> | Item (linked to a sample) | Electronic Submission | Hardcopy Submission |
|---|-------------------------------------|---|--|---|
| June 26, 2008 5:00 P.M. (EDT) | | Individual Committee Member's Master and Box Checklist(s) | No Electronic Submission | Exact copies of one Individual Committee Member's Master and separate Box Checklist(s) of samples shipped to state committee members for each title listed on the Bid Signature Sheet. (All other committee members' lists should look the same except for name and address information, so only one is required.) Download form from http://data.fldoe.org/instmat/default.cfm , complete and print. If Individual Committee Member's Master and Box Checklist(s) of samples are multiple pages, staple. |
| June 26, 2008 5:00 P.M. (EDT) | | Shipment Tracking List | Download form from http://data.fldoe.org/instmat/default.cfm , complete and e-mail completed Excel file(s) to Diane.Vaccari@fldoe.org | No hardcopy submission |
| June 26, 2008 5:00 P.M. (EDT) | | Samples | No Electronic Submission | Shipped to individual committee members in appropriate package(s) – package containing Master Checklist, Publisher's Questionnaire and Written Correlations clearly marked. Review Sampling Procedures in <i>2008-2009 Policies and Procedures</i> to ensure proper shipment. Committee members' names & shipping addresses will be sent to the Publisher's Bids & Contracts Administrator via E-mail in an Excel spreadsheet after the June training. |
| | | Publisher's Questionnaire | No Electronic Submission | |
| | | Written Correlations | No Electronic Submission | |
| | | Individual Committee Member's Master and Box Checklist(s) | No Electronic Submission | |
| Fall 2008 Committee Meetings (Exact dates to be determined) | | Official Samples | No Electronic Submission | Official Samples must be delivered or shipped to the appropriate state committee meeting location (and removed upon adjournment of the meeting). |

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| Shading Key Where to deliver? | FLDOE Instructional Materials Office | State Committee Members | State Committee Meeting Location (TBA) |
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