SUBMITTING HARD COPY BIDS FOR STATE ADOPTION

Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.

Scroll down to the bottom of the page and click the blue PRINT button

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**Bid Submission**

- **Title**: English Language Arts 2020-2021 K-12
- **Edition**: 1st
- **Copyright**: 2020
- **Contract Ends**: 2020

**Instructional Materials Image**

- Please upload an image of your book cover. We publish a list of approved materials and providing a picture to the end users helps them identify the materials.
- The ideal size of your book cover art is a height/width ratio of 1:1.5. This means that for every 1,500 pixels in width, the image should be 1,000 pixels in height. Ideal dimensions for cover files are 2,560 x 1,600 pixels.
- You can upload multiple images but will have to select the main one. We suggest the main one be for the materials meant for the teacher (see teacher guide).

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**Bid Cycle**: 2020

**Grade Level**: K-12

**Submitted By**: [Name]

**Submitted On**: 2020
This will open up a separate window and you will be able to print the entire bid. The order will be as follows:

- IM1
- IM5
- IM8
- IM4
- IM7
- IM12
- Attachments (excluding Bid Deposit and Assessment Fees- IM2 and IM13)
  - Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

**SENDING HARD COPIES TO DOE:**

Please keep each bid in this order to ensure a smooth bid opening process.

**Don’t forget to print your attachments!!**

Keep all bids in order of their bid number when packaging them to send.

Please Label all boxes as follows: