

SUBMITTING HARD COPY BIDS FOR STATE ADOPTION

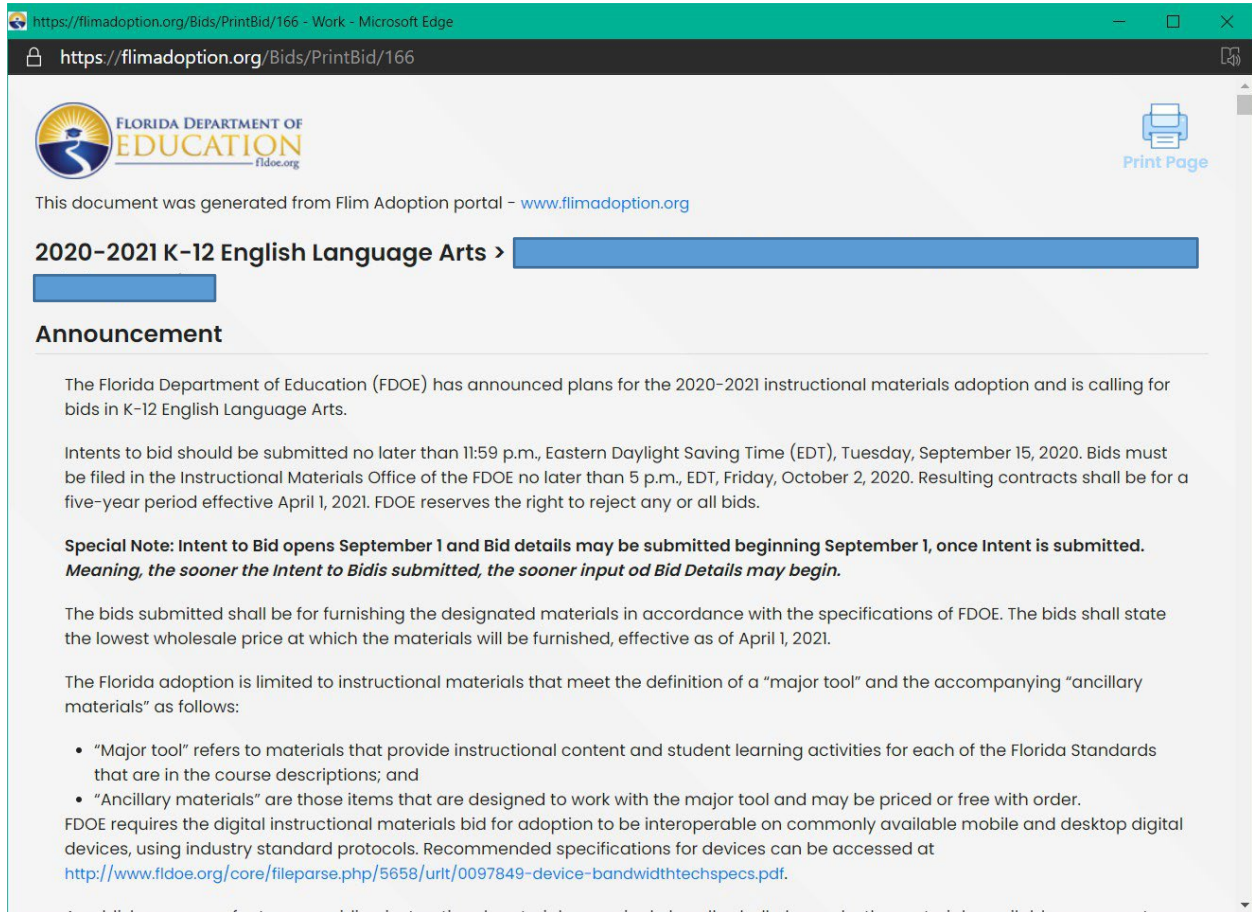
Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.

The screenshot shows the 'Bid Submission' page for '2020-2021 K-12 English Language Arts'. The page title is 'Bid #166 - HMH Florida Into Reading (5010041 - Language Arts - Kindergarten)'. A blue notification box states: 'Bid details edit/submit is open from 9/1/2020 to 10/2/2020. Bid details link edits are open from 9/1/2020 to 10/16/2020. Bid details edit student link is open from 9/1/2020 to 10/16/2020.' The page has tabs for 'Announcement', 'Bid Summary (IM1)', 'Questionnaire (IM8)', 'Bid Materials & Links (IM4)', 'Standards Alignment (IM7)', 'UDL Questionnaire (IM2)', and 'Attachments'. The 'Bid Summary (IM1)' tab is active, showing a form with the following fields: Title: 'HMH Florida Into Reading', Author: 'Ada et al', Edition: 'First', Copyright: '2020', Contract Starts: '2021', and Contract Ends: '2026'.

Scroll down to the bottom of the page and click the blue PRINT button

The screenshot shows the 'Instructional Materials Image' section of the bid submission page. It includes instructions: 'Please upload an image of your book cover/art. We publish a list of approved materials and providing a picture to the end users helps them identify the materials. The ideal size of your book cover art is a height/width ratio of 1.6:1. This means that for every 1,000 pixels in width, the image should be 1,600 pixels in height. Ideal dimensions for cover files are 2,560 x 1,600 pixels. You can upload multiple images but will have to select the main one. We suggest the main one be for the materials meant for the teacher (e.g., teacher guide). Max file size is: 5MB. Ideal image size is: 2,560 x 1,600 pixels. Acceptable formats: JPG or PNG.' Below the instructions is an 'Upload Image' button. At the bottom of the page, there is a row of buttons: 'Cancel', 'Previous', 'Next', 'Save', 'Save & Continue Later', 'Submit', and 'Print'. A large blue arrow points down to the 'Print' button.

This will open up a separate window and you will be able to print the entire bid. The order will be as follows:



- IM1
- IM5
- IM8
- IM4
- IM7
- IM12
- Attachments (excluding Bid Deposit and Assessment Fees - IM2 and IM13)
 - Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

SENDING HARD COPIES TO FDOE:

Please keep each bid in this order to ensure a smooth bid opening process.

****Don't forget to print your attachments!!****

Keep all bids in order of their bid number when packaging them to send.

Please label all boxes as follows:

ATTN: Instructional Materials
325 West Gaines St., Suite 432
Tallahassee FL 32399