

**Florida Department of Education  
2016-2017 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 13, 2016 11:59 P.M. (EST)	Intent to Bid (Form IM1)	Submit online Access through the <a href="#">IM Publisher Portal</a>	No hardcopy submission required
Friday, June 10, 2016 5:00 P.M. (EDT)	Bid Deposit (Form IM2)	No Electronic Submission	Ship in a package separate from other bid items. Noting “2016 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)	**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 IM5a) & Publisher Sales Reps (IM5b)	**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. <a href="https://flvendor.myfloridacfo.com/">https://flvendor.myfloridacfo.com/</a>
	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.
	Standards Alignment (Form IM7)	**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 require one (1) hard copy of the standard alignment(s) and one (1) publisher’s questionnaire for each course bid listed.
	Publisher Questionnaire (Form IM8)	**Submit online. Post with Sample’s on your website.	The alignment (stapled) and the publisher questionnaire (stapled) for each course bid should be placed in one envelope marked with the publisher name, bid # and the program title. Complete, print and clip/band all forms together. (Package all bids in one folder)
	Warranty Form(s) (Form IM9 & IM10)	No Electronic Submission	Download forms from <a href="#">Form IM9 and IM10</a> . Form M and MSLA are required. Complete, print and clip/band all forms together.
UDL Questionnaire (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.	

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Deadline	Item	Electronic Submission	Details
	Assessment Fee (Form IM13)	No Electronic Submission	Place in a separate envelope as “2016 Assessment Fees” and mail with your Bid Deposit. (No company checks)
	Standards Alignment Assurance (Form IM14)	No Electronic Submission	Submit a hard copy and place in the envelope with your bid signature sheet.
Friday, July 8 2016 5:00 P.M. (EDT)	Special Instructions	Submit online under Bids Access through the <a href="#">IM Publisher Portal</a>	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.
	Publisher Presentations	<b>**All sample materials must be hosted by the publisher on their website.</b>  <b>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: <a href="#">Florida Technology Specifications Guidelines</a></b>	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	<b>The digital instructional materials must be accessible through a school districts’ digital learning and technology infrastructure as defined in their digital classrooms plan pursuant to section 1011.62(12), Florida Statutes.</b>	Provide electronic access to fully developed sample copies to the Department. <ul style="list-style-type: none"> <li>▪ <b>K-12 Social Studies</b> <ul style="list-style-type: none"> <li>○ Major Tool – Student and Teacher Editions</li> </ul> </li> </ul> Post the alignments, questionnaires and UDLs with the samples. The electronic samples must be accompanied by the: <ul style="list-style-type: none"> <li>• Bid number,</li> <li>• ISBN number,</li> <li>• Title of the materials</li> </ul> *****Sample of Website attached *****

**Although this checklist is provided for your convenience, detailed instructions in the 2016-2017 Policies and Procedures Specifications guide must be followed in addition to these items listed. If you have any questions, please read the Policies and Procedures guide; if you need further assistance please email question(s) to [Imstaff@fldoe.org](mailto: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 Alignment, PQ 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 Alignment, PQ 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 Alignment, PQ 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 Alignment, PQ 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 Alignment, PQ, 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 Alignment, PQ and UDL
- Video Presentation