

**Florida Department of Education
2013-2014 Instructional Materials Adoption
Checklist for Bidders/Publishers
(Page 1 of 2)**

Deadline	Item	Electronic Submission	Hardcopy Submission
Friday, March 22, 2013 11:59 P.M. (EST)	Intent to Bid (Form IM3)	Submit online	No hardcopy submission required
Monday, May 6, Friday, June 14, 2013 5:00 P.M. (EDT)	Bid Deposit	No Electronic Submission	Shipped in a package separate from other bid items. Include name of publisher as listed on Publisher Registration on Cashier's Check or Money Order.
Monday, May 6, Friday, June 14, 2013 5:00 P.M. (EDT)	Publisher Registration (Form IM7)	**Submit online. Print hardcopies using print option at site.	Print hardcopy using print button after submitting information online. If Publisher Registration is multiple pages, staple.
	Publisher Acknowledgement (Form IM6)	**Submit online. Print hardcopies using print option at site.	Signed acknowledgements are required for each individual listed on the Publisher Registration. Print hardcopy of acknowledgment(s) using print button after submitting information online. Clip/band all Acknowledgements together in the order that the names appear on the Publisher's Registration.
	Bid Signature Sheet (Form IM5)	**Submit online. Print hardcopies using print option at site.	Hardcopy of Bid Signature Sheet and Detailed Bid Forms must be printed using the print button online; Excel worksheet printouts are not acceptable. Place Bid Signature Sheet and all Detailed Bid forms, one for each title listed on the Bid Signature Sheet, in one sealed envelope marked with "Sealed Bid" and the name of the publisher as listed on the Publisher Registration.
	Detailed Bid Form(s) (Form IM4)	**Submit online. Print hardcopies using print option at site.	One (1) hardcopy each of the Written Correlation(s) and one (1) Publisher's Questionnaire for each title listed on the Bid Signature Sheet are required. The Correlations (stapled or clipped) and the Publisher's Questionnaire (stapled or clipped) for each title are to be placed in one envelope marked with the publisher and the program title.
	Written Correlation(s) (Form IM2)	**Download Excel form(s) Convert completed Excel file(s) to PDF and email only the PDF version David.Sikes@fldoe.org	Forms B, M and/or MSLA as required. Download forms from http://data.fldoe.org/instmat/default.cfm . Complete and print. Clip/band all forms together.
	Publisher's Questionnaire (Form IM1)	**Submit online. Print hardcopies using print option at site.	
	Warranty Form(s)	No Electronic Submission	

Although this checklist is provided for your convenience, detailed instructions in the 2013-2014 Policies and Procedures document must be followed in addition to those listed here.

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(Page 2 of 2)**

Deadline	Item	Electronic Submission	Details
<p style="text-align: center;">2nd Thursday in July 7/11/2013 5:00 P.M. (EDT)</p>	<p style="text-align: center;">Samples</p>	<p style="text-align: center;">**Electronic Submission ONLY</p>	<p>Provide electronic access to fully developed sample copies to the Department. All samples must be hosted by the publisher.</p>
	<p style="text-align: center;">Publisher's Presentations</p>	<p style="text-align: center;">**Electronic Submission ONLY</p>	
	<p style="text-align: center;">Title List of Books/Readers for Documentation of Range and Text Complexity</p> <p style="text-align: center;">(For applicable Reading/ English Language Arts programs – details will be provided)</p>	<p style="text-align: center;">Download form(s) and E-mail completed forms to David.Sikes@fldoe.org</p>	<ul style="list-style-type: none"> • 6-12 Mathematics <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • 6-8 Comprehensive Intervention Reading Program <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level ○ One below-level reader for each grade level ○ One on-level reader for each grade level ○ One above-level reader for each grade level • 9-12 Comprehensive Intervention Reading Program <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions for each grade level ○ One below-level reader for each grade level ○ One on-level reader for each grade level ○ One above-level reader for each grade level • 6-8 English Language Arts Series <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • 9-12 English Language Arts Series <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • All Other English Language Arts Courses <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, and • Instructions for accessing or viewing the materials.