

2022 Meeting with Publishers

North Carolina Department of Public Instruction

March 11, 2022



Welcome

2022 Textbook Evaluation and Adoption Cycle

- K-12 English Language Development
- K-12 Social Studies

AGENDA

- Overview of the Textbook Adoption Process
- Bid Submission Process
- Evaluation
- Overview of the 2022 Invitation
- Next steps
- Closing

Overview of the NC Textbook Adoption Process

§ 115C-85

Defines textbooks

... "textbook" means systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.

Non-Print Materials

- Submissions may include web- and subscription-based materials
- Technology-based textbook materials are those basic learning resources that require the availability of electronic equipment.



Textbook Adoption Process

INVITATION

EVALUATION

RECOMMENDATIONS

**Call for
publishers to
submit bids**

**Review for the
alignment of
materials to
standards and
quality criteria**

**Present a list
of materials to
the State
Board of
Education for
adoption**

**HIGH QUALITY Instructional Materials
at the LOWEST COST**

Benefits to Districts/Schools

- Aligned with the NC Standard Course of Study
- Suitable for the grade/instructional level
- Appropriate for Exceptional Children and English Language Learners
- Offered at the **LOWEST COST** in the nation

Benefits to Publishers

- High Profile in the state
 - Titles placed on the adopted list
 - Districts and schools are encouraged to purchase textbooks on the adopted list
- Centralized shipping to the NC Textbook Warehouse

NC Publisher's Registry

- Only companies on the NC Publisher's Registry maintained by the State Superintendent can participate
- Publisher removed if “undue pressure” is exercised toward:
 - State Board of Education
 - Textbook Commission
 - Textbook Evaluation Advisors
 - NCDPI Staff

Undue Pressure

- “Undue pressure” defined as personal contact to advocate for the selection of a particular book or series of books
- Does not include social contact, presentations or written communication to the Commission for reconsideration or clarification

Who is involved?

- General Assembly
- Governor
- State Superintendent
- State Board of Education
- Textbook Commission
- Textbook Evaluation Advisors
- Publishers
- NCDPI Staff

Textbook Adoption

General Statutes

§ 115C-85 through § 115C-102

SBE Policies

TEXT-000 through TEXT-008

Textbook Adoption Process

- DPI content consultants develop the criteria for evaluation and selection
- DPI drafts the *Invitation to Submit Textbooks for Evaluation and Adoption in NC*
 - procedures publishers must follow
 - timeline for submission
 - criteria for selection
- The SBE (including its legal counsel) approves the Invitation and then it is distributed to Publishers through the NC Publisher's Registry

Textbook Adoption Process

- The Textbook Commission selects the advisors who assist in reviewing bid materials.
- The Textbook Commissioners evaluate bid materials, write reports of their evaluations, and provide a recommended list textbooks to the SBE for approval
- The SBE makes the final decision regarding the list of recommended textbooks for state adoption
- Contracts are executed

SBE, Commission Members, Advisors, NCDPI Staff

Standards of Conduct

- Demonstrate highest standards of personal conduct
- Avoid actual or perceived conflicts of interest
- Avoid solicitation or acceptance of any actual or promise of a favor or reward

Bid Submission Process

Requesting Bid Identification Numbers

- Each submission requires an identification number issued by NCDPI.
- A Google form to request identification numbers must be completed.
- The link to the form will be distributed in a message through the NC Publisher's Registry.

Requesting Bid Identification Numbers

- Identification numbers are alpha-numeric
 - Ex. **IPD4000**
- The character will be three letters designated by DPI from the Publisher's/Company's name
- The **4000** series of numbers will be the base number for all bids for English Language Development (ELD) materials
- The **7100** series of numbers will be the base number for all bids for social studies

Examples of Bid Identification Numbers

- **IPD Publishing Company** requests 6 identification numbers for English Language Development materials

Bid ID #1	IPD4000
Bid ID #2	IPD4001
Bid ID #3	IPD4002
Bid ID #4	IPD4003
Bid ID #5	IPD4004
Bid ID #6	IPD4005

**DPI Assigned
Identification Numbers
for 6 bid submissions:**

In this example IPD is created from the company's name IPD Publishing Company.

Examples of Bid Numbers

- IPD Publishing Company initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

Original Bid ID#'s requested
IPD4000
IPD4001
IPD4002
IPD4003
IPD4004
IPD4005

After requesting identification numbers, if IPD Publishing Company decides to add 4 more submissions, IPD Publishing Company may create the next four **consecutive** bid numbers continuing the pattern of assigned bid numbers and adding increments of 1:

IPD4005 + 1 = IPD4006

IPD4006

IPD4007

IPD4008

IPD4009

Examples of Bid Numbers

- IPD Publishing Company initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

Original Bid ID#'s requested
IPD4000
IPD4001
IPD4002
IPD4003
IPD4004
IPD4005

Additional ID#'s created after initial request
IPD4006
IPD4007
IPD4008
IPD4009

Examples of Bid Numbers

IPD Publishing Company initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

IPD Publishing Company now has a total of 10 bid identification numbers.

Bid ID #1	IPD4000
Bid ID #2	IPD4001
Bid ID #3	IPD4002
Bid ID #4	IPD4003
Bid ID #5	IPD4004
Bid ID #6	IPD4005
Bid ID #7	IPD4006
Bid ID #8	IPD4007
Bid ID #9	IPD4008
Bid ID #10	IPD4009

Examples of Bid Identification Numbers

- **History First Company** requests 4 identification numbers for social studies materials

Bid ID #1	HFC7100
Bid ID #2	HFC7101
Bid ID #3	HFC7102
Bid ID #4	HFC7103

DPI Assigned Identification Numbers for 4 bid submissions:

In this example HFC is created from the company's name **History First Company**.



Update

NC Platform for Publishers

- Receive access information for the NC platform for publishers
- Download cost proposal form from platform
- Submit bid proposal in platform
- Submit bid samples in platform

Cost Proposal Form Example

Purpose of the Cost Proposal Form

- The cost proposal form will be used to enter bid information and prices for textbooks.
- Please save the spreadsheet with the following naming convention:

Company Name_2022 Cost Proposal

Ex. IPD Publishing Company_2022 Cost Proposal

Submission Parameters

- Textbook materials may be submitted for any grade level or course the Publisher deems appropriate.
- Cost proposals must clearly state each grade level or course the publisher deems appropriate.
- Textbook materials will only be evaluated for the grade levels or courses specified by the Publisher.

***Refer to pages 1 – 2 of the 2022 Invitation to see the submission parameters.**

Example

The North Carolina Cost Proposal Spreadsheet

In accordance to the directions below and the 2022 Invitation, publishers are to fill out the bid submission cost proposal spreadsheet. When you have completed the form, please save it with the naming style of *Company Name_2022 Cost Proposal* ex. IPD Publishing Company_2022 Cost Proposal.

Bid Submission

Enter each submission to be presented for evaluation with a 13-digit ISBN. If the submission contains various components, list the components on the spreadsheet. Each component within a submission should have a 13-digit ISBN. This is true even if the same submission is being offered over different periods of time (ex. a two-year offer vs. a five-year offer). Bold the line with the name of the submission and indent the name of any individual components. Do not use dashes when entering the ISBN information.

Enrichment Material Increments and Accompanying Student Material items

Enter a list of all bid materials with prices such as Student Edition, Teacher Edition, Digital Edition, and other support materials that will be provided at no additional cost based on the number of core bid materials purchased, such as accompanying student materials and teacher enrichment materials. Publishers may submit up to seven (7) items considered as Teacher Enrichment Materials and up to four (4) items considered as Accompanying Student Materials. Do not use dashes when entering the ISBN information. Example items are provided.

Example – Cost Proposal Spreadsheet

Bid Number	Title	Grade Level or Course Title	ISBN	Publisher	Copyright	Edition	NIMAS Compliant Files?	Net Wholesale	NC Warehouse Allowance	Bid Price
HFC7100	Social Studies (5-year digital subscription)	Grade 5	9785678912345	History First Company	2023			\$760.00	\$60.80	\$699.20
	Social Studies Digital Student Edition	Grade 5	9785678954321	History First Company	2023	1	Yes	\$55.00	\$4.40	\$50.60
	Social Studies Digital Teacher Edition	Grade 5	9787891234567	History First Company	2023	1		\$47.00	\$3.76	\$43.24
	Social Studies Digital Resources	Grade 5	9781234956789	History First Company	2023	1		\$35.00	\$2.80	\$32.20
	Social Studies Digital Assessment Resource	Grade 5	9781234987654	History First Company	2023	1		\$25.00	\$2.00	\$23.00
HFC7101	Social Studies Course	World History	9781234545678	History First Company	2022			\$152.00	\$12.16	\$139.84
	Social Studies Course Student Edition	World History	9785678954321	History First Company	2022	1	Yes	\$55.00	\$4.40	\$50.60
	Social Studies Course Teacher Edition	World History	9787891234567	History First Company	2022	1		\$47.00	\$3.76	\$43.24
	Social Studies Course Resources	World History	9781234956789	History First Company	2022	1		\$35.00	\$2.80	\$32.20
	Social Studies Course Assessments	World History	9781234987654	History First Company	2022	1		\$25.00	\$2.00	\$23.00

Example – Accompanying Student Materials (ASM)

Accompanying Student Materials (ASM) Maximum 4 Items (See the 2022 Invitation for more specific details about ASM and EM.)				
Title	Grade Level or Course	ISBN	Ratio Number per classroom; collection purchased; per teacher, per school, per district (specify), also frequency of offer such as annually, quarterly, monthly	Price for Additional Copies
Social Studies ASM 1	Grade 5	9781122334455	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	35.00
Social Studies ASM 2	Grade 5	9782233445566	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	6.25
Social Studies ASM 3	Grade 5	9783344556677	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	7.15
Social Studies ASM 4	Grade 5	9784455667788	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	6.25

Example – Enrichment Materials (EM)

Enrichment Materials (EM) Maximum 7 items (See the 2022 Invitation for more specific details about ASM and EM.)				
Title	Grade Level or Course	ISBN	Ratio Number per classroom; collection purchased; per teacher, per school, per district (specify), also frequency of offer such as annually, quarterly, monthly	Price for Additional Copies
Social Studies EM 1	Grade 5	9781912345678	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.	250.00
Social Studies EM 2	Grade 5	9781923456789	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.	185.00
Social Studies EM 3	Grade 5	9781934567891	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.	40.00
Social Studies EM 4	Grade 5	9781956789123	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.	40.00

Submission Parameters & Bid Samples

Submission Parameters

Print materials

- It is the responsibility of the Publisher to ensure that each submission is complete and correctly identified.
- Publishers shall provide sample textbook materials according to the schedule set by the North Carolina Department of Public Instruction.
- Sample textbook materials that are print materials, shall be provided in **electronic PDF format** as designated by the North Carolina Department of Public Instruction. **Electronic versions of print materials must be complete and have the same format and content as the print versions.** Links and/or access information for electronic materials must be provided.
- All materials must include the identification number that is supplied by the North Carolina Department of Public Instruction.

***Refer to pages 1 – 2 of the 2022 Invitation to see submission parameters.**

Submission Parameters

Technology-based programs/non-print materials

- Publishers shall provide access information for technology-based programs or other non-print materials according to the schedule set by the North Carolina Department of Public Instruction.
- Access information for all materials must contain the identification number that is supplied by the North Carolina Department of Public Instruction.

*Refer to pages 1 – 2 of the 2022 Invitation to see the submission parameters.

Submission Parameters

Navigation Instructions for Non-Print Material

Publishers submitting technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through the online platform.

Navigation instructions may be provided by video or screen cast no longer than 10 minutes in length.

A link for access to a video or screen cast instructions with navigation instructions must be submitted through the NC platform for publishers according to the schedule and bid proposal guidelines set by the North Carolina Department of Public Instruction.

Access to the instructions must work at all times through October 6, 2022. Contact information for technical support must be provided in the bid submission.

***Refer to pages 1 – 2 of the 2022 Invitation to see the submission parameters.**

Bid Samples

- Publishers requesting bid identification numbers will receive information for the NC platform for publishers.
- **DPI Official Samples**
 - Official samples of print materials must be submitted to the textbook warehouse in print.
 - Official technology-based or other non-print samples must be submitted to the warehouse on a list with login and access information.
 - The official samples must be shipped as explained in the 2022 Invitation.

Bid Samples

- Bid sample materials will be submitted electronically through the NC platform for publishers
 - Submit samples no earlier than **May 9th** and no later than **May 16th**
- The DPI official sample must be mailed to the Textbook Warehouse.
 - Official samples will arrive no earlier than **May 9th** and no later than **May 16th**

Important Reminders

Written Questions Due

- Deadline for submitting written questions regarding the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina is **March 21, 2022 by 2:00 pm (EST)**.
- All questions must be written and submitted to kyna.brands@dpi.nc.gov by 2:00 pm (EST) March 21, 2022
- All questions will be answered and distributed to publishers, March 29, 2022

Bid Proposal Submissions Due



April 28, 2022 by 2 p.m.



Bid proposals will be submitted:

- electronically through the NC platform for publishers, and
- by hard copy in the mail

The electronic copies and hard copies must be submitted and received by 2 p.m.(EST) on April 28th.

Bid Samples Due



May 16, 2022

Electronic bid samples and correlations for evaluation must be submitted through the NC platform for publishers on this day.

Official samples of print materials must be submitted to the textbook warehouse in print. Official technology-based or other non-print samples must be submitted to the textbook warehouse on a list with login and access information.

Correlations must be submitted with the official samples.

Evaluation

June 12th

- Publisher Presentations

June 13th – 17th

- Evaluation Week

Textbook Adoption Web Page

Home Educators ▾ Students & Families ▾ Districts & Schools ▾ Data & Reports ▾ News ▾ About DPI ▾

NC DPI > Districts & Schools > District Operations > Textbook Adoption

Textbook Adoption

Welcome to the Textbook Adoption home page. The material on this site provides information about the statewide textbook adoption process in North Carolina. Textbooks are evaluated by the NC Textbook Commission based on alignment to the North Carolina Standard Course of Study and specific content area criteria. More information about the textbook adoption process, the NC Textbook Commission, the state adopted textbook list, and the Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina can be found in various sections of this site.

[Center for Safer Schools](#)

[Driver Education](#)

[Financial and Business Services](#)

[Plant Operations](#)

[School Business Systems Modernization](#)

[School Connectivity / E-rate](#)

[School Insurance Fund](#)

<https://www.dpi.nc.gov/districts-schools/district-operations/textbook-adoption>



UPDATE

NC Platform for Publishers

- Use the link provided by NCDPI through the publisher's registry to submit the request for bid identification numbers.
- Publishers requesting bid ID numbers will receive information to access the NC site for publishers.
- In the NC platform for publishers, users can:
 - Access the 2022 Invitation
 - Access the cost proposal form and other documents required in the bid submission
 - Submit the bid proposal
 - Submit bid sample materials and correlations for evaluation
- ***Format for the bid proposal file name:***
 - Company Name_2022 Cost Proposal**
 - Example: IPD Publishing Company_2022 Cost Proposal**
- ***Format for each bid sample submission file name:***
 - Bid id #_Company Name_Title_ Grade Level or Course**
 - Example: IPD4000_IPD Publishing Company_ELD Book Title_Grade 5**

Overview of the 2022 Invitation

2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina



North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina

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Guidelines and Parameters

Read the entire 2022 Invitation

2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina



North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

INTRODUCTION AND REQUIREMENTS

The *Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* initiates the evaluation and adoption of textbooks in selected subject categories for use in North Carolina. This document, including all attachments, provides an overview of the process for the evaluation, and adoption of textbooks. By submitting textbooks for evaluation, publishers and producers agree to follow the procedures set forth in this document. **Failure to follow the procedures, including stated deadlines, will result in disqualification for the evaluation and adoption of textbooks in selected subject categories for use in North Carolina. The solicitation document must be returned with your bid submission.**

The North Carolina State Board of Education to adopt textbooks is codified in the General Statutes of North Carolina §115C-85 through §115C-102. Only publishers listed on the Publishers Registry are allowed to submit textbooks in response to the requirements of this solicitation, and all responses must conform to the specified requirements.

Each textbook evaluation will include the subject grade levels/courses listed on pages 4 – 5. In the cost proposal spreadsheet (see Attachment 4 for a sample), publishers must identify each textbook evaluated by title, grade level/course, and ISBN.

Section 115C-85, textbook is defined as: "Textbook means any systematically organized material comprehensive enough to cover the primary objectives of a standard course of study for a grade or course. Formats for textbooks may be print, non-print, including hardbound books, softbound books, activity-oriented programs, kits, and technology-based programs that require the use of electronic equipment to be used in the learning process."

Textbook programs may include subscription or web-based materials.

Submission Parameters

Textbook materials may be submitted for any grade level/course the publisher deems appropriate. Cost proposal spreadsheets must clearly state each grade level/course the publisher deems appropriate.

Publishers must clearly specify the grade levels/courses for any submitted materials in the bid submission.

Only textbook materials will only be evaluated for the grade levels/courses specified by the publisher.

It is the responsibility of the publisher to ensure that each submission is complete and properly identified. Publishers shall provide sample textbook materials according to the schedule set by the North Carolina Department of Public Instruction. Sample textbook materials that are print materials, shall be provided in electronic PDF format as mandated by the North Carolina Department of Public Instruction. Electronic versions of print materials must be complete and have the same format and content as the print versions. Links or URLs and/or access information for electronic materials

BID PROPOSAL INFORMATION

Bids must be submitted electronically through the NC platform for publishers and by hard copy in sealed Envelopes in which hard copies of bids are submitted shall include the publisher's name clearly marked on the outside, "Textbook Bid." All pages of the cost proposal spreadsheet must be included in the submissions (electronic and hard copies). One copy of each bid proposal will be required for electronic and hard copy submissions:

1. Submit the signed original of the completed Bid Proposal. The entire *2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* solicitation document must be returned with your bid proposal, including these completed documents:

- o A transmittal letter
- o Authority to Submit Bids for Textbooks (Attachment 3)
- o Submit the completed cost proposal spreadsheet with the costs.
- o Submit the completed cost proposal spreadsheet without the costs.
- o Submit a USB flash drive with the hard copy submission. Files on the flash drive shall be password-protected and shall be capable of being copied to other media including Microsoft Word and/or Microsoft Excel and must include the following:
 - o A signed, original copy of the Bid Proposal
 - o The cost proposal spreadsheet with the costs included. This file should be an Excel spreadsheet.
 - o The cost proposal spreadsheet without the costs. This file should be an Excel spreadsheet.

2. Bid submissions to:

Please note that the U.S. Postal Service does not deliver any mail (U.S. Postal Express, Certified, Priority, Overnight, etc.) on a set delivery schedule to this office. It is the responsibility of the publisher to have the bid in this office by the specified time and date of opening.

DELIVERY INFORMATION:

2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina
Department of Public Instruction
Attention: Dr. Carmella Fair, Digital Teaching and Learning
301 North Wilmington Street
Raleigh, NC 27601

Guidelines and Parameters

Ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2022 Invitation.

2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina



North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

AND REQUIREMENTS

For Evaluation and Adoption in North Carolina initiates textbooks in selected subject categories for use in North Carolina. This document provides an overview of the process for submitting textbooks. By submitting textbooks for evaluation, publishers agree to the procedures set forth in this document. **Failure to meet the stated deadlines, will result in disqualification for the submission.** Publishers in selected subject categories for use in North Carolina must return their bid submission.

The Department of Education to adopt textbooks is codified in the General Statutes of North Carolina, §§ 115C-85 through 115C-102. Only publishers listed on the approved list are eligible to submit textbooks in response to the requirements set forth in this document.

For the subject grade levels/courses listed on pages 4 – 8. In Appendix 4 for a sample, publishers must identify each textbook by title, grade level/course, and ISBN.

The bid must be comprehensive enough to cover the primary objectives of the grade or course. Formats for textbooks may be hard copy, softbound books, activity-oriented programs, and programs that require the use of electronic equipment access.

Electronic or web-based materials.

Submission Parameters

Each bid sheet for any grade level/course the publisher deems eligible must clearly state each grade level/course the publisher is submitting.

Each bid sheet must include the grade levels/courses for any submitted materials.

Each bid sheet must be evaluated for the grade levels/courses specified by the publisher.

Publishers must ensure that each submission is complete and provide sample textbook materials according to the requirements of the North Carolina Department of Public Instruction. Sample materials, shall be provided in electronic PDF format to the North Carolina Department of Public Instruction. Electronic materials must be complete and have the same format and content as hard copy materials. Access information for electronic materials must be provided.

BID PROPOSAL INFORMATION

Bids must be submitted electronically through the NC site for publishers and by hard copy in the envelopes in which hard copies of bids are submitted shall include the publisher's name clearly marked on the outside, "Textbook Bid." All pages of the cost proposal must be included in the submissions (electronic and hard copies). One copy of each submission will be required for electronic and hard copy submissions: Publishers must submit the signed original of the completed Bid Proposal. The entire 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina solicitation document must be returned with your bid proposal, including these completed documents:

- A transmittal letter
 - Authority to Submit Bids for Textbooks (Attachment 3)
- Publishers must submit the completed cost proposal spreadsheet with the costs. Publishers must submit the completed cost proposal spreadsheet without the costs. Publishers must submit a USB flash drive with the hard copy submission. Files on the flash drive shall be password-protected and shall be capable of being copied to other media including Microsoft Word and/or Microsoft Excel and must include the following:
- A signed, original copy of the Bid Proposal
 - The cost proposal spreadsheet with the costs included. This file should be an Excel spreadsheet.
 - The cost proposal spreadsheet without the costs. This file should be an Excel spreadsheet.

Publishers must submit a current catalog (and/or electronic access) that includes details about the materials submitted for adoption.

Submission Information

Please note that the US Postal Service does not deliver any mail (US Postal Express, Certified, Priority, Overnight, etc.) on a set delivery schedule to this office. It is the responsibility of the publisher to have the bid in this office by the specified time and date of opening.

DELIVERY INFORMATION:

2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina
North Carolina Department of Public Instruction
Attention: Dr. Carmella Fair, Digital Teaching and Learning
301 N Wilmington Street
Raleigh, NC 27601

Blackout Period

SBE, DPI, Textbook Commission

At no time during the adoption process may the Commission or any of its members meet privately with any publishers' representatives.

- from the time the State Board approves the Invitation
- until the State Board adopts the list of textbooks

Blackout Period

Sampling promotion

No sampling or promotion of textbooks or programs *under consideration for adoption* by the Textbook Commission and State Board of Education shall be made:

- From the date the State Board approves and issues the 2022 Invitation
- Until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors.

Blackout Period Sampling promotion

- Promotion shall include displays at conferences, sponsored workshops/seminars, or other similar activities in North Carolina at which materials under consideration are discussed.



Read the Entire 2022 Invitation and ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2022 Invitation.

INTRODUCTION AND REQUIREMENTS

The 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina initiates the annual evaluation and adoption of textbooks in selected subject categories for use in North Carolina schools. This document, including all attachments, provides an overview of the process for submission, evaluation, and adoption of textbooks. By submitting textbooks for evaluation, publishers and producers agree to follow the procedures set forth in this document. **Failure to comply with all procedures, including stated deadlines, will result in disqualification for the annual evaluation and adoption of textbooks in selected subject categories for use in North Carolina. The entire Invitation document must be returned with your bid submission.**

Authority for the North Carolina State Board of Education to adopt textbooks is codified in the General Statutes of North Carolina §115C-85 through §115C-102. Only publishers listed on the North Carolina Publishers Registry are allowed to submit textbooks in response to the requirements of this document, and all responses must conform to the specified requirements.

The 2021 textbook evaluation will include the subject grade levels/courses listed on pages 4 – 8. In the cost proposal spreadsheet (see Attachment 4 for a sample), publishers must identify each textbook to be evaluated by title, grade level/course, and ISBN.

As cited in GS 115C-85, textbook is defined as:

“... systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.”

Technology-based programs may include subscription or web-based materials.

Submission Parameters

1. Textbook materials may be submitted for any grade level/course the publisher deems appropriate. Cost proposal spreadsheets must clearly state each grade level/course the publisher deems appropriate.
2. Publishers must clearly specify the grade levels/courses for any submitted materials prior to submission.
3. Textbook materials will only be evaluated for the grade levels/courses specified by the publisher.
4. It is the responsibility of the publisher to ensure that each submission is complete and correctly identified. Publishers shall provide sample textbook materials according to the schedule set by the North Carolina Department of Public Instruction. Sample textbook materials that are print materials, shall be provided in electronic PDF format as designated by the North Carolina Department of Public Instruction. Electronic versions of print materials must be complete and have the same format and content as the print versions. Links and/or access information for electronic materials must be

PROPOSED TENTATIVE SCHEDULE FOR 2022 ADOPTION PROCESS

- 22 **Textbook Commission Planning Meeting** – The meeting provides ethics and initial training for Commission members. **This meeting is virtual only.**
Meeting link: <https://bit.ly/Feb2022mtg>

Presentation to the State Board of Education (SBE) – The Department of Public Instruction (DPI) presents a review of the textbook adoption process and a draft of the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina. Item is presented as Action on First Reading.

Proposed SBE Approval of the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina.

Invitation Announcement– DPI emails publishers and producers who are on the NC Publishers’ Registry the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina.

Website: <https://www.dpi.nc.gov/districts-schools/district-operations/textbook-adoption>

Meeting for Publishers – All publishers on the NC Publishers’ Registry are invited to attend a virtual meeting for publishers from 1:00 p.m. – 2:30 p.m. Publishers submitting bids are strongly encouraged to attend. **This meeting is virtual only.**
Meeting link: <https://bit.ly/2022PublisherMtg>

Textbook Commission Content Meeting – Textbook Commission members review content standards and criteria. Location: TBD The meeting may be virtual if conditions at the time are not conducive to safe social distancing in person. Updates about which option is needed will be provided at a later date.

Publisher deadline for submitting written questions regarding the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina is March 21, 2022, 2:00 p.m. (EST).

All questions must be written and submitted to Kyna Brands, Procurement Office, kyna.brands@dpi.nc.gov, by 2:00 p.m. (EST) March 21, 2022.

All responses to publisher questions will be answered and distributed to publishers.

Each bid proposal submission requires an identification number issued by NCDPI. **Interested publishers must send an email request to nctextbooks@dpi.nc.gov with the subject line, “Request for Identification Number(s).” Publishers who send this email request will receive access to a bid identification number request form and the cost proposal form.** The request form will require the total number of identification numbers needed and the names and email addresses of contacts who have the authority to submit the electronic bid proposal and bid sample materials.

Requests for bid identification numbers must be received between March 11th – March 31st.

BID PROPOSAL INFORMATION

Submitted electronically through the NC site for publishers and by hard copy in the form of a bid proposal in which hard copies of bids are submitted shall include the publisher’s name marked on the outside, “Textbook Bid.” All pages of the cost proposal must be included in the submissions (electronic and hard copies). One copy of each bid proposal will be required for electronic and hard copy submissions: the signed original of the completed Bid Proposal. The entire 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina solicitation document must be returned with your bid proposal, including these completed documents:

- A transmittal letter
- Authority to Submit Bids for Textbooks (Attachment 3)
- The completed cost proposal spreadsheet without the costs.
- The completed cost proposal spreadsheet with the costs.
- A USB flash drive with the hard copy submission. Files on the flash drive shall be password-protected and shall be capable of being copied to other media including Microsoft Word and/or Microsoft Excel and must include the following:
 - A signed, original copy of the Bid Proposal
 - The cost proposal spreadsheet with the costs included. This file should be an Excel spreadsheet.
 - The cost proposal spreadsheet without the costs. This file should be an Excel spreadsheet.
 - A current catalog (and/or electronic access) that includes details about the textbooks submitted for adoption.

ADDITIONAL SUBMISSIONS TO:

Please note that the US Postal Service does not deliver any mail (US Postal Express Mail, Priority, Overnight, etc.) on a set delivery schedule to this office. It is the responsibility of the publisher to have the bid in this office by the specified time at the opening.

CONTACT INFORMATION:

Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina
Department of Public Instruction
c/o Carmella Fair, Digital Teaching and Learning
1000 Wilmington Street
Raleigh, NC 27601

Read the Entire 2022 Invitation and ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2022 Invitation.

English Language Development

CONTENT AREAS FOR T

English Language D

Kindergarten English Language Development
 Grade 1 English Language Development
 Grade 2 English Language Development
 Grade 3 English Language Development
 Grade 4 English Language Development
 Grade 5 English Language Development
 Grade 6 English Language Development
 Grade 7 English Language Development
 Grade 8 English Language Development
 Grade 9 English Language Development
 Grade 10 English Language Development
 Grade 11 English Language Development
 Grade 12 English Language Development

Instructional Materials Review Criteria Sheet - English Language Development (K-5)

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. _____
 PUBLISHER _____ COPYRIGHT DATE _____
 AUTHOR(S) _____ ISBN _____
 ADVISOR _____
 TEXTBOOK COMMISSION MEMBER _____ MEMBER'S SBE DISTRICT _____

Indicate the appropriate grade:
Grade K _____ **Grade 1** _____ **Grade 2** _____
Grade 3 _____ **Grade 4** _____ **Grade 5** _____

PART I CONTENT

Compatibility with the NC Standard Course of Study (NCSCoS) for English Language Development (ELD). *In accordance with State Board Policy TEXT-001, all items in Part I must be marked "yes" in order for the submission to be recommended.*

Answer yes to indicate the materials meet the criteria or no to indicate the materials do not meet the criteria.
Please explain your responses. Be sure to cite specific page numbers and textual references from the textbook as well as specific standards from the ELD NCSCoS.

	Yes	No
A. Materials present main concepts that support a minimum of 80% of the grade-band Language Expectations (e.g., K, Grade 1, Grades 2-3, Grades 4-5) in the NCSCoS for English Language Development (ELD).		
B. Content, instructional tools, and assessment tools are consistent with the four Big Ideas and five ELD Standards Statements as well as the Language Expectations, and Proficiency Level Descriptors (PLD) of the NC Standard Course of Study for English Language Development for the appropriate grade-level (K, 1)/grade-band (Grades 2-3, Grades 4-5).		
C. Content and materials represent a wide range of cultural and linguistic backgrounds, real-life connections (e.g., objects, models, representations, multimodal texts), and represent the integration of content and language by illustrating explicit and specific content-language connections.		
D. Materials provide for the use of technology, including for assistive purposes (e.g., dictionaries, glossaries, screen readers, etc.) and for supporting expression and communication.		
E. Materials include teacher resources, which provide information and		

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English Language Development Standards
 The NC ELD Standard Course of Study

Social Studies

CONTENT AREAS FOR T

SOCIAL STUDIES

Kindergarten Social Studies
 Grade 1 Social Studies
 Grade 2 Social Studies
 Grade 3 Social Studies
 Grade 4 Social Studies
 Grade 5 Social Studies
 Grade 6 Social Studies
 Grade 7 Social Studies
 Grade 8 Social Studies
 Founding Principles of The United States of America
 American History
 World History
 Economics and Personal Finance

Instructional Materials Review Criteria Sheet – Social Studies Grades K-5

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. _____
 PUBLISHER _____ COPYRIGHT DATE _____
 AUTHOR(S) _____ ISBN _____
 ADVISOR _____
 TEXTBOOK COMMISSION MEMBER _____ MEMBER'S SBE DISTRICT _____

Indicate appropriate course:
 Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade

PART I. Content

Note: All instructional materials (both digital and print) shall be compatible with the philosophy, standards and objectives in the North Carolina Standard Course of Study, adopted February 2021.

Part IA Check yes to indicate the instructional materials meet the criteria or check no to indicate the instructional materials do not meet the criteria. Materials must meet the criteria for both Items A and B. If either item is marked "no" in Part IA, do not complete Parts IB II, III, and IV.

	Yes	No
1. Materials present the main concepts, facts/topics, and skills that support a minimum of 80% of the objectives in the North Carolina Social Studies Standards for the appropriate course/grade level.		
2. Content (facts/topics/concepts/skills), instructional tools (methodology/strategies/tasks), and assessment tools (methodology/strategies/tasks) are consistent with the philosophy, standards and goals of the NC Standard Course of Study for Social Studies for the appropriate course/grade level.		

Comments for Part IA:

Part IB Check yes to indicate the instructional materials meet the criteria or check no to indicate the instructional materials do not meet the criteria. If two or more items are marked "no" in Part IB, do not complete Parts II, III, and IV.

	Yes	No
1. Materials reflect unbiased, non-stereotypical, accurate, comprehensive and current social studies research-based information and practices; authors, consultants, and reviewers include professionals with a wide range of experiences and expertise, including persons with secondary classroom experience.		
2. Materials provide a sufficient number of hands-on inquiries, experiences, and authentic tasks in a		

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Social Studies K-12 standards may be seen at <https://www.dpi.nc.gov/teach-nc/curriculum>

Read the Entire 2022 Invitation and ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2022 Invitation.

EVALUATION, DELIBERATION, AND RECONSIDERATION

These meetings may be virtual if conditions at the time are not conducive to safe social distancing in person. The guidelines below address in person and virtual meeting requirements. Updates about which option is needed will be provided at a later date.

Publishers must provide textbook evaluation materials using the NC platform for publishers provided by NCDPI. A username and/or password must be provided if required to access materials. Publishers must also provide navigation instructions for technology-based or other non-print materials. It is the responsibility of the publisher to ensure that each submission is complete and correctly identified. **Contact information for technical support must be provided.**

In Person Meeting	Virtual Meeting
<p>Evaluation Displays (Required)</p> <p>Publishers must set up textbook materials and hardware at the evaluation location and must check in at the textbook evaluation registration area.</p> <p>Publishers, not hotel personnel, are responsible for having materials and hardware on site and set up between 9:00 a.m. until 12:00 p.m. (noon) (EST) on Sunday, June 12th. Prior arrangements must be made with hotel management before any shipments will be accepted by the hotel. No shipments may be sent more than three days prior to June 12th.</p> <p>Oversized displays are not allowed due to limited space. The materials should be easily located and displayed on tabletops only. Banners may be used if the banner includes company name only. Only bid materials may be displayed – no candy, catalogs, price lists, or address information may be included on the display table.</p> <p>Publishers are responsible for labeling all items and access information lists on display with the appropriate bid number. Publishers who do not have materials and hardware set up and checked in by a Textbook Commission member may be disqualified.</p> <p>The North Carolina Department of Public Instruction and the Textbook Commission shall provide space to display submitted materials. Tables will be assigned.</p> <p>Each publisher participating in the evaluation and adoption process shall provide and set up:</p> <ol style="list-style-type: none"> Two copies of all materials that are listed on the cost proposal spreadsheet. If multiple items are part of a bid submission and an item is not available for review, that item will be omitted from the evaluation process, and it will be deleted 	<p>Evaluation Materials (Required)</p> <p>Publishers must provide textbook evaluation materials using the NC platform for publishers provided by NCDPI. Publishers must also provide navigation instructions for technology-based or other non-print materials. It is the responsibility of the publisher to ensure that each submission is complete and correctly identified.</p> <p>Publishers are responsible for providing access information with the appropriate bid number for all items. Contact information for technical support must be provided.</p> <p>Each publisher participating in the evaluation and adoption process shall provide:</p> <ol style="list-style-type: none"> Copies of all materials that are listed on the cost proposal spreadsheet. If multiple items are part of a bid submission and an item is not available for review, that item will be omitted from the evaluation process, and it will be deleted from the cost proposal spreadsheet. If the omitted item is deemed substantial, the entire bid submission will be disqualified by the Textbook Commission. Contact information for technical and navigation support during the times of evaluation by the Textbook Commissioners and Textbook Evaluation Advisors. Appropriate correlations are required. If correlations are not available, materials may be disqualified. If multiple items are part of a bid

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Information is provided for evaluation sessions and the Textbook Commission’s deliberations and reconsiderations meeting for in person and virtual.

These meetings may be virtual if conditions at the time are not conducive to safe social distancing in person. Guidelines are provided for in person and virtual meeting requirements. Updates about which option is needed will be provided at a later date.

WHAT'S NEXT

Next steps

- Follow the guidelines and parameters in the 2022 Invitation
- Determine the number of bid ID numbers to request
- Adhere to the blackout period guidelines
- Meet all due dates/deadlines



THANK YOU

Contact Information

Dr. Carmella Fair

Instructional Resource Consultant

Digital Teaching and Learning Division

nctextbooks@dpi.nc.gov

Kyna Brands

Financial and Business Services

kyna.brands@dpi.nc.gov



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State Board of Education | Department of Public Instruction