

**Florida Department of Education  
Instructional Materials Adoption Timeline  
2021-2022 Mathematics  
Updated 12/22/2020**

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

Required forms for submission are incorporated by Rule 6A-7.0710, F.A.C., and draft forms may be found [here](#).

For a full description of Mathematics correlations, please see the [Instructional Materials Specifications](#).

Print hardcopy forms in order of IM1, IM5, IM8, IM4, IM7, IM12, and *all* attachments, for each bid off FLIM website and mail all materials together, excluding the Bid Deposit and Assessment Fees (IM2 and IM13).

Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

See [Submitting Hard Copy Instructions](#) for instructions on how to print and layout materials for all bids.

**Publisher Timelines**

<b>Timeline</b>	<b>Item</b>	<b>Electronic Submission</b>	<b>Hardcopy Submission</b>
By May 15, 2021	F.A.R. Advertisement, per s. 1006.33, F.S.		
<i>Intent to Bid:</i> Friday, April 9, 2021 12:00 A.M. (EST)	Intent to Bid Open	Online submissions open	No hardcopy submission required
<i>Intent to Bid:</i> Friday, May 14, 2021 5:00 P.M. (EST)	Intent to Bid Due (Form IM1)	**Submit online- <a href="http://flimadoption.org">flimadoption.org</a>	No hardcopy submission required
<i>Bid Details:</i> Friday, June 11, 2021 5:00 P.M. (EST)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items, noting “2021 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. Mail with Assessment Fees (Form IM13).
	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 form 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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**2021-2022 Instructional Materials Adoption Checklist for Bidders/Publishers**

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 IM7). *Download Excel form(s) for all other correlations (Specification Attachment 1). Submit as a PDF to upload online. Post with Samples and correct links 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.  Math-specific correlations (printed as IM 7 and attachments) include: <ul style="list-style-type: none"> <li>• Alignment to B.E.S.T. Standards;</li> <li>• Evidence that benchmarks are not taught in isolation;</li> <li>• Mathematical Thinking and Reasoning Standards (MTRs) are appropriately integrated within every lesson; and</li> <li>• Appendices are integrated within every lesson/unit of instruction.</li> </ul> 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.
Publisher's Questionnaire (Form IM8)	**Submit online.	
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 2021*</i>
UDL Form (Form IM12)	**Submit online Post with Samples 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 “2021 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.
<i>Sample Materials:</i> Friday, July 9, 2021 5:00 P.M. (EST)	Special Instructions Correlations & UDL Questionnaire	<b>**All sample materials must be hosted by the publisher on their website.</b>  <b>The Department requires digital instructional materials bids 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>	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, Publisher Questionnaire, 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		Provide electronic access of fully-developed sample copies to the Department. <ul style="list-style-type: none"> <li>▪ <b>K-12 Mathematics</b> <ul style="list-style-type: none"> <li>○ Major Tool – Student and Teacher Editions</li> </ul> </li> </ul> The electronic samples must be accompanied by the: <ul style="list-style-type: none"> <li>• Bid number,</li> <li>• ISBN number,</li> <li>• Title of the materials</li> </ul> <i>*should be clearly listed on homepage of electronic sample site – see attached*</i>

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**Although this checklist is provided for your convenience, detailed instructions in the 2021-2022 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).

**Please send all bid submission materials to:  
ATTN: Instructional Materials  
325 West Gaines St. Suite 424  
Tallahassee FL 32399**