2021 Meeting with Publishers

North Carolina Department of Public Instruction

March 12, 2021
Welcome
AGENDA

• Overview of the Textbook Adoption Process
• Bid Submission Process
• NC Site for Publishers
• Evaluation
• Overview of the 2021 Invitation
• Closing
Overview of the NC Textbook Adoption Process
"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

Call for publishers to submit bids

EVALUATION

Review for the alignment of materials to standards and quality criteria

RECOMMENDATIONS

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 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
  o Titles placed on the adopted list
  o 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 Statues
§ 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 will apply the criteria to the submitted textbooks
- The Textbook Commissioners provide a recommended list of approved textbooks to the SBE
- The SBE makes the final decision regarding the list of approved textbooks
- Contracts are completed
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
NC Site for Publishers (Google Site)

• Request Bid Identification Numbers by completing a form (link will be provided through the NC Publisher’s Registry)
• Receive access information for the NC site for Publishers
• Download cost proposal form from site
• Submit bid proposal on site
• Submit bid samples on site
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. ABP1100
- The character will be three letters designated by DPI from the Publisher’s/Company’s name
- The 1100 series of numbers will be the base number for all bids for mathematics resources
- The 3000 series of numbers will be the base number for all bids for Career and Technical Education (CTE)
Examples of Bid Identification Numbers

- Any Book Publisher requests 6 identification numbers for mathematics materials

| Bid ID #1 | ABP1100 |
| Bid ID #2 | ABP1101 |
| Bid ID #3 | ABP1102 |
| Bid ID #4 | ABP1103 |
| Bid ID #5 | ABP1104 |
| Bid ID #6 | ABP1105 |

DPI Assigned Identification Numbers for 6 bid submissions:

In this example ABP is created from the company’s name Any Book Publisher.
Examples of Bid Numbers

- Any Book Publisher initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

<table>
<thead>
<tr>
<th>Original Bid ID#’s requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABP1100</td>
</tr>
<tr>
<td>ABP1101</td>
</tr>
<tr>
<td>ABP1102</td>
</tr>
<tr>
<td>ABP1103</td>
</tr>
<tr>
<td>ABP1104</td>
</tr>
<tr>
<td>ABP1105</td>
</tr>
</tbody>
</table>

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

- ABP1106
- ABP1107
- ABP1108
- ABP1109

ABP1105 + 1 = ABP1106
Examples of Bid Numbers

- Any Book Publisher initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

<table>
<thead>
<tr>
<th>Original Bid ID#’s requested</th>
<th>Additional ID#’s created after initial request</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABP1100</td>
<td>ABP1106</td>
</tr>
<tr>
<td>ABP1101</td>
<td>ABP1107</td>
</tr>
<tr>
<td>ABP1102</td>
<td>ABP1108</td>
</tr>
<tr>
<td>ABP1103</td>
<td>ABP1109</td>
</tr>
<tr>
<td>ABP1104</td>
<td></td>
</tr>
<tr>
<td>ABP1105</td>
<td></td>
</tr>
</tbody>
</table>
Examples of Bid Numbers

Any Book Publisher initially requests 6 identification numbers for bid submissions. The company decides to add four (4) more submissions.

Any Book Publisher now has a total of 10 bid identification numbers.

<table>
<thead>
<tr>
<th>Bid ID #1</th>
<th>ABP1100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid ID #2</td>
<td>ABP1101</td>
</tr>
<tr>
<td>Bid ID #3</td>
<td>ABP1102</td>
</tr>
<tr>
<td>Bid ID #4</td>
<td>ABP1103</td>
</tr>
<tr>
<td>Bid ID #5</td>
<td>ABP1104</td>
</tr>
<tr>
<td>Bid ID #6</td>
<td>ABP1105</td>
</tr>
<tr>
<td>Bid ID #7</td>
<td>ABP1106</td>
</tr>
<tr>
<td>Bid ID #8</td>
<td>ABP1107</td>
</tr>
<tr>
<td>Bid ID #9</td>
<td>ABP1108</td>
</tr>
<tr>
<td>Bid ID #10</td>
<td>ABP1109</td>
</tr>
</tbody>
</table>
Examples of Bid Identification Numbers

• Career First Company requests 4 identification numbers for CTE materials

DPI Assigned Identification Numbers for 4 bid submissions:

<table>
<thead>
<tr>
<th>Bid ID #1</th>
<th>CFC3000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid ID #2</td>
<td>CFC3001</td>
</tr>
<tr>
<td>Bid ID #3</td>
<td>CFC3002</td>
</tr>
<tr>
<td>Bid ID #4</td>
<td>CFC3003</td>
</tr>
</tbody>
</table>

In this example CFC is created from the company’s name Career First Company.
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_Cost Proposal_2021
  ▪ Ex. Any Book Publisher_Cost Proposal_2021
Submission Parameters

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

- Publishers must clearly specify, the grade levels/courses for any submitted materials prior to submission.

- Textbook materials will only be evaluated for the grade levels/courses specified by the Publisher.

*Refer to pages 1 – 2 of the 2021 Invitation to see the submission parameters.
Welcome to the North Carolina Cost Proposal Spreadsheet

In accordance to the directions below and the 2021 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_Cost Proposal_2021* ex. Any Book Publisher_Cost Proposal_2021.

**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.
<table>
<thead>
<tr>
<th>Bid Number</th>
<th>Title</th>
<th>Grade Level or Course Title</th>
<th>ISBN</th>
<th>Publisher</th>
<th>Copyright</th>
<th>Edition</th>
<th>NIMAS Compliant Files?</th>
<th>Net Wholesale</th>
<th>NC Warehouse Allowance</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABP1100</td>
<td>Mathematics (5-year digital subscription)</td>
<td>NC Math 1</td>
<td>9785678912345</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td></td>
<td></td>
<td>$760.00</td>
<td>$60.80</td>
<td>$699.20</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Digital Student Edition</td>
<td>NC Math 1</td>
<td>9785678954321</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td>Yes</td>
<td>$55.00</td>
<td>$4.40</td>
<td>$50.60</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Digital Teacher Edition</td>
<td>NC Math 1</td>
<td>9787891234567</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$47.00</td>
<td>$3.76</td>
<td>$43.24</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Digital Resources</td>
<td>NC Math 1</td>
<td>9781234956789</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$35.00</td>
<td>$2.80</td>
<td>$32.20</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Digital Assessment Resource</td>
<td>NC Math 1</td>
<td>9781234987654</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$25.00</td>
<td>$2.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>ABP1101</td>
<td>Mathematics</td>
<td>Precalculus</td>
<td>9781234545678</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td></td>
<td></td>
<td>$152.00</td>
<td>$12.16</td>
<td>$139.84</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Student Edition</td>
<td>Precalculus</td>
<td>9785678954321</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td>Yes</td>
<td>$55.00</td>
<td>$4.40</td>
<td>$50.60</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Teacher Edition</td>
<td>Precalculus</td>
<td>9787891234567</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$47.00</td>
<td>$3.76</td>
<td>$43.24</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Resources</td>
<td>Precalculus</td>
<td>9781234956789</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$35.00</td>
<td>$2.80</td>
<td>$32.20</td>
</tr>
<tr>
<td></td>
<td>Mathematics Course Assessments</td>
<td>Precalculus</td>
<td>9781234987654</td>
<td>Any Book Publisher</td>
<td>2021</td>
<td>1</td>
<td></td>
<td>$25.00</td>
<td>$2.00</td>
<td>$23.00</td>
</tr>
</tbody>
</table>
## Example – Accompanying Student Materials (ASM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade Level or Course</th>
<th>ISBN</th>
<th>Ratio Number per classroom; collection purchased; per teacher, per school, per district (specify), also frequency of offer such as annually, quarterly, monthly</th>
<th>Price for Additional Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics ASM 1</td>
<td>NC Math 1</td>
<td>9781122334455</td>
<td>Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption</td>
<td>35.00</td>
</tr>
<tr>
<td>Mathematics ASM 2</td>
<td>NC Math 1</td>
<td>9782233445566</td>
<td>Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption</td>
<td>6.25</td>
</tr>
<tr>
<td>Mathematics ASM 3</td>
<td>NC Math 1</td>
<td>9783344556677</td>
<td>Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption</td>
<td>7.15</td>
</tr>
<tr>
<td>Mathematics ASM 4</td>
<td>NC Math 1</td>
<td>9784455667788</td>
<td>Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption</td>
<td>6.25</td>
</tr>
</tbody>
</table>
## Example – Enrichment Materials (EM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade Level or Course</th>
<th>ISBN</th>
<th>Ratio</th>
<th>Price for Additional Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics EM 1</td>
<td>NC Math 1</td>
<td>9781912345678</td>
<td>Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.</td>
<td>250.00</td>
</tr>
<tr>
<td>Chapter Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics EM 2</td>
<td>NC Math 1</td>
<td>9781923456789</td>
<td>Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.</td>
<td>185.00</td>
</tr>
<tr>
<td>Mathematics EM 3</td>
<td>NC Math 1</td>
<td>9781934567891</td>
<td>Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.</td>
<td>40.00</td>
</tr>
<tr>
<td>Mathematics EM 4</td>
<td>NC Math 1</td>
<td>9781956789123</td>
<td>Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions) upon request, initial year of purchase.</td>
<td>40.00</td>
</tr>
</tbody>
</table>
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 2021 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 2021 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 and/or in an electronic document. A video or screen cast is preferred.

A link for access to a video or screen cast instructions and/or an electronic document with navigation instructions must be submitted through the NC site 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 30, 2021. Contact information for technical support must be provided in the bid submission.

*Refer to pages 1 – 2 of the 2021 Invitation to see the submission parameters.
Bid Samples

• Publishers requesting bid identification numbers will receive information for the NC site 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 2021 Invitation.
Bid Samples

- Bid sample materials will be submitted electronically through the NC Site for Publishers
  - Submit samples no earlier than **May 10th** and no later than **May 17th**

- The DPI Official Sample must be mailed to the Textbook Warehouse.
  - Official samples will arrive no earlier than **May 10th** and no later than **May 17th**
Important Reminders
Written Questions Due

• Deadline for submitting written questions regarding the 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina is **March 22, 2021 by 2:00 pm (EST)**.

• All questions must be written and submitted to **mashonda.southerland@dpi.nc.gov** by 2:00 pm (EST) **March 22, 2020**

• All questions will be answered and distributed to publishers
Bid Submissions Due

April 30, 2021 by 2 p.m.

Bid proposals will be submitted:
• electronically through the NC site 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 30th.
Bid Samples Due

May 17, 2021

Electronic bid samples and correlations for evaluation must be submitted through the NC site 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 13th**
- Publisher Presentations
- Virtual through Webex

**June 14th – 18th**
- Evaluation Week
Textbook Adoption Web Page

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.

https://www.dpi.nc.gov/districts-schools/district-operations/textbook-adoption
NC Site for Publishers

(Google Site)

• 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 site for publishers, users can:
  • Access the 2021 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_Cost Proposal_2021
  
  Example: Any Book Publisher_Cost Proposal_2021

• **Format for each sample submission file name:**
  
  bid id #_Company Name_Title_ Course
  
  Example: ABC1100_Any Book Company_Math Book_NC Math 1
Overview of the 2021 Invitation

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

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Guidelines and Parameters

Read the entire 2021 Invitation

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

ODUCTION AND REQUIREMENTS

Submit Textbooks for Evaluation and Adoption in North Carolina initiates the adoption of textbooks in selected subject categories for use in North Carolina. The adoption process includes the evaluation of textbooks by submitting for consideration. By submitting textbooks for evaluation, publishers agree to follow the procedures set forth in this document. Failure to follow these procedures and submit the required materials will result in disqualification for the adoption process.

In order to be considered for adoption in North Carolina, publishers must:

- Submit textbooks that are comprehensive and cover the primary objectives of the course.
- Include the textbook's ISBN, title, and grade level/course.
- Ensure the textbook is readable and includes assessment tools.
- Provide a complete proposal that includes the proposal form and all required materials.
- Include a letter of support from the school district or the school system.

Submission Parameters

Proposals must be submitted for each grade level/course where the textbook is intended to be used.

- Textbooks must be submitted for grade levels that align with North Carolina's K-12 curriculum.
- Publishers must provide a complete proposal that includes all required materials.
- Publishers are encouraged to submit multiple books for each grade level/course.

PROPOSAL INFORMATION

Submit proposals electronically through the NC site for publishers and by hard copy in the form of a completed Bid Proposal. All pages of the Bid Proposal must be submitted in the same format as the NC site. One copy of each proposal must be submitted to the North Carolina Department of Public Instruction. These copies may be submitted electronically or in hard copy format.

Publishers are encouraged to submit a proposal that includes:

- A letter of support from a school district or school system.
- A complete proposal form with all required materials.
- A complete proposal form with all required materials.

North Carolina Department of Public Instruction
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 2021 Invitation.
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 call Invitation
- until the State Board adopts the list of textbooks
Blackout Period 
Sampling promotion

- No sampling or promotion of textbooks/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 2021 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 2021 Invitation and ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2021 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 ULE FOR 2021 ADOPTION PROCESS

Selection Planning Meeting – The commission will meet to discuss strategies and training for commissioners and textbook evaluation advisors.

Selection Planning Meeting – The meeting provides ethics training for commission members.

State Board of Education (SBE) – The Department of Public Instruction’s School Improvement Commission recommends the textbook adoption process and a review of it with a draft of the 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina. Item is presented as Action on First Reading.

Proposal of the 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina.

DPI – DPI emails publishers and producers who are on the NC State Board of Education (SBE) to review the 2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina. Website: https://www.dpi.nc.gov/districts-schools/district-adoption/information-publishers

Hearing – All publishers on the NC Publishers’ Registry are invited to attend two meetings at 1:00 p.m. – 3:00 p.m.

Factual only.

BID PROPOSAL INFORMATION

submitted electronically through the NC site for publishers and by hard copy in the post office. All publishers are required to submit bids to be considered. The publisher’s name, address, and contact information must be included in the submission.

The 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 with the costs.
- The completed cost proposal spreadsheet without the costs.
- A USB flash drive with the hard copy submission. The file on the flash drive shall be password-protected.
- 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 trials submitted for adoption.

Submissions to:

- email us at NCSED with the subject line "2021 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina"
- mail to: NCSA, P.O. Box 29276, Raleigh, NC 27628

Bid Proposal Information:

Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina

Department of Public Instruction

Dr. Carmella Fair, Digital Teaching and Learning Director

Wilmington Street

Wilmington, NC 27601
Read the Entire 2020 Invitation and ensure others involved with the bid submission, samples, displays, etc. read all parameters and guidelines in the 2020 Invitation.

Mathematics, 9-12

Career and Technical Education (CTE)
WHAT'S NEXT
Next steps

• Follow the guidelines and parameters in the 2021 Invitation
• Determine the number of bid ID numbers to request
• Adhere to the blackout period guidelines
• Meet all due dates
THANK YOU
Contact Information

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