

Florida Department of Education
2014-2015 Instructional Materials Adoption Checklist for Bidders/Publishers
 Instructional Material Publisher Link - <https://app2.fldoe.org/BII/InstructMat/Publisher/Account/Login.aspx>

Although this checklist is provided for your convenience, detailed instructions in the 2014-2015 Policies and Procedures document must be followed in addition to those listed here.

Deadline	Item	Electronic Submission	Hardcopy Submission
Friday, March 14, 2014 11:59 P.M. (EST)	Intent to Bid (Form IM1) Formerly Form IM3	Submit online **One product cannot be submitted to multiple bids.	No hardcopy submission required
Friday, May 23, 2014 5:00 P.M. (EDT)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items. Noting "2014 Adoption B.D." on shipping label. Include name of publisher as listed on publisher registration on cashier's check or money order. No company checks
Friday, May 23, 2014 5:00 P.M. (EDT)	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.
	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) Convert completed Excel file(s) to 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.
	Title List of Books/ Readers for Documentation of Range and Text Complexity Form (IM10)	<u>Not Due for this adoption - ELA Only</u>	No hardcopy submission required

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2014-2015 Instructional Materials Adoption
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Deadline	Item	Electronic Submission	Details
Friday, July 11 2014 5:00 P.M. (EDT)	Special Instructions and Correlations	**All sample materials must be hosted by the publisher on their website	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 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 must be limited to 15 minutes. You may post one presentation covering all the materials or create a presentation for each course.
	Samples		<ul style="list-style-type: none"> • 6-12 Career and Technical Education/Agriculture <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • 6-12 ESOL- English for Speakers of Others Languages <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • 9-12 Health and Physical Education <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • K-12 World Languages <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions <p>Provide electronic access to fully developed sample copies to the Department. All samples must be hosted by the publisher.</p> <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 2014-2015 Policies and Procedures document must be followed in addition to those listed here.

If you have any questions, please read the 2014-2015 Policies and Procedures Guide; if you need further assistance please email question(s) to lmstaff@fldoc.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-

Bid ID Number 1000 1205010 - M/J Mathematics 1

& / (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**
- ***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**
- ***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**
- ***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
- 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
- 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
- Video Presentation