

**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.fldoe.org/instrmat/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.
1 st Monday in May 5/4/2009 5:00 P.M. (EDT)		Publisher Registration	Submit online at http://data.fldoe.org/instrmat/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/instrmat/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/instrmat/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/instrmat/default.cfm and print hardcopies using print option at site	Download Excel form(s) for Required Correlation(s) from http://data.fldoe.org/instrmat/default.cfm . E-mail completed Excel file(s) to Diane.Vaccari@fldoe.org
		Written Correlation(s)	Submit online at http://data.fldoe.org/instrmat/default.cfm and print hardcopies using print option at site	Download Excel form(s) for Required Correlation(s) from http://data.fldoe.org/instrmat/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.
		Publisher's Questionnaire	No Electronic Submission	Forms B, M and/or MSLA as required. Download forms from http://data.fldoe.org/instrmat/default.cfm . Complete and print. Clip/band all forms together.
		Warranty Form(s)	No Electronic Submission	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/instrmat/default.cfm , complete and print. Clip/band all Master Lists together.

**Although this checklist is provided for your convenience, detailed instructions in the
2009-2010 Policies and Procedures document must be followed in addition to those listed here.**

Shading Key Where to deliver?	FLDOE Instructional Materials Office	State Committee Members	State Committee Meeting Location (TBA)
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**Florida Department of Education
2009-2010 Instructional Materials Adoption
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(Page 2 of 2)**

Deadline	✓	Item (links are to samples)	Electronic Submission	Hardcopy Submission
4 th Thursday in June 6/25/2009 5:00 P.M. (EDT)		Individual Committee Member's Master and Box Checklist(s)	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 e-mail form(s) to Diane.Vaccari@fldoe.org	No Hardcopy Submission
4 th Thursday in June 6/25/2009 5:00 P.M. (EDT)		Shipment Tracking List	Download form from http://data.fldoe.org/instmat/default.cfm , complete and e-mail completed form(s) to Diane.Vaccari@fldoe.org	No Hardcopy Submission
4 th Thursday in June 6/25/2009 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>2009-2010 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 in June.
		Publisher's Questionnaire	No Electronic Submission	
		Written Correlations	No Electronic Submission	
		Individual Committee Member's Master and Box Checklist(s)	No Electronic Submission	
Fall 2009 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).

Although this checklist is provided for your convenience, detailed instructions in the *2009-2010 Policies and Procedures* document must be followed in addition to those listed here.

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

- I. Honor the intent of Florida State Statutes relevant to instructional materials;
- II. Neither offer nor accept requests of inducements that might influence professional judgment in the selection process;
- III. Neither offer nor accept requests of exclusive sponsorship of professional activities or events within a district;
- IV. Coordinate activities directly through the district instructional materials administrators.
- V. Direct questions concerning appropriate conduct to the district instructional materials administrator and if unresolved, to the appropriate district, state, or industry authority.

I have read the Florida Statutes contained in the 2009 Publisher's Bidpack and available online at http://www.fldoe.org/bii/instruct_mat/pdf/statutes.pdf.

Publisher or Manufacturer

Representative
(Print Name)

Sworn and subscribed before me this _____
day of _____, 2009.

Representative signature

Personally Known _____
Produced Identification _____
Type: _____
Notary Seal

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](#)

Information Necessary for Bidders

- [Policies and Procedures for the 2009-2010 Florida Instructional Materials Adoption](#) (PDF) - includes overview, SIMC information, and detailed instructions to bidders
- [2009-2010 Specifications](#)
- [Excerpts from Florida Statutes](#) (PDF, 398KB) - includes statutes pertaining to the adoption

Forms Required for Bidding

Forms must be completed using the [Online Publishers Registration and Bid Process](#).

Sample documents can be downloaded using the [Checklist for Bidders/Publishers](#) (PDF).

Forms Required for Adoption Contract

- [Sample Contract](#) (PDF, 241KB) - recommended reading prior to submitting a bid
- [Surety Bond Form](#) (PDF, 14KB) - required at time of contract
- [Sworn Statement on Public Entity Crimes](#) (PDF, 43KB) - required at time of contract

PLEASE NOTE: The Florida Department of Education reserves the right to modify these forms at any time prior to March 31, 2009. We recommend that you check for changes prior to finalizing paperwork for bids.

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

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

[2009-2010 Policies & Procedures](#) – Read this before you begin the bidding process.

[Current Statutes](#) – Read this before you begin the bidding process.

[2009-2010 Checklist for Bidders/Publishers](#) – Read this before you begin the bidding process.

[Registration Form for Publishers' Workshop and SIMC Training](#) (*opens in new window*)

[Instructional Materials Website](#)

Intent to Bid

Deadline February 27, 2009, 11:59 PM EST

[Add New Intent to Bid](#)

Bid Deposit

Deadline May 4, 2009, 5:00 PM EDT

[Enter Check Information](#)

Publisher Registration and Affidavits

Deadline May 4, 2009, 5:00 PM EDT

[Publisher Registration Form, Part 1 – Input data and print affidavits for Bids &
Contracts Administrator and Regional Manager](#)

[Publisher Registration Form, Part 2 – Input data and print affidavits for other
representatives](#)

[Print Publisher Registration](#)

Bid Signature Sheet and Detailed Bid Forms

Deadline May 4, 2009, 5:00 PM EDT

[Detailed Directions](#)

[Download Excel Form for Detailed Bid](#)

[Upload a Bid](#)

[Print Bid Signature Sheet](#) (*Printer should be set for landscape with legal paper*)

[Print Detailed Bid Form\(s\)](#)

[Delete a Bid](#)

Publisher's Questionnaire

Deadline May 4, 2009, 5:00 PM EDT

[Enter or retrieve login information for Publisher's Questionnaire Data Entry Site](#)

[Print Publisher's Questionnaire\(s\)](#)

Written Correlations

Deadline May 4, 2009, 5:00 PM EDT

[Correlations Summary and Forms](#)

Warranty Form(s)

Deadline May 4, 2009, 5:00 PM EDT

[Download Form B \(Word\) \(Excel\) \(PDF\)](#)

[Download Form M \(Word\) \(Excel\) \(PDF\)](#)

[Download sample MSLA](#)

Sampling Related Items

Deadline May 4, 2009, 5:00 PM EDT and Deadline June 25, 2009, 5:00 PM EDT

[Directions & Forms](#)

Official Samples

Deadline 1st day of Fall Committee Meeting, 8:00 AM EDT

[Detailed Directions](#) – includes a description of a typical State Instructional Materials Committee (SIMC) Meeting from a publisher's perspective.

[Change password](#)

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	<p>By grade level to Mathematics Next Generation Sunshine State Standards (NGSSS) including Access Points for Students with Significant Cognitive Disabilities.</p> <p>Link to Excel form: http://data.fldoe.org/instmat/downloads/mathcorr.xls</p> <p>Link to NGSSS: http://www.floridastandards.org/Standards/FLStandardSearch.aspx</p> <p>Link to Access Points: http://www.floridastandards.org/Standards/AccesspointSearch.aspx</p>
Mathematics, 6-12	<p>By course to Mathematics Course Descriptions including Access Points for Students with Significant Cognitive Disabilities.</p> <p>Link to Excel form: http://data.fldoe.org/instmat/downloads/mathcorr.xls</p> <p>Link to Math Course Descriptions: http://www.floridastandards.org/Courses/CourseDescriptionSearch.aspx</p> <p>Link to Access Points: http://www.floridastandards.org/Standards/AccesspointSearch.aspx</p>

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 worksheet tabs: K, APK, 1, AP1, 2, AP2, 3, AP3, 4, AP4, 5, AP5.

To complete the course standards worksheets, export the Excel format of the K-5 Course Standards from the following Web links.

[Kindergarten - http://www.floridastandards.org/Courses/PublicPreviewCourse41.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse41.aspx)

[Grade 1 - http://www.floridastandards.org/Courses/PublicPreviewCourse42.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse42.aspx)

[Grade 2 - http://www.floridastandards.org/Courses/PublicPreviewCourse43.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse43.aspx)

[Grade 3 - http://www.floridastandards.org/Courses/PublicPreviewCourse44.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse44.aspx)

[Grade 4 - http://www.floridastandards.org/Courses/PublicPreviewCourse45.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse45.aspx)

[Grade 5 - http://www.floridastandards.org/Courses/PublicPreviewCourse46.aspx](http://www.floridastandards.org/Courses/PublicPreviewCourse46.aspx)

Copy the Schemes, Descriptors, and DOK Ratings from the export into the Benchmark Code, Benchmark, and Depth of Knowledge columns of the Course Standards worksheets.

Complete the Pages or Location Where Benchmark is Directly Addressed in Major Tool and the I/M column for each benchmark. Separate pages or locations with commas.

In the I/M column, use I for In-depth coverage of the benchmark and M for Mentioned coverage of the benchmark.

Complete the Identify An Example column for the Overall Instructional Qualities listed on the worksheet.

To complete the access points worksheets, export the Excel formats for each grade level using the following Web link.

<http://www.floridastandards.org/Standards/AccesspointSearch.aspx>

Copy the Access Point Numbers and Access Point Descriptions from the export into the Access Point Code and Access Point Descriptions columns of the Access Points worksheets.

Complete the Pages or Location Where Access Point is Directly Addressed in Major Tool and the I/M column for each access point. Separate pages or locations with commas.

In the I/M column, use I for In-depth coverage of the access point and M for Mentioned coverage of the access point.

6-12 Mathematics

Complete a course standards and access points sheet for each course, renaming the worksheet tabs as necessary.

To complete the course standards worksheets, export the Excel format of the Course Standards from the following Web link to browse for the course.

<http://www.floridastandards.org/Courses/CourseDescriptionSearch.aspx>

Copy the Schemes, Descriptors, and DOK Ratings from the export into the Benchmark Code, Benchmark, and Depth of Knowledge columns of the Course Standards worksheets.

Complete the Pages or Location Where Benchmark is Directly Addressed in Major Tool and the I/M column for each benchmark. Separate pages or locations with commas.
In the I/M column, use I for In-depth coverage of the benchmark and M for Mentioned coverage of the benchmark.

Complete the Identify An Example column for the Overall Instructional Qualities listed on the worksheet.

To complete the access points worksheets, export the Excel formats for each grade level using the following Web link.

<http://www.floridastandards.org/Standards/AccesspointSearch.aspx>

Copy the Access Point Numbers and Access Point Descriptions from the export that correspond to the benchmarks found in the course description into the Access Point Code and Access Point Descriptions columns of the Access Points worksheets.

Complete the Pages or Location Where Access Point is Directly Addressed in Major Tool and the I/M column for each access point. Separate pages or locations with commas.

In the I/M column, use I for In-depth coverage of the access point and M for Mentioned coverage of the access point.

Advanced Placement Mathematics

Complete an AP sheet for each course, renaming the worksheet tabs as necessary.

Copy the topic outline schema and content descriptions from the College Board Course Descriptions to the corresponding column of the worksheet. The College Board Course Descriptions can be downloaded here:

<http://www.collegeboard.com/student/testing/ap/subjects.html>

Complete the Pages or Location Where Content is Directly Addressed in Major Tool and the I/M column for each content description. Separate pages or locations with commas.

In the I/M column, use I for In-depth coverage of the content description and M for Mentioned coverage of the content description.

Complete the Identify An Example column for the Overall Instructional Qualities listed on the worksheet.

General Guidelines

Do not change fonts or font size.

Fields should wrap text. You may change row height to accommodate more text in a cell.

If you wish to start a new line in the same cell, use ALT +ENTER.

To print a sheet, define print area to include the entire area you wish to print. Do a print preview to make sure it is all there before you print.

If one or more courses are being submitted as part of a series, please include all courses in one Excel workbook.

When saving the Excel workbook(s) for submission via e-mail, please include your company name and the title of the submission in the name of the file.

If you have any questions, please contact Diane Vaccari.

Diane.Vaccari@fldoe.org

850-245-0808

