

Vendor Questions	State Response
<u>Bid:</u>	
Do publishers need a separate code for 1-year submission packages and 5 year submission packages?	Publishers decide whether it is appropriate to bundle textbooks or bid them separately. All bids require a bid identification number. Any bid must align to the content standards and quality criteria as described in the 2022 Invitation for the life of the contract.
Can NCDPI confirm the number of bid submission (print) samples due by May 16, 2022?	Publishers are required to submit samples for all bids. The number will vary by publisher. Review the requirements on pages 12 - 15 of the 2022 Invitation. Official samples of print materials must be submitted to the textbook warehouse in print. See page 7 of the 2022 Invitation. Submit one official bid sample for each bid.
Bid Numbers:	
Our books can be purchase as hardcover (which includes one year of free ebook and digital access in the form of a registration card inside the physical book with a code for access) or as a “digital only” option that includes the ebook and other online resources (we have our own ebook/digital resource platform rather than PDFs/EPUB files unless contracted with a third-party like Vital Source). They are two different ISBNs. Do each of these options need their own Bid Number?	Publishers decide whether it is appropriate to bundle textbooks or bid them separately. All bids require a bid identification number. Any bid must align to the content standards and quality criteria as described in the 2022 Invitation for the life of the contract. All materials required to evaluate a bid for approval of the alignment as described should be included in the bid for evaluation.

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<p>Additionally, our packages (for example there's one for the core text + primary source readers or another for 6 years of ebook/digital access only) have a different ISBNs. Do each of these need a different Bid Number?</p>	<p>Publishers decide whether it is appropriate to bundle textbooks or bid them separately. All bids require a bid identification number. Any bid must align to the content standards and quality criteria as described in the 2022 Invitation for the life of the contract. All materials required to evaluate a bid for approval of the alignment as described should be included in the bid for evaluation.</p>
<p>If we change the number of books we submit (say from 3 to 2), do the bid numbers need to match the original book they were assigned to? For example, if Book 1 is originally 4001, Book 2 4002, and Book 3 4003, and we decide to no longer submit Book 2, should we use bid numbers 4001 and 4002 or 4001 and 4003? What if we replace Book 2 with a different option?</p>	<p>You can use the identification numbers DPI assigned to you to identify your bids as needed but once you submit your bids to DPI, those numbers become the official identification to match the bid proposal submissions with the bid samples.</p> <p>If you change your mind before you submit the bid proposal to DPI, you can just use 4001 and 4003 or you can replace 4002 with different bid information. The publisher will need to be sure bid information provided is correct and that bid information and bid samples match.</p>
<p>When we send the physical books/official samples of the print texts, do they need to have the Bid ID# attached to them?</p>	<p>Yes, all items must be labeled with the DPI identification number. See the DPI official bid sample information on page 7 and beginning on page 13 in the 2022 Invitation.</p>
<p>DPI Number:</p>	

Vendor Questions	State Response
Please confirm we need a DPI number for each component that is part of a program, not one DPI number for the entire program. Do we need a DPI number for the digital package that comes with a program?	Publishers determine how to package materials. A DPI identification number is required for each bid submission. If a bid submission has components, each component of a bid submission would not have a bid number.
ISBN Number:	
Does the digital package accompanying a program need an ISBN number?	A bid should show components necessary for the bid to meet the required alignment to content standards and the instructional materials review criteria for the grade level/course. The bid should include the items that will be available for purchase and what you get when you purchase. All items for purchase must show an ISBN or other identifying number.
<u>Samples:</u>	
Are the needed PDF's of all print components needed for the electronic submission and physical submission of samples?	<p>For the official DPI sample, samples of print materials must be submitted in print to the textbook warehouse. See page 7 of the 2022 Invitation.</p> <p>Bid samples provided for evaluation that are print materials, shall be provided in electronic PDF format. See Bid Sample Information beginning on page 12 of the 2022 Invitation.</p>
Are PDF files required for every student reader (classroom library)?	PDF files are required for all print materials and print components included in a bid submission.

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How many sets of physical samples are due to the DPI?	A sample for each bid submission is required.
Are the correlations to be submitted both electronically and with physical samples?	Yes.
Will publishers be able to load correlations inclusive of hyperlinks to the publisher platform on Canvas? Or should a link be provided within Canvas to the publishers correlations, inclusive of links to correlations and resources?	Publishers will upload correlations documents in a Qualtrics form that you access through Canvas. Uploads in the Qualtrics form may have hyperlinks but it is the responsibility of the publisher to ensure the links work at all times through October 6, 2022.
Are the B and M forms due with the electronic samples or physical samples?	Forms B and M must be completed and attached to the DPI official samples. See page 14 of the 2022 Invitation.
When are the 3 additional "student editions" (for print submission) due to NCDPI? Pg.15	The three additional student editions are due for print submissions on November 7, 2022. See page 8 of the 2022 Invitation.
What electronic files for adopted textbooks materials are due 11/7? How are these files different from the PDF files submitted as part of the electronic sample submission? P.15	The details for the submission of electronic files can be found on page 89 of the 2022 Invitation to Submit Bids.
Do publishers need to send electronic copies of all state approved materials to both Judy Blount and the NIMAC?	If the files are sent directly to NIMAC, only an email notification must be sent that the files have been submitted to NIMAC
<u>Display and presentations on 6/12</u>	

Vendor Questions	State Response
When can Publishers expect the schedule for the June 12 th publishers' presentations to be posted?	The schedules for publishers' presentations will be provided no later than one week before the day of the presentations.
Approximately how long will the publisher presentations be on 6/12?	The length of time for a publisher's presentation is based on the number of bid submissions.
For publisher submitting multiple social studies programs, for each course being called, will we have the option to present on each program/course?	Allotted time is based on the total number of bid submissions. It is at the discretion of the publisher to determine what to share during the allotted time.
Will publishers submitting materials for both social studies and ELD be given a separate presentation slot and table for display of materials for each program	No separate presentation slots will not be provided. English language development and social studies reviews will occur in different rooms if in-person. Publishers submitting in both content areas will have space to display in both rooms.
Do we have to provide two devices (iPad, laptop, etc.) per digital product on our product display table during the state review week to review digital program or portion program?	Two sets of equipment per category (i.e. K-5, 6-8, 9-12) to demonstrate submitted materials are required. See page 17 of the 2022 Invitation.
For the textbook presentations, should they be in person, are we responsible for setting up two computers to remain on display for one week so reviewers can access our ebooks/digital resources? If we do not, are those components not able to be considered?	Yes, publishers are responsible for setting up computers if evaluation sessions are in-person. Publishers providing the equipment is a requirement if the sessions are in-person. See page 17 of the 2022 Invitation.
Evaluation displays: "Two sets per category of all appropriate equipment..." Is category equal to textbook/course ? If we submit 4 courses from our online program, do we need to have 8 workstations?	"Per category" refers to grade bands, K-5, 6-8 and 9-12. You will need to have 2 sets of equipment per grade band as you have submitted.

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<p>What is the latest date that NCDPI will notify publishers if June 12th presentations will be in-person or virtual?</p>	<p>DPI will provide the information as soon as the decision is made.</p>
<p>Blackout period:</p>	
<p>Does the blackout “no contact” period from March 3rd to June 17th only pertain to the Textbook commissioners?</p>	<p>The sampling and promotion blackout designated as the time 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 refers to a restriction for publishers not to sample or promote any textbooks or programs under consideration for adoption. Promotion includes displays at conferences, sponsored workshops/seminars, or other similar activities in North Carolina at which materials under consideration are discussed. See page 24 of the 2022 Invitation.</p>
<p>For the “blackout periods” where we are not allowed to sample or attend conferences where reviewers for this bid process may be present, does this mean that we are also not allowed to be speaking with teachers/curriculum directors/superintendents about our texts? Teachers (etc.) often reach out to us directly requesting exam copies of books and take on the review and ordering process themselves.</p>	<p>The prohibition from communication and interaction with reviewers of the bid process is limited to those people who are actually reviewing the bid. Interaction with a potential user of the material is not prohibited.</p>

Vendor Questions	State Response
If requested by the district, are we permitted to sample or present materials (from active contracts or from the catalog) to schools if those same items appear on the bid documents during the two blackout periods	If it is in an active contract then yes you can sample or present those materials. If it just in the catalog then no.
<u>Program materials:</u>	
Does Part IB of the Instructional Materials Review Sheet for ELD mean that materials submitted for the ELD adoption need to address ALL five of the ELD Standards Statements? Can publishers submit materials that address Standard 1 (Social and Instructional Language) and at least one of the other Standards (e.g., Standard 2: Language for Language Arts)?	No, the materials for the ELD adoption should address all five of the ELD Standards Statements and their accompanying Language Expectations. The ELD Standards Statements cannot be separated from one another as they all make up the ELD Standard Course of Study.
If materials submitted can address two of the five ELD Standards Statements, does that mean that the requirement in Part IA is that materials address 80% of the grade-band Language Expectations for those two ELD Standards Statements?	No, the requirement is that it addresses 80% of the grade-band language expectations, which span across all five ELD Standards Statements.
If instructional materials are appropriate for a grade span (e.g., 4-5, 6-9, 9-12), should we submit the materials by grade span or submit all of the materials for the grade span separately for each grade in the span?	Publishers determine how to submit materials. See Invitation. Materials submitted for a grade band, the materials in the bid submission will need to meet the standards alignment and criteria review for each grade in the band individually.

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Are we expected to fill out the Instructional Materials Review Criteria Sheet with links to our content or is this just meant to give us an idea of what reviewers are looking for?	The Instructional Materials Review Criteria Sheets are used by the reviewers so it is provided to show what reviewers use to evaluate textbooks.
Is there a specific format that correlations should be submitted in? What information needs to be included on each correlation document? (e.g. name of course, bid number, etc.)	There is not specific format. Correlation guides must show alignment of the textbook(s) with the state standards in the North Carolina Standard Course of Study for the grade or course. Pertinent information should be included for identification.
Do we just correlate to content standards or do we need a document for ELD as well?	The ELD Language Expectations are organized by Standards Statements specific to ELD. The ELD Standard Course of Study can be found in our ELD Standards Resource Hub.
When we submit materials that accompany the books, do we need to include the actual content of our instructor resources (which come free with the books), or can we submit a list of the resources that would come?	Publishers determine what materials to include in a submission. Materials should be listed in the bid as it will be evaluated. For each bid, all material must be comprehensive in nature and cover the primary goals and objectives of a course or grade level. Other specifications are identified within the criteria sheets. Materials not included in the bid cannot be considered in the standards review or criteria review.
Our product is non-print. How detailed must the correlations be: at the lesson level? At the "page" level?	The correlations for non-print materials must detail as specifically as possible where the correlation is in the program.

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<p>Our product is web-based, non-print. The text can be read by the browser Text-to-Speech feature or by a screen reader for the visually impaired. Are we required to submit NIMAS-compliant files of the text?</p>	<p>The details for the submission of electronic files can be found on page 89 of the 2022 Invitation to Submit Bids.</p>
<p>The 2022 Invitation p. 3 indicates that correlations are required for the NC ELD Standard Course of Study. Can you confirm that correlations are not also required for the NC ELA Standard Course of Study?</p>	<p>There are no correlations needed for the NC ELA Standard Course of Study. There are specific language expectations for ELD Standard Statement 2: Language for Language Arts.</p>
<p>Due to printer availability, we are not able to print, bind, and deliver the Teacher Guides in final form by the May 16th due date. The content is final and complete and will be submitted digitally through the portal. The printing industry is experiencing shortages of paper ink and press time causing unprecedented delays. May we print, bind, and deliver the Teacher Guides in a form that is less than final for the review process?</p>	<p>For the review process, bid samples for print materials must be submitted as PDFs. See page 2 of the 2022 Invitation.</p>
<p>On page 17 of the invitation where it talks about the hardware for the instructional materials review, it refers to 2 devices per "category" are the categories for Social Studies, K-5, 6-7, and 8? Or are you requiring 2 devices for each grade level?</p>	<p>"Per category" refers to grade bands, K-5, 6-8 and 9-12.</p>
<p>Signatures:</p>	

Vendor Questions	State Response
Will the DPI require wet signatures on the physical documents that are mailed in or are digital and or photocopied signatures acceptable?	Wet signatures are required.
Leveled Readers:	
Leveled Readers are included in our program, does each individual leveled reader have to have its own DPI number or can we put one DPI number for the set of leveled readers?	If the leveled readers are one bid submission, you will only need one bid identification number. Anything with a bid identification must align to the designated percentage of standards and the quality criteria when evaluated.
Rebuttal:	
If a program is not selected during the week of review, will we have to opportunity for rebuttal, like we did last adoption?	Yes, there will be an opportunity to request reconsideration for a bid that is not recommended during deliberations. See page 20 of the 2022 Invitation
AP Classes:	
How are AP classes handled? Are they part of the list/bid for state recommendations?	For the ELD SCOS, AP classes should be handled in the same way as they are for any other Standard Course of Study.
Access to Ebook/Digital Resource Platform:	

Vendor Questions	State Response
Are we able to submit access to our ebook/digital resource platform instead of a PDF for submission? (Including explicit instructions on how to access and a “sandbox account” that could be used by anyone needing access to review). The ebooks on the platform follow the same page numbers and general layout of print books and are the exact same content, but have specific ebook functionality (e.g. annotation tools, search functions, etc.).	Sample textbook materials that are print materials, shall be provided in electronic PDF format. Publishers shall provide access and navigation information for technology-based programs or other non-print materials. See pages 1-2 of the 2022 Invitation.
For Sale:	
Sometimes our “exam copy” and “for sale” copy ISBNs are different, do we need to be sure to submit a “for sale” book as this is what students will get? No content difference.	When submitting a textbook for evaluation, it should be in the same format as what would be purchased and used by a student in the classroom.
State Depository:	
What kind of relationship do we have to have with the state depository to be on the recommended books list?	There is no relationship required with the state depository(Textbook Warehouse) to be on the recommended list. The Textbook Warehouse is part of the NC Department of Public Instruction and is not a third party warehouse.
If any, does that relationship need to be established before we submit our bids?	N/A
How do we connect with the depository?	If the bid materials are approved and adopted by North Carolina, staff from the Textbook Warehouse will reach out to obtain any necessary information to process orders of the adopted materials.
We don't do consignment, is this a requirement? If so, is there a way to request an exception or make a note that this is not something our company does?	The Textbook Warehouse does not operate on a consignment basis.

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Warehouse Allowance:	
What is the North Carolina Warehouse Allowance?	North Carolina maintains and operates its own textbook warehouse and distributes textbooks to the local school systems and charter schools. This allowance enables the publishers and school systems to have one point of contact concerning all orders of state adopted textbooks.
Naming Cost Proposal Files:	
When naming the cost proposal files, and one is to include the list of books being submitted without the costs, should we name those differently than the recommended convention (Company Name_2022 Cost Proposal ex. IPD Publishing Company_2022 Cost Proposal)?	You can add the phrases " _with costs " and " _without costs " with the appropriate filename.
Purchasing by Schools:	
Just to confirm, if we do not participate in this bid, schools are still able to select and purchase our books for the courses included on the bid (i.e. US History, World History, etc.)?	The districts are not required to only purchase items on the state adopted list. The only requirement for textbook funding is that it can only be used to purchase textbooks and digital resources – either from the state adopted list or from other sources the district determines.
Reviewer Accounts:	

Vendor Questions	State Response
Our product requires a unique username for each reviewer. How many reviewer accounts should we provide per textbook submission?	Tentatively, commissioners plan for approximately 10 advisors per grade and per course, and there may be up to 23 textbook commissioners who serve as reviewers.
Adopted Materials Begin Use Date:	
When will the adopted materials begin use in the classroom? The contract is effective from Jan. 3, 2024—are the products being introduced mid-year?	The materials are available for districts to order once contracts are received and the information is put into the system. This is typically by the effective date on the contract. However, districts/schools decide when to order and use materials in the classroom.
Professional Development:	
Should we include accompanying Professional Development in our costs? Is PD considered a Teacher Enrichment Material?	Publishers determine what to include in bid submissions.
ELD - Funding:	
Is the ELD adoption going to be fully funded by the NCDPI?	The districts are not required to only purchase items on the state adopted list. The only requirement for textbook funding is that it can only be used to purchase textbooks and digital resources – either from the state adopted list or from other sources the district determines.
Minimum Student Count - ELD Classroom:	
What is the minimum student count considered for a ELD classroom to the requirement that publishers will provide, at no cost, one teacher edition for each adopted textbook for each teacher using that textbook in the classroom?	There is no minimum student count. See page 23 and page 73 (Attachment 1 Part II(3)) of the 2022 Invitation.

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Enrollments for the Courses:	
would like to know if you can tell us where we can find enrollments for the courses up for adoption.	An amendment will be posted on March 30, 2022 for this question.