

# FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

F. PHILIP HANDY, *Chairman*

T. WILLARD FAIR, *Vice Chairman*

**Members**

DONNA G. CALLAWAY

JULIA L. JOHNSON

LINDA K. TAYLOR

John L. Winn  
Commissioner of Education



January 3, 2005

## MEMORANDUM

**TO:** Publishers of Instructional Materials

**FROM:** John L. Winn, Commissioner  
Jim Warford, K-12 Chancellor

**SUBJECT:** Announcement of the 2005-2006 Instructional Materials Adoption

The Florida Department of Education has announced its plans for the 2005-2006 instructional materials adoption and is calling for bids in the following subject areas:

K-5 Science  
6-8 Science, including Exceptional Student Education  
9-12 Science, including Exceptional Student Education

Bids must be filed in the Instructional Materials Office of the Florida Department of Education no later than 5:00 p.m. (EDT), May 2, 2005. Resulting contracts for Science, Grades K-12, shall be for a six-year period effective April 1, 2006.

The Florida adoption is limited to instructional materials that meet the definition of "major tool" and accompanying "ancillary materials" as follows:

Major Tool - The primary material for assisting in the instruction of a subject or course. Major tools may be available in bound, unbound, kit, or package form and may consist of hardback or softbacked textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media. Teacher's editions of student materials, when provided at no charge with the purchase of the student editions, may be considered for adoption and are usually considered part of the major tool.

Ancillary Materials - Supporting materials designed to accompany the major tool (examples: workbooks, tests, duplicating masters, computer software, videodiscs, and CD-ROMs). Items such as teacher's manuals or guides, answer keys, teacher's resource binders (or equivalent), and staff development or in-service materials are not eligible for adoption but may be offered free in a ratio with the purchase of student materials.

Supplementary materials, equipment, and supplies are not eligible for adoption. Supplementary materials are defined as supporting materials that are not designed to accompany a particular major tool. Such materials may include, but are not limited to, items such as computer software, maps, globes, testing programs, drill and practice materials, or materials that address a small percentage of intended outcomes or objectives of a subject or course. Supplementary materials, as defined here, generally may be used with any publisher's primary materials (major tool).

To obtain information regarding bidding requirements and procedures, please complete the enclosed request form and mail it to:

Charlie Carraway  
Florida Department of Education  
Room 444, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

Questions related to this announcement may be directed to the Instructional Materials Office at (850) 245-0425.

EC/cc

Enclosures (3) Request for Adoption Information  
Required Registration for Publishers' Workshop  
Publisher's Intent to Bid