

# SUBMITTING HARD COPY BIDS FOR STATE ADOPTION

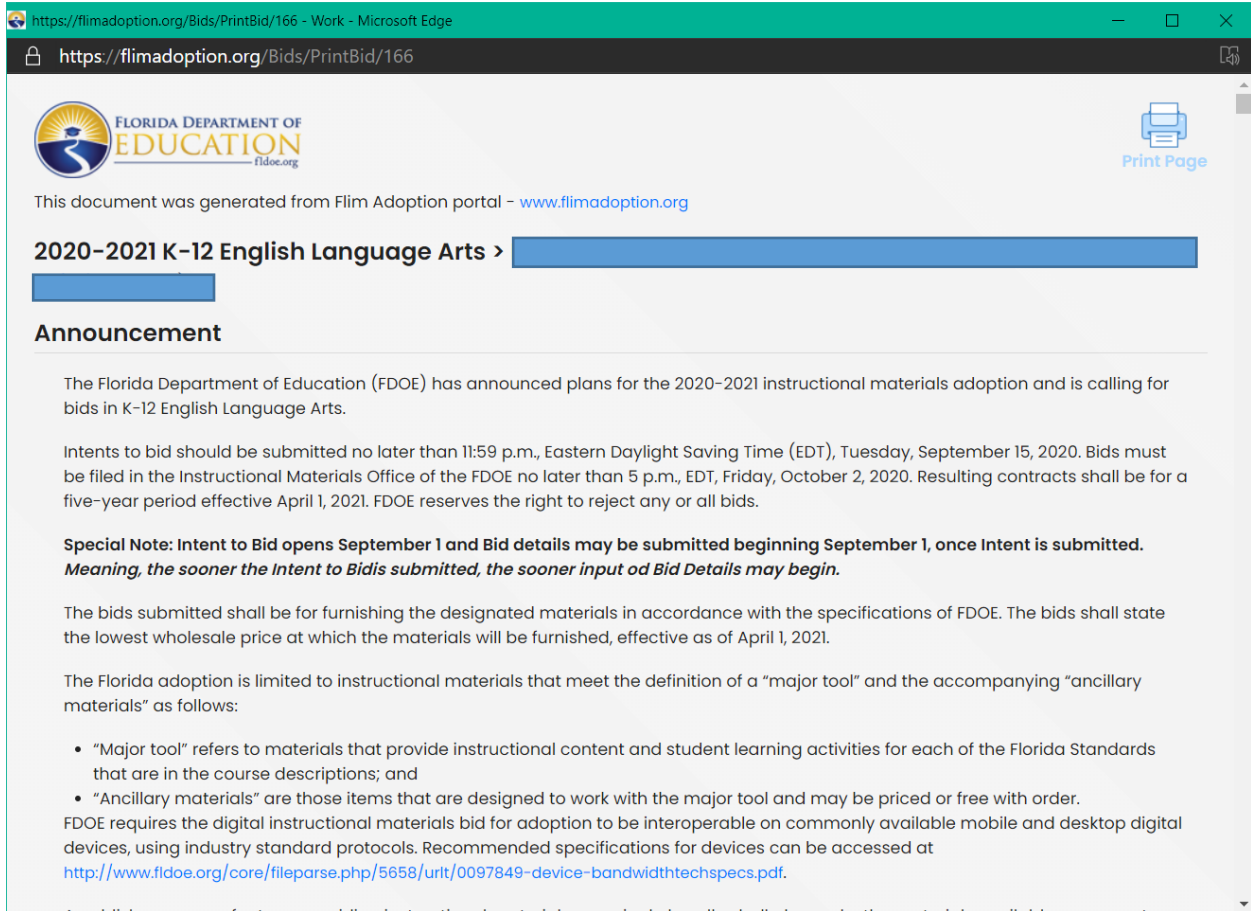
Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.

The screenshot shows the 'Bid Submission' page in the FLIM system. At the top, there is a navigation bar with the Florida Department of Education logo and the text 'Instructional Materials'. A user profile for 'Lauren Hamilton' is visible in the top right. Below the navigation bar, the page title is '2020-2021 K-12 English Language Arts'. A message box indicates that bid details edit/submit is open from 9/1/2020 to 10/2/2020, bid details link edits are open from 9/1/2020 to 10/16/2020, and bid details edit student link is open from 9/1/2020 to 10/16/2020. The main form has several tabs: 'Announcement', 'Bid Summary (IM1)', 'Questionnaire (IM8)', 'Bid Materials & Links (IM4)', 'Standards Alignment (IM7)', 'UDL Questionnaire (IM2)', and 'Attachments'. The 'Bid Summary (IM1)' tab is active. The form fields include: 'Title' (text input), 'Author \*' (text input), 'Edition' (text input), 'Copyright' (text input), 'Contract Starts \*' (dropdown menu with '2021' selected), and 'Contract Ends \*' (dropdown menu with '2021' selected).

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

The screenshot shows the bottom section of the 'Bid Submission' page. It includes fields for 'Bid Cycle' (dropdown with '2021' selected), 'Course' (text input), 'Grade Level' (text input), 'Bid ID' (text input), 'Submitted By' (text input), and 'Submitted On' (text input). Below these fields is the 'Instructional Materials Image' section, which contains instructions on how to upload an image and a blue 'Upload image' button. At the bottom of the page, there is a row of buttons: 'Cancel', 'Previous', 'Next', 'Save', 'Save & Continue Later', 'Submit', and 'Print'. A large blue arrow points down to the 'Print' button. The footer of the page contains the text 'All rights reserved to Florida Dept. of Education 2019 ©' and 'Privacy Statement | Public Records | Accessibility | Contact Us'.

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:

ATTN: Instructional Materials  
325 West Gaines St. Suite 424  
Tallahassee FL 32399