

Florida Department of Education
2017-2018 Instructional Materials Adoption Checklist for Bidders/Publishers

Instructional Materials Publisher Link - <https://app2.fldoe.org/BII/InstructMat/Publisher/Account/Login.aspx>

Deadline	Item	Electronic Submission	Hardcopy Submission
Friday, April 14, 2017 12:00 A.M. (EST)	Intent to Bid Publisher Portal Open Date	Online submissions open	No hardcopy submission required
Friday, May 12, 2017 11:59 P.M. (EST)	Intent to Bid (Form IM1) Formerly Form IM3	Submit online	No hardcopy submission required
Friday, June 9, 2017 5:00 P.M. (EST)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items. Noting “2017 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) Formerly Form IM5	**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). 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.
	Detailed Bid Form(s) (Form IM4)	**Submit online Print hardcopies using print option at site	
	Publisher Registration (Form IM5) Formerly Form IM7	**Submit online	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. https://flvendor.myfloridacfo.com/
	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) Formerly Form IM2	**Download Excel form(s) Submit as a PDF and submit online. Post with Sample’s 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.
	Publisher’s Questionnaire (Form IM8) Formerly Form IM1	**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 http://data.fldoe.org/instmat/default.cfm Forms B, M and/or MSLA as required. Complete, print and clip/band all forms together.
	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 title’s.

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Deadline	Item	Electronic Submission	Hardcopy Submission
	Assessment Fee (Form IM13)	No Electronic Submission	Place in a separate envelope as “2017 Assessment Fee” and mail with your Bid Deposit. (No company checks)
Friday, July 14 2017 5:00 P.M. (EST)	Special Instructions Correlations & UDL	<p>**All sample materials must be hosted by the publisher on their website.</p> <p>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: Florida Technology Specifications Guidelines</p> <p>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 http://www.fldoe.org/arra/LIISMS.asp.</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 corrections and UDL 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 to fully developed sample copies to the Department.</p> <ul style="list-style-type: none"> ▪ K-12 Science <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions <p>The electronic samples must be accompanied by the:</p> <ul style="list-style-type: none"> • Bid number, • ISBN number, • Title of the materials <p style="text-align: right;">****Sample of Website attached ****</p>

Although this checklist is provided for your convenience, detailed instructions in the 2017-2018 Policies and Procedures document must be followed in addition to those listed here.

If you have any questions, please read the 2017-2018 Policies and Procedures Guide; if you need further assistance please email question(s) to Imstaff@fldoe.org.