

**Florida Department of Education**  
**Instructional Materials Adoption Timeline**  
**Updates 5/15/2020**

Given the recent adoption of the B.E.S.T. Standards and the challenges posed by the COVID-19 Emergency, the Florida Department of Education (FDOE) hereby establishes the following modified timeline for the English Language Arts (ELA) State Adoption of instructional materials. This modified timeline reflects FDOE’s best efforts to comply with the statutory timeline and is designed to achieve the overarching statutory intent of ensuring that Florida’s students have the benefit of high-quality instructional materials that are developed and selected through an open and competitive process that is fair and reasonable.

For a full description of required bid forms for submission, please see the Instructional Materials [Policies and Procedures](#).  
For a full description of ELA correlations, please see the [Instructional Materials Specifications](#).

**Publisher Affected Timelines**

<b>Revised Timeline</b>	<b>Item</b>	<b>Electronic Submission</b>	<b>Hardcopy Submission</b>
Tuesday, September 1, 2020	F.A.R. Advertisement, per s. 1006.33, F.S.		
<i>Intent to Bid:</i> Tuesday, September 1, 2020 12:00 A.M. (EST)	Intent to Bid Open	Online submissions open	No hardcopy submission required
<i>Intent to Bid:</i> Tuesday, September 15, 2020 5:00 P.M. (EST)	Intent to Bid Due (Form IM1)	**Submit online	No hardcopy submission required
<i>Bid Details:</i> Friday, October 2, 2020 5:00 P.M. (EST)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items. Noting “2020 Adoption B.D.” on shipping label. Include name of publisher as listed within the publisher registration on cashier’s check or money order. No company checks will be accepted.
	Bid Signature Sheet (Form IM3)	**Submit online Print hardcopies using print option at site.	A hardcopy of the bid signature sheet and detailed bid forms must be printed using the print button online. Submit bid signature sheet(s).
	Detailed Bid Form(s) (Form IM4)	**Submit online Print hardcopies using print option at site	Each detailed bid forms must be sealed in a separate envelope marked with “Sealed Bid” and the publisher name, bid # and the program title for each course bid title listed on the bid signature sheet.

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	Publisher Registration (Form IM5)	**Submit online Print hardcopies using print option at site	Print hardcopy using print button after submitting information online. All publishers must have a Substitute Form W-9 on file with the Department of Financial Services. <a href="https://flvendor.myfloridacfo.com/">https://flvendor.myfloridacfo.com/</a>
	Publisher Acknowledgement (Form IM6)	**Submit online Print hardcopies using print option at site.	Print hardcopy of acknowledgment(s) using print button after submitting information online. Signed acknowledgements are required for each individual listed on the publisher registration. Staple in the order that the names appear on the publisher's registration form.
	Written Correlation(s) (Form IM7)	**Submit B.E.S.T. Standards alignment online (Form IM 7). *Download Excel form(s) for all other correlations (Specification Attachments 2 - 5). Submit as a PDF to upload online. Post with Samples on your website.	Each bid listed on the bid signature sheet will require one (1) hard copy of the written correlation(s) and one (1) publisher's questionnaire for each course bid listed.  ELA-specific correlations include: <ul style="list-style-type: none"> <li>• Alignment to B.E.S.T. Standards;</li> <li>• Building background knowledge in K-5 with a balance of approximately 50% informational texts and 50% literary texts;</li> <li>• Topic coverage by grade level for K-5 ELA of Social Studies, Science and the Arts to ensure topical coherence (topics listed in Attachment 1);</li> <li>• Approximately one-third of sample book list covered for K-12 core ELA courses by grade level (books from the appropriate grade band on the Civics literacy reading list may be substituted for texts on the sample booklist to achieve the one-third); and</li> <li>• Evidence that benchmarks are not taught in isolation.</li> </ul>
	Publisher's Questionnaire (Form IM8)	**Submit online.	The correlations (stapled) and the publisher's questionnaire (stapled) for each course bid are to be placed in one envelope marked with the publisher name, bid # and the program title.
	Warranty Form(s) (Form IM9)	No Electronic Submission	Download forms from <a href="http://data.fldoe.org/instmat/default.cfm">http://data.fldoe.org/instmat/default.cfm</a> . Forms M and/or MSLA as required. Complete, print and clip/band all forms together. <i>*do not download forms until Intent to Bid opens in 2020*</i>
	UDL Form (Form IM12)	**Submit online Post with Sample's on your website.	Submit a hard copy with the publisher name, bid #s and the program titles.

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	Assessment Fee (Form IM13)	No Electronic Submission	Place in a separate envelope as “2020 Assessment Fee” and mail with your Bid Deposit. (No company checks)
	Standards Alignment Assurance (Form IM14)	No Electronic Submission Print hardcopies using print option on the site.	Print hardcopy of assurance(s) using print button on the site. Original, signed assurances are required for each publisher. Include with other required hardcopy forms.
	No Common Core Assurance (Form IM18)	No Electronic Submission Print hardcopies using print option on the site.	Print hardcopy of assurance(s) using print button on the site. Original, signed assurances are required for each publisher. Include with other required hardcopy forms.
<p style="text-align: center;"><i>Sample Materials:</i> Friday, October 16, 2020 5:00 P.M. (EST)</p>	Special Instructions Correlations & UDL Questionnaire	<p><b>**All sample materials must be hosted by the publisher on their website.</b></p> <p><b>The Department requires digital instructional materials bid for adoption to be interoperable on commonly available mobile and desktop digital devices, using industry standard protocols. Recommended specifications for devices can be accessed at: <a href="#">Florida Technology Specifications Guidelines</a>.</b></p> <p><b>The digital instructional materials must be accessible through the school districts’ Local Instructional Improvement System (LIIS) as required by section 1006.281, Florida Statutes. The minimum standards for the LIIS are adopted by Rule 6A-7.0712, and are available on the Florida Department of Education’s website at <a href="http://www.fldoe.org/arra/LIISMS.asp">http://www.fldoe.org/arra/LIISMS.asp</a>.</b></p>	Post any and all instructions necessary for accessing and viewing the materials. Do not set-up a sign-up registration for reviewers to access your site. If a username and password is required, provide username and password within your special instructions. Post the correlations and UDL Questionnaire with the samples.
	Publisher’s Presentations		A virtual presentation may be prerecorded on the merits of the materials submitted for adoption. If available, it will be viewed by the reviewers during the evaluation process and <u>must be limited to 15 minutes</u> . You may post one presentation covering all the materials or create a presentation for each course.
	Samples		<p>Provide electronic access of fully-developed sample copies to the Department.</p> <ul style="list-style-type: none"> <li>▪ <b>K-12 English Language Arts</b> <ul style="list-style-type: none"> <li>○ Major Tool – Student and Teacher Editions</li> </ul> </li> </ul> <p>The electronic samples must be accompanied by the:</p> <ul style="list-style-type: none"> <li>• Bid number,</li> <li>• ISBN number,</li> <li>• Title of the materials</li> </ul> <p><i>*should be clearly listed on homepage of electronic sample site – see attached*</i></p>

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**Although this checklist is provided for your convenience, detailed instructions in the  
2020-2021 Policies and Procedures document must be followed in addition to those listed here.**

If you have any questions, please read the 2020-2021 Policies and Procedures Guide; if you need further assistance please email question(s) to [IMstaff@fldoe.org](mailto:IMstaff@fldoe.org).