

PUBLISHERS' WORKSHOP

2009-2010

INSTRUCTIONAL MATERIALS

BID PROCESS



Office of Instructional Materials
Bureau of Curriculum and Instruction

What Florida Adopts

Materials that meet a specific call as identified in the specifications document.

Major Tools of instruction and their ancillaries.



The Major Tool

Materials that provide instructional content and student learning activities for each of the Next Generation Sunshine State Standards (NGSSS) benchmarks found in the course descriptions or for the course objectives as outlined by the College Board for Advanced Placement courses.



Ancillary Materials

Materials designed to enhance and work with the major tool.



Format of Major Tool

Items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer software.



Free Items

Florida law requires that the same items be given free to Florida schools as are given to any other state or school district in the country. These are your free with order items.



Ratios For Free Items

Based on class-size amendment

Pre-K – Grade 3	18 students
Grades 4 – 8	22 students
Grades 9 – 12	25 students



District Instructional Materials Administrators' Requests

Publishers make printed teacher resources available online or on a CD.

Publishers separate audio files from Adobe PDF files.

Publishers offer hard-cover textbook editions at K-3 as opposed to only offering consumables.



Checklist for Bidders/Publishers

**Florida Department of Education
2009-2010 Instructional Materials Adoption
Checklist for Bidders/Publishers
(Page 1 of 2)**

Deadline	✓	Item (links are to samples)	Electronic Submission	Hardcopy Submission
4 th Friday in February 2/27/2009 11:59 P.M. (EST)		Intent to Bid	Submit online at http://data.fdoe.org/instmat/default.cfm	No hardcopy submission
1 st Monday in May 5/4/2009 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.
		Publisher Registration	Submit online at http://data.fdoe.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.fdoe.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.

See handout.



Affidavits



AFFIDAVIT OF PUBLISHER FOR THE 2009-2010 STATE INSTRUCTIONAL MATERIALS ADOPTION

I hereby swear or affirm that I will faithfully adhere to the spirit and intent of Florida's statutes as they pertain to the ethical standards for selection of instructional materials outlined in the state adoption process. Furthermore, the ethical standards outlined in statute and made a part of the Bid Packet, as well as the signing of this affidavit, have been shared in writing with all company representatives registered to do business in Florida.

In order to maintain the ethical standards for the selection and purchase of instructional materials, publishers will adhere to guidelines that follow Florida statutes as follows:

See handout.



Bid Information

State Instructional Materials Adoption 2009-2010 Bid Information for Publishers

http://www.fldoe.org/bii/instruct_mat/bidinformation.asp

State Instructional Materials Adoption 2009-10 Bid Information for Publishers

Thank you for your interest in Florida's Instructional Materials Adoption. We hope you will find this information to be comprehensive, as well as user-friendly. It is important that all the requirements herein are met according to instruction. Failure to do so will likely result in the disqualification of your bid. If you have questions about the process that are not answered clearly in these documents, please contact us well in advance of any deadlines.

General Information

- [Adoption Schedule](#) (PDF, 135KB)
- [2009-2010 Course Call](#) (PDF, 25KB)
- [Enrollment Data](#) (PDF, 10MB)
- [Enrollment Data](#) (Excel, 4MB)
- [Publisher Registration](#) - request a login and complete Part I of the Registration to be included in future communications from our office.
- [Workshop/Training Registration](#)



See handout.

Online Bid Process

Instructional Materials Publisher Registration and Online Bid Process

<http://data.fldoe.org/instmat/>

Instructional Materials Publisher Registration and Online Bid Process

You are logged in as **FLDOE Test**.

[Logout](#)

[Frequently Asked Questions](#)

Checkmark indicates that section has some data entered.

Publisher Registration

Part 1 of the registration must be completed in order to receive future announcements from the Instructional Materials office. The publisher should make sure this information is updated as necessary.

[Publisher Registration Form, Part 1 -
Bids & Contracts Administrator/Regional Manager](#)

[Registration Form, Part 2 - List Sales/Other Representatives](#)

Bid Submission



See handout.

Correlations

Correlations Summary Table

<http://data.fldoe.org/instmat/downloads/Correlations.pdf>

Correlations Summary Table

Read and comply with the *2009-2010 Instructional Materials Adoption Policies & Procedures*.

Publishers must submit the required Written Correlations (based on the table below) to the Instructional Materials office by May 4, 2009, and to SIMC members by June 25, 2009. Written correlations must be completed and submitted using the Excel forms provided.

Category for Which Submitting	Correlation Requirement
Mathematics, K-5	By grade level to Mathematics Next Generation Sunshine State Standards (NGSSS) including Access Points for Students with Significant Cognitive Disabilities. Link to Excel form: http://data.fldoe.org/instmat/downloads/mathcorr.xls Link to NGSSS: http://www.floridastandards.org/Standards/FLStandardSearch.aspx



See handout.

Correlations

Correlations Forms

<http://data.fldoe.org/instmat/downloads/mathcorr.xls>

Correlations

General Instructions

Read and comply with the 2009-2010 *Instructional Materials Adoption Policies & Procedures*.

Publishers must submit the required Written Correlations to the Instructional Materials Office by May 4, 2009 (hardcopy and e-mail version), and to SIMC members by June 25, 2009. Written correlations must be completed and submitted using the forms provided. Deadlines, directions, and address for submitting Written Correlations are found in the 2009-2010 Instructional Materials Adoption Policies & Procedures found here:

<http://data.fldoe.org/instmat/downloads/2009p&p.pdf>

K-5 Mathematics

Complete a course standards and access points sheet for each grade level, copying and renaming the

See handout.



After Bids are Opened

Instructional Materials (IM) staff will review submissions based on the call and completion of bid requirements.

Then...

IM staff will either acknowledge receipt of completed bid,

OR

Notify publisher of disqualification of bid.



Bid Disqualification

If all components of the bid are not received by the deadline, the Department of Education has the right to reject bid and return it to the publisher.

If samples of submitted materials, Publisher's Questionnaire, and Correlation documents are not received by the committee members by the deadline, the Department has the authority to disqualify the bid.



Committee Sampling

Please do not send any unnecessary materials to SIMC members.



Committees

Mathematics, K-5

Mathematics, 6-8

Mathematics, 9-12

The number of committees in each grouping depends on the number of intents to bid.



Committee Meetings

Official Samples (Required by law at the meetings)

Publisher Presentations (Not Required)

Questioning of Publishers

Committee Discussions

Voting

A description of a typical SIMC meeting from a publisher's perspective is included in this document:

<http://data.fldoe.org/instmat/downloads/OfficialSamples.pdf>



Publisher Presentations

Presentation lengths are determined by subject-area committees at SIMC training.

The order of presentations is determined by a random drawing in July.

Publishers are notified in writing in July as to the time, date, and location of the meeting, as well as the order of presentations.



After the Committee Meetings

The Committee reports their recommendations to the Commissioner.

The Commissioner approves or rejects recommendations.



After Commissioner Adopts

Draft contracts are sent to successful publishers in December.
Contract with Sworn Statement and Bond in triplicate mailed
in January.

Fully executed contract returned in March.

Schools to begin purchasing in April from the Publisher's
Florida Depository.



Contract Deadline

The completed contract package must be returned within 30 days of receipt, or bid deposit is forfeited.



Florida Depository

Florida Law requires that sufficient numbers of adopted materials be housed in a depository within the State.

The depository is responsible for receiving, filling, and shipping orders to Florida School Districts.

If your company does not have a depository in Florida, call the IM Office for information.



Keys to Success

A successful contract begins with the bid process.

The information provided in this presentation is designed only as a guide.

Use the *Policies and Procedures for the Instructional Materials Adoption, Checklist for Bidders/Publishers*, and the online bid application when completing your bid paperwork.

All instructions and requirements have meaning and purpose.



Important Dates

February 27, 2009	Intent to Bid
May 4, 2009	Bids/Paperwork to DOE
June 25, 2009	Samples and paperwork to State Instructional Materials Committees (SIMC)
September – October, 2009	Fall committee meetings
December, 2009	Notification of results
April 1, 2010	Contracts



Questions?

Call: 850-245-0425

Fax: 850-245-0826

E-Mail: Diane.Vaccari@fldoe.org

Web Site: http://www.fldoe.org/bii/instruct_mat/

If you have questions about any part of these instructions, please contact us soon!

