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**MEMORANDUM**

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**TO:** Publishers of Instructional Materials

**FROM:** Hershel Lyons

**DATE:** April 4, 2016

**SUBJECT:** **Announcement of the 2016-2017 Instructional Materials Adoption**

The Florida Department of Education (FDOE) has announced plans for the 2016-2017 instructional materials adoption and is calling for bids in K-12 Social Studies.

Intents to bid should be submitted no later than 11:59 p.m., Eastern Daylight Saving Time (EDT), Friday, May 13, 2016. Bids must be filed in the Instructional Materials Office of the FDOE no later than 5 p.m., EDT, Friday, June 10, 2016. Resulting contracts shall be for a five-year period effective April 1, 2017. FDOE reserves the right to reject any or all bids.

The bids submitted shall be for furnishing the designated materials in accordance with the specifications of FDOE. The bids shall state the lowest wholesale price at which the materials will be furnished, effective as of April 1, 2017.

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

- “Major tool” refers to materials that provide instructional content and student learning activities for each of the Florida Standards that are in the course descriptions; and
- “Ancillary materials” are those items that are designed to work with the major tool and may be priced or free with order.

FDOE requires the 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/core/fileparse.php/5658/urlt/0097849-device-bandwidthtechspecs.pdf>.

HERSHEL LYONS  
CHANCELLOR OF PUBLIC SCHOOLS

A publisher or manufacturer providing instructional materials as a single bundle shall also make the materials available as separate and unbundled items, each priced individually, as required by section 1006.29 (2), Florida Statutes. Publishers are encouraged to offer sections of state-adopted materials in digital or electronic versions at reduced rates to school districts and teachers.

Publishers must provide FDOE with access to sample copies of the major tool, which includes the Student Edition and the Teacher Edition, in an electronic or digital format, no later than 5 p.m., EDT, Friday, July 8, 2016. The materials that must be sampled as part of the 2016-2017 instructional materials adoption are as follows:

- **K-12 Social Studies**
  - Major Tool – Student and Teacher Editions

Publishers will host the samples for each state instructional materials reviewer and subsequent district and public reviewers. The samples will be accessed through links on the FDOE's online evaluation system. Samples must be the final versions of all instructional materials included in the publishers' bids.

In the event that new standards are adopted by the State Board of Education within the contract period, publishers are requested to provide a signed Standards Alignment Assurance. Publishers signing this form attest that all bid materials will be updated to reflect any new content standards within nine months of their adoption. Further information regarding this assurance form and all other policies and procedures may be found on the FDOE instructional materials webpage at:

<http://www.fldoe.org/core/fileparse.php/5574/urlt/PoliciesandProceduresSpecifications.pdf>.