

2024-25 PUBLISHER TIMELINE for ELA Instructional Materials

Category 1: Grades K-2

Category 2: Grades 3-5

The 2024 evaluation will be hosted in fully in person.

Approximate date	What/How/Specifications	Deadline Date Due
04/19/24	<u>NOTICE # 1- Instructional Materials Announcement Memo</u> Included: <ul style="list-style-type: none"> • Circular of Information (Announcement of Instructional Materials Adoption) • Information Request Form • Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company • Northwest Textbook Depository- Explanation of Services • 2024 Oregon Adoption Process Schedule 	
	Publisher's Briefing Remote Meeting Call-in & time information will be sent after registration.	04/26/24
	Information Request Form Complete form and return to Instructional Materials Coordinator by email.	05/03/24
	Instructional Materials Proposal Form (Form 4538)	05/03/24

Subject to change (last updated: 1/3/2024)

Approximate date	What/How/Specifications	Deadline Date Due
05/03/24	<u>NOTICE # 2- Instructional Materials Announcement Memo</u> Included: <ul style="list-style-type: none"> • Bid Spreadsheet - Sample of electronic form to be downloaded in Excel format • Instructional Materials Summary (Form 4824) - Explaining submission of materials • ONLY – Date your work. • Final Adoption Criteria • 2022 Oregon Adoption Process Schedule 	
	Bid Spreadsheets Must be received in Microsoft Excel format ONLY via email	05/17/24
Week of 5/20-5/24	Bid Spreadsheets Conversations 45 minute scheduled meeting to review bidsheets	
05/30/24	<u>NOTICE # 3- Instructional Materials Announcement Memo</u> Included: Review Week Details & Quality Criteria Documentation	
	Bid Change Deadlines No changes accepted after this date!	06/07/24
	Official Withdrawal Date	06/07/24
06/12/24	Individual Publisher Invoices emailed	

Subject to change (last updated: 1/3/2024)

Approximate date	What/How/Specifications	Deadline Date Due
06/12/24	<u>NOTICE # 4- Instructional Materials Announcement Memo</u> Included: Invoice reminder, 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
	Invoice Payment Payment due upon receipt & MUST be received before evaluations begin. Mail to: Oregon Department of Education Office of Financial and Administration –Accounts Receivable 255 Capitol St NE Salem, OR 97310	NO LATER THAN 07/01/24
No later than 7/01/24	Presentation Schedule and Review Week Information	
	Digital Materials Must provide access codes to allow up to 5 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials. Instructional Materials Summary Form (Form 4824) Complete form and return to Instructional Materials Coordinator by email. Includes: <ul style="list-style-type: none"> • Description of Submission (required) • Quality Criteria Documentation (required) • Research Based Documentation (optional) • Alignment (recommended) • NIMAS assurance (required) MSST Forms B and M and Accessibility Conformance Report (ACR)	NO LATER THAN 07/01/24

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Approximate date	What/How/Specifications	Deadline Date Due
	Complete per instruction page and email by deadline. <i>(Please do not mail or fax)</i>	
<i>Early August 2024</i>	Instructional Materials Review 5 In-Person Days	
08/23/24	Score Notification Scores and comments will be emailed.	
08/26/24	Bond Requirement for Publishers of Adopted Materials Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be due on 12/06/24 . <i>Contracts will not be accepted late due to inability to obtain bond on time.</i>	
	Requests for Reevaluation Due Jenna must receive request letters by this date to be considered for reevaluation.	August 26, 2024
	Publisher Response Jenna must receive response to evaluator comments by this date to be published with the review and scores.	September 26, 2024
Oct. 2024	State Board's Proposed Adoption of Instructional Materials Meeting live-stream link can be found on Boardbook.	
11/01/24	Publisher Contract/Bond emailed for execution Contract forms emailed.	

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Approximate date	What/How/Specifications	Deadline Date Due
TBD	Regional Caravan Meetings Caravan details TBD	
	Executed Contract/Bond Due Signed contract and original bond to be returned to Instructional Materials Coordinator by email. .	12/06/24
	Video Caravan Link Due Video Caravan link for posting to our website.	12/06/24
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/02/25

Approximate date	What/How/Specifications	Deadline Date Due
	NIMAS File To be filed with NIMAC no later than 2/1/25.	02/01/25

For any questions regarding this tentative timeline, please contact:
 ODE.InstructionalMaterials@ode.oregon.gov