

Florida Department of Education
2015-2016 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, May 15, 2015 11:59 P.M. (EST)	Intent to Bid (Form IM1) Formerly Form IM3	Submit online	No hardcopy submission required
Friday, June 12, 2015 5:00 P.M. (EDT)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items. Noting “2015 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).
	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.
	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 required 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.
	Assessment Fee (Form IM13)	No Electronic Submission	Place in a separate envelope as “2015 Assessment Fee” and mail with your Bid Deposit. (No company checks)

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Deadline	Item	Electronic Submission	Details
Friday, July 10 2015 5:00 P.M. (EDT)	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: http://www.fldoe.org/bii/Instruct_Tech/pdf/Device-BandwidthTechSpecs.pdf.</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"> ▪ 6-12 Career and Technical Education <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions ▪ K-12 Visual Art, Music, Theatre & Dance <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions ▪ K-8 Health and Physical Education <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions ▪ K-8 World Languages <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 2015-2016 Policies and Procedures document must be followed in addition to those listed here.

If you have any questions, please read the 2015-2016 Policies and Procedures Guide; if you need further assistance please email question(s) to Imstaff@fldoe.org.

Here is a sample of how the website should be set-up with all the details and links.

FLORIDA STATE MATHEMATICS REVIEWER'S SITE

Welcome to the 2013 CLDE Florida Secondary Math Adoption Digital Review Site

Please scroll down to locate the course you are assigned to review. Submitted titles are located below the Florida Course titles.

Mathematics Grades 6-8

Bid ID Number 1000 1205010 - M/J Mathematics 1

CDLE *Digits*, Grade 6

Student Major Tool: 1983003283800

Teacher Major Tool: 1983133283000

- [FL *digits* Reviewer's Guide](#)
(includes demo account set up)
- [Link to *digits* online access](#)
(must have demo account)
- [FL Student Companion Grade 6](#)
(part of Student Major Tool)
- [FL *digits* grade 6 Correlation and UDL](#)
- [Digits video presentation](#)

Bid ID Number 1001 1205020 - M/J Mathematics 2

CDLE *Digits*, Grade 7

Student Major Tool: 198313328000

Teacher Major Tool: 198383938000

- [FL *digits* Reviewer's Guide](#)
(includes demo account set up)
- [Link to *digits* online access](#)
(must have demo account)
- [FL Student Companion Grade 7](#)
(part of Student Major Tool)
- [FL *digits* grade 7 Correlation and UDL](#)
- [Digits video presentation](#)

Bid ID Number 1003 1205030 - M/J Pre-Algebra

CDLE *Digits*, Grade 8

Student Major Tool: 1983328391400

Teacher Major Tool: 1983978013000

- [FL *digits* Reviewer's Guide](#)
(includes demo account set up)
- [Link to *digits* online access](#)
(must have demo account)
- [FL Student Companion Grade 8](#)
(part of Student Major Tool)
- [FL *digits* grade 8 Correlation and UDL](#)
- [Digits video presentation](#)

Mathematics Grades 9-12

Bid ID Number 1004 1200300 - Algebra 1

CDLE High School Mathematics

Algebra 1, Florida

Student Major Tool: 1983133280000

Teacher Major Tool: 1983133280000

- Major Tool – Student Edition
- Major Tool – Teacher Edition, Vol 1
- Major Tool – Teacher Edition, Vol 2
- Algebra 1 Correlation and UDL
- Video Presentation

Bid ID Number 1005 1206301 – Geometry

CDLE High School Mathematics

Geometry, Florida

Student Major Tool: 1983332840000

Teacher Major Tool: 1983133283000

- Major Tool – Student Edition
- Major Tool – Teacher Edition, Vol 1
- Major Tool – Teacher Edition, Vol 2
- Geometry Correlation and UDL
- Video Presentation

Bid ID Number 1006 1200302 - Algebra 2

CDLE High School Mathematics

Algebra 2, Florida

Student Major Tool: 19830133284000

Teacher Major Tool: 19831332830000

- Major Tool – Student Edition
- Major Tool – Teacher Edition, Vol 1
- Major Tool – Teacher Edition, Vol 2
- Algebra 2 Correlation and UDL
- Video Presentation