

**2019 Questions and Answers for Invitation to Submit Textbooks for Evaluation and Adoption in NC**

Quest #	Vendor Question	State's Response
1	<p>Are the attached standards still relevant? I only ask because of the date of these standards. If these standards are not correct, can you point me in the direction of the updated standards?</p>	<p>The document submitted is the correct Standards document. The date (April 2017) reflects that date in which these standards were approved by the NC State Board of Education.</p> <p>Link to the Standard Course of Study for K-12 ELA:</p> <p><a href="http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf">http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf</a></p>
2	<p>Are the identification numbers be requested for the main Teacher/Student Edition Program Kits only or are they required for all individual components that make up the main program kits?</p>	<p>The identification number will be entered on the cost proposal sheet in a column beside the submission. If a submission is a program/kit with various components, those components will be listed on rows under the submission. The bid number will not be written beside the individual components on the cost proposal spreadsheet.</p> <p>When sending materials to sample sites and the evaluation site, each component of a bid submission must be labeled with the bid number and other details as identified in the 2019 Invitation.</p>
3	<p>Based on the 2019 invitation, it is noted the following documents are due Tuesday, April 9th:</p> <ul style="list-style-type: none"> <li>- Entire 2019 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina solicitation document</li> <li>- Transmittal Letter</li> <li>- Authority to Submit Bids for Textbooks (Attachment 3)</li> <li>- Completed Cost Proposal Spreadsheet</li> <li>- Complete Cost Proposal Spreadsheet w/out Cost</li> </ul> <p>Kindly confirm if the "Instructional Materials Review Criteria Sheet - ENGLISH LANGUAGE ARTS (ELA) K-5" must also be included with the sealed bids submitted.</p>	<p>No, the Instructional Materials Review Criteria Sheet is not included or required in the sealed bids submission.</p>

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4	May publishers include additional pages as needed when providing its explanations and page citations in response to the items requested in the Criteria Sheet? If not, alternatively, may publishers format their responses in a similarly formatted Word document and save as a PDF in final format?	The Instructional Materials Review Criteria Sheet is not included or required in the sealed bids submission.
5	Can publishers attend the training and the meetings where the committee is evaluating?	<p>Publishers may attend the public meetings of the commission identified on pages 5-7 of the 2019 Invitation to Submit Textbooks:</p> <ul style="list-style-type: none"> <li>- <u>March 28, 2019</u>: Textbook Commission Content Meeting</li> <li>- <u>April 17, 2019</u>: Textbook Commission Planning Session</li> <li>- <u>August 1-2, 2019</u>: Deliberations and Reconsiderations Meeting</li> </ul>
6	The bid currently reflects the EC and EL criteria inclusion. Will there be a separate EC and/or EL adoption in future years or are those now aligned to ELA?	No, materials should be suitable for use with general education students and with students in special settings.
7	Regarding the state textbook depository / warehouse, what is the typical turn-around for delivery to a district from when products are received by the state warehouse?	The textbook warehouse ships once a week on Tuesday by Correction Enterprises and the textbooks are delivered to the main LEA receiving location the following week on the respective delivery day for that LEA.
8	When will funding be announced for the 2019 ELA adoption?	Funding is provided to the LEAs annual after the State Appropriations Act has been signed in to law. By law, the Department of Public Instruction has 10 days after the Act has been signed to allocate funding to the Local education agencies. As a result, the specific date of when they receive access to their annual textbook funding is dependent on when the Appropriations Act is ratified and signed.
9	What advice is given to districts to assist them in understanding how to use textbook funding for off-list purchases?	The Allotment Policy Manual provides the mechanism to transfer funds to pay for textbooks that are off list.

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10	For the evaluation - Does every component of the program need an identifying number related to the ID#? For example, PUB2001 would be a first grade package, so do the submitted components of that package all need a unique identifier/label for evaluation purposes (i.e. PUB2001_1, PUB2001_2). There could potentially be hundreds of "components" in 1 grade level package.	<p>The bid ID number is for all components of a bid. The identification number will be entered on the cost proposal sheet in a column beside the submission. If a submission is a program/kit with various components, those components will be listed on rows under the submission. The bid number will not be written beside the individual components on the cost proposal spreadsheet. In the example you gave, PUB2001 would be entered beside the bid submission and each component would be listed on rows underneath.</p> <p>When sending materials to sample sites and the evaluation site, each component of a bid submission must be labeled with the bid number and other details as identified in the 2019 Invitation. Publishers are responsible for labeling all items or access information lists on display with the appropriate bid number.</p>
11	Will advisors have access to/be allowed to review program materials that are shipped to the Textbook advisors in June (in advance of the July "official" evaluation week)?	Materials are shipped to the Textbook Commissioners in June, not advisors. Only commissioners will have access to materials sent to the sample sites in June. Advisors will have access only to materials on display at the evaluation location in July.
12	Are there preferred devices for the online resource viewing/evaluation? Do we need to contract with the evaluation site for power and internet access or will DPI handle that?	<p>The 2019 Invitation does not provide specifics about devices for online resource evaluation.</p> <p>As noted on page 15 of the 2019 Invitation, it is the responsibility of the publisher to arrange equipment and internet access for technology-based items. Electrical requirements are the responsibility of the publisher. Please contact the hotel directly.</p>

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13	Regarding the blackout period, if we have components of our submitted ELA program, for example, a set of books, that exists within the submitted package but is also available as a stand-alone separate program (not connected to / no reference in naming to the core ELA program), is the independent/standalone set of books, which has a separate ISBN, under blackout as well?	<p>Publishers are prohibited from sampling or promoting textbooks/programs under consideration for adoption from the date the State Board of Education approves and issues the Invitation until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors. See page 20 of the Invitation. The term "blackout period" has traditionally been used to refer to this time.</p> <p>Publishers are advised to consult their own legal counsel to determine: (a) whether activities a publisher undertakes constitute "sampling" or "promotion"; (b) whether a publisher's "current clients" or "school contacts" include certain individuals who may not be contacted for reasons outlined in the Invitation; (c) whether a publisher's planned, previous, or ongoing efforts regarding sales, customer support, product evaluation, and/or other communications comply with the Invitation and applicable laws; and (d) any other fact-specific legal questions regarding compliance.</p>
14	Page 6, July 8th notes reference that Publishers may present to the Textbook Commission. When will the schedule for the July 8th Textbook presentations be announced or how will we opt-in for the presentation of our program? What will be the allocated time for each presentation?	The July publisher presentation schedule will be provided to interested publishers after the agency receives/opens sealed bids and agency staff create the presentation schedule based on bid submissions. The allotted time will depend upon the number of publisher's participating.
15	Once publishers are outside of the blackout period, but before the state approves the programs (July 13-September 5th) would districts purchase the program at the state textbook rate or publisher rate? At what point is the publisher under obligation/contract to provide through the textbook depository only?	Publishers are advised to consult their own legal counsel regarding their contractual obligations in the event they execute a textbook contract with the State. Local education agencies are advised to consult their own legal counsel regarding contract and shipping pricing for any textbooks that are not purchased under an existing, executed state textbook contract.

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16	<p>Before the blackout period started, we were under review by an LEA for their core reading adoption. How does the blackout period apply to districts who are in process of their own reading adoption during the blackout period? How should publishers respond to districts requesting presentations and displays during the blackout?</p>	<p>Publishers are prohibited from sampling or promoting textbooks/programs under consideration for adoption from the date the State Board of Education approves and issues the Invitation until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors. See page 20 of the Invitation. The term "blackout period" has traditionally been used to refer to this time.</p> <p>Further, during the blackout period publishers are prohibited from directly contacting any officer, agent, employee, or representative of the Board of Education, the Department of Public Instruction, or the Textbook Commission for the purpose of influencing or attempting to influence the evaluation or adoption of its textbooks/programs. See page 21 of the Invitation.</p> <p>Publishers are advised to consult their own legal counsel to determine:</p> <ul style="list-style-type: none"> <li>(a) whether activities a publisher undertakes constitute "sampling" or "promotion";</li> <li>(b) whether a publisher's "current clients" or "school contacts" include certain individuals who may not be contacted for reasons outlined in the Invitation;</li> <li>(c) whether a publisher's planned, previous, or ongoing efforts regarding sales, customer support, product evaluation, and/or other communications comply with the Invitation and applicable laws; and</li> <li>(d) any other fact-specific legal questions regarding compliance.</li> </ul> <p>The Textbook Invitation does not create a prohibition against schools ordering materials or local districts performing their own evaluations.</p>
17	<p>Are handwriting textbooks part of the 2019 English Language Arts textbook adoption?</p>	<p>Standards for handwriting can be found in the Reading Foundational strand (RF2) for grades K-5. It is the publisher's responsibility to determine how to address these standards. All material must be comprehensive in nature and cover the primary goals and objectives of a course or grade level. It is the responsibility of publishers to submit materials they deem appropriate for any grade level or course.</p> <p>NC Standard Course of Study - ELA Standards for Handwriting p. 15</p> <p><a href="http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf">http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf</a></p>

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18	Presentations are optional. How do publishers indicate they wish to present their programs on July 8th?	Publishers will receive an email requesting a response about whether or not they would like to present to the textbook commission on July 8th.
19	Current catalog is required with the bid. May publishers provide a link to their electronic catalog?	Yes, it is acceptable to provide a link to the electronic catalog that must be the current catalog including details about materials submitted for adoption.
20	No sampling or promotions allowed between 3/7/19 and 7/14/19 to SBE, DPI, and Textbook Commission members. Does this restriction also pertain to school districts and school personnel? May we respond to requests for samples initiated by school districts?	<p>Publishers are prohibited from sampling or promoting textbooks/programs under consideration for adoption from the date the State Board of Education approves and issues the Invitation until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors. See page 20 of the Invitation. The term "blackout period" has traditionally been used to refer to this time.</p> <p>Further, during the blackout period publishers are prohibited from directly contacting any officer, agent, employee, or representative of the Board of Education, the Department of Public Instruction, or the Textbook Commission for the purpose of influencing or attempting to influence the evaluation or adoption of its textbooks/programs. See page 21 of the Invitation.</p> <p>Publishers are advised to consult their own legal counsel to determine:</p> <ul style="list-style-type: none"> <li>(a) whether activities a publisher undertakes constitute "sampling" or "promotion";</li> <li>(b) whether a publisher's "current clients" or "school contacts" include certain individuals who may not be contacted for reasons outlined in the Invitation;</li> <li>(c) whether a publisher's planned, previous, or ongoing efforts regarding sales, customer support, product evaluation, and/or other communications comply with the Invitation and applicable laws; and</li> <li>(d) any other fact-specific legal questions regarding compliance.</li> </ul> <p>The Textbook Invitation does not create a prohibition against schools ordering materials or local districts performing their own evaluations.</p>

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21	What is the enrollment of each ELA grade/course?	<i>COURSE_CODE</i>	<i>COURSE_NAME</i>	<i>TOT_STUDENTS</i>
		10212X0	9-12 English I	63821
		10212Y0	6-8 English I	4078
		10215X0	9-12 English I Honors	48611
		10222X0	9-12 English II	60969
		10225X0	9-12 English II Honors	59426
		10232X0	9-12 English III	54927
		10235X0	9-12 English III Honors	40190
		10242X0	9-12 English IV	49035
		10245X0	9-12 English IV Honors	40248
		10502Z0	K-5 ELA Kindergarten	117725
		10512Z0	K-5 ELA Grade 1	120642
		10522Z0	K-5 ELA Grade 2	119598
		10532Z0	K-5 ELA Grade 3	120416
		10542Z0	K-5 ELA Grade 4	125151
		10552Z0	K-5 ELA Grade 5	127269
		10562Y0	6-8 ELA Grade 6	121475
		10572Y0	6-8 ELA Grade 7	118131
		10582Y0	6-8 ELA Grade 8	111832
			TOTAL	1503544
22	When completing alignment to the NC SCOS, do we align to the 2017 ELA NC SCOS adopted in April 2017 or to the Extended Standards adopted in June of 2017?	<p>Please align to the 2017 ELA NC Standard Course of Study adopted in April 2017.</p> <p><a href="http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf">http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf</a></p>		
23	What format do you prefer the standards alignment/correlations in? And what specific information would you like included? Eg – level of alignment, specific examples from the resource that align to the standard, etc.	<p>A format is not provided for correlation documents. Publishers have the option of formatting the document in the most appropriate way possible. It is the publisher's responsibility to ensure the accuracy of the correlations. Publishers will need to provide correlations that clearly show how the submission is correlated with the standards. See pages 6, 15, and 16 in the 2019 Invitation for more details about correlations.</p>		

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24	Does the standards alignment/correlations document need to be included with the bid proposal, or is it not needed until the evaluation displays in July?	The correlations document is not included or required with the bid proposal. The correlations document is required with bid samples for commissioners at selected sample sites in June and for evaluation displays in July.
25	Our pricing is structured on enrolment numbers and we have a half a dozen different pricing tiers. Do we need to have an individual identification number for each pricing tier?	Each separate submission listed on the cost proposal form requires an identification number.
26	As an online only resource, do we need to provide you with a NIMAS compliant file?	Yes. Page 49 of the Invitation addresses accessible electronic files of publisher materials including the statement, "Publishers will submit NIMAS-compliant files of state adopted textbooks and other core textbook materials."
27	In the Cost Calculation section on page 10 of the 2019 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina you request a current catalog to be submitted with bid sheets. Can you clarify what you are looking for here? Would this be a table of contents for an online platform?	The current catalog indicates a catalog of products that includes details about materials submitted for adoption.
28	When providing the official Bid Sample and bid samples to the selected sites, do technology-based programs/non-print samples need to be sent via post or can they be delivered electronically via email, as long as the correct labelling is present?	As detailed on page 2 of the 2019 Invitation, access information for technology-based programs or other non-print materials shall be sent to sites designated by the North Carolina Department of Public Instruction. This information should be mailed to the sites.
29	Will publishers will be allowed to unbox/set up materials at the Textbook Commission selected sites after materials are received (June 3-7) and what dates would that be permitted? If so, who would the publisher contact at each site to make an appointment for setup?	No, Textbook Commissioners are responsible for unboxing and setting up the materials at each sample site between June 3 – 7.
30	Are ALL publishers required to provide digital devices (laptops) to reviewers? Or is this requirement solely for publishers submitting a digital only solution?	Publishers with any non-print and technology based programs that require the use of electronic equipment are required to provide all appropriate equipment for reviewers to evaluate these materials. Publishers are responsible for all appropriate equipment to demonstrate submitted materials.
31	If all publishers are required to provide digital devices to reviewers, how many devices will be needed?	Publishers are required to provide two sets per category of all appropriate equipment to demonstrate submitted materials



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32	We will submit one bid number per grade level of ELA materials. While our program as a whole will meet 80%of the standards, we do allow for purchasing of modules separately as supplemental materials if desired (which would not meet 80% of the standards). Will districts have to purchase the full ELA program or will they be permitted to buy individual modules?	If the bid provides a separate ISBN and pricing for each module then it will be set up in the purchasing system that way and would be available to purchase individually.
33	What scenarios could lead to the return of materials late in the adoption contract?	Only new and unused materials are eligible for return to the textbook warehouse. If a LEA purchased more than they needed and the materials were unused they could be returned.
34	Does the warehouse purchase materials based on school or district interest? Is a surplus of materials typically purchased?	The textbook warehouse does not maintain any stock of adopted materials. The LEAs place orders with the textbook warehouse and then we place orders with the respective publisher.

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35	We submitted a proposal for the Charlotte-Mecklenburg RFI. How does CMS fit in with the no-contact rule(s)?	<p>Publishers are prohibited from sampling or promoting textbooks/programs under consideration for adoption from the date the State Board of Education approves and issues the Invitation until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors. See page 20 of the Invitation. The term "blackout period" has traditionally been used to refer to this time.</p> <p>Further, during the blackout period publishers are prohibited from directly contacting any officer, agent, employee, or representative of the Board of Education, the Department of Public Instruction, or the Textbook Commission for the purpose of influencing or attempting to influence the evaluation or adoption of its textbooks/programs. See page 21 of the Invitation.</p> <p>Publishers are advised to consult their own legal counsel to determine:</p> <ul style="list-style-type: none"> <li>(a) whether activities a publisher undertakes constitute "sampling" or "promotion";</li> <li>(b) whether a publisher's "current clients" or "school contacts" include certain individuals who may not be contacted for reasons outlined in the Invitation;</li> <li>(c) whether a publisher's planned, previous, or ongoing efforts regarding sales, customer support, product evaluation, and/or other communications comply with the Invitation and applicable laws; and</li> <li>(d) any other fact-specific legal questions regarding compliance.</li> </ul> <p>The Textbook Invitation does not create a prohibition against schools ordering materials or local districts performing their own evaluations.</p>
36	Are "not recommended" materials published on a list?	Yes, recommended and not recommended materials are on a list submitted to the State Board of Education.
37	We plan to have one bid number per grade level. Is one "Instructional Materials Review Criteria Sheet" for K-5 sufficient, or is it necessary to complete one per grade level?	The Instructional Materials Review Criteria Sheet is not included or required in the bid submissions.
38	Is it accurate that 24 sets of sample materials (23 for commissioner sites and 1 for DCPI) are required within the June 3-7 timeframe?	Yes, 24 sets of sample materials are required. Samples are required for sites selected by the 23 commissioners and one official copy to the textbook warehouse.

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39	When should we expect to receive our bid number (we submitted a request on March 15)?	April 1, 2019
40	Is there a copyright limit for materials being bid (ie. cannot submit items with a copyright of 2015 or earlier)?	No, copyright limits are not provided in the Invitation.
41	For sampling in June, are the DPI and committee members expecting to receive only the major tools for the programs on the bid (ie. student editions, teacher editions and digital access), or are they expecting to receive all materials for all programs (ie. major tools and ancillary materials)?	All submissions and components that are in a program/kit as part of the listed bid submission should be provided for samples and evaluation.
42	For sampling in June, can we send materials to DPI and committee members in a less-than-final format (ie. alternate binding)? If yes, do the DPI and committee members need to receive the final format textbooks?	<b>Content must be complete and final.</b> Materials must be in a format that stays together. We will not be responsible for loose pages. Final format is required when materials are available for purchase by schools.
43	For the Publisher Displays and presentations in July, are the DPI and committee members expecting to see only the major tools for the programs on the bid (ie. student editions, teacher editions and digital access), or are they expecting to see all materials for all programs (ie. major tools and ancillary materials)?	All submissions and components that are in a program/kit as part of the listed bid submission should be provided for samples and evaluation.
44	What are the requirements for the technology-based program document? Are the DPI and committee members expecting all information (DPI, ISBN, Grade Level, Course Title, login instructions) to be present for all grades and programs on one document, or is the document to be divided by program/grade? Can you provide an example/sample?	As indicated on pages 11 and 12 of the 2019 Invitation, each technology-based program or other non-print sample must be listed on a document and each must include the label information described on these pages. The information should be divided by program/grade.

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45	<p>In your Cost Proposal example, the components (student edition, teacher edition, etc.) are the same for the 5-year and 1-year example, yet they are listed under two different DPI Identification Numbers. When it comes to sampling and the publisher displays, how would a publisher label such a product as it is listed under multiple products and multiple DPI Identification Numbers?</p>	<p>If a component is bid across multiple bid identification numbers, there should be a copy provided for each separate identification number. A component should not have more than 1 identification number when labeled for evaluation.</p>
46	<p>If publishers are submitting digital materials (either standalone or in bundles), does North Carolina require publishers to provide 5-year as well as 1-year digital access, or can publishers just provide 5-year digital access?</p>	<p>Publishers determine the appropriate way to bid materials. North Carolina does not have a requirement regarding the number of years for digital access.</p>
47	<p>Will program materials in “digital only/not final format” be acceptable to submit for evaluation?</p>	<p>No, all content, regardless of format, must be complete and final for review and evaluation.</p>
48	<p>With regard to the NC Warehouse Allowance on the cost proposal, our materials are stored and shipped from our Warehouse directly to schools/districts except when required to ship to a depository. Please clarify if vendors will be required to ship materials to a depository as part of the Adoption. If yes, will the NC Textbook Warehouse act as the depository?</p>	<p>The textbook warehouse handles the ordering of all state adopted textbooks. The LEAs place their order with the textbook warehouse and then we place the order with the publisher. The product is shipped directly to the textbook warehouse at no charge per the contract and then we ship to the LEA.</p>
49	<p>Will there be a caravan for this adoption?</p>	<p>No</p>
50	<p>We are not finding the English 1 and II courses in the standards link provided in the bid document:</p> <p><a href="http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/extended-k12_2010.pdf">http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/extended-k12_2010.pdf</a></p> <p>What should we be correlating to for English I and II? Is there a tool/rubric we should be using?</p>	<p>The link referenced in this question (which is for extended standards) is NOT the one provided in the bid document. Correlations are required for English I and II courses as listed in the NC Standard Course of Study for K-12 ELA.</p> <p>Link to the Standard Course of Study for K-12 ELA:</p> <p><a href="http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf">http://www.ncpublicschools.org/docs/curriculum/languagearts/scos/adopted-ela-standards.pdf</a></p>

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51	Does professional development/training on the curriculum that Wiley is submitting for ELA courses in grades 6-12 be funded by the state? If so, should we include the cost of professional development in the price of the materials in the official bid or would districts pay for professional development separately?	Decisions about professional development are made at the local level. Publishers determine the appropriate way to bid materials.

**End of Document**