

**Draft** subject to change: (last updated: 5/8/2017 11:29 AM)

**2017 PUBLISHER TIMELINE  
OREGON ADOPTION PROCESS DETAILED SCHEDULE**

Category 1: Health Education (Grades K-5)	Category 4: Physical Education (Grades K-5)
Category 2: Health Education (Grades 6-8)	Category 5: Physical Education (Grades 6-8)
Category 3: Health Education (Grades 9-12)	Category 6: Physical Education (Grades 9-12)

<i>Approximate date mailed</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due</i>
01/06/17		<b><u>NOTICE # 1-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li>Information Request Form (due 02/13/17)</li> <li>2017 Oregon Adoption Process Schedule</li> </ul>	
		<b>*Information Request Form</b>	Complete form and return to Jeremy by email.	<b>02/13/17</b>
02/13/17 (or after receipt of the Information Request Form)		<b><u>NOTICE # 2-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li>Instructional Materials Proposal Forms (Form 4538) Agreement between the State and publishing company (due 03/03/17)</li> <li>Bid Spreadsheet Samples of electronic form to be downloaded (due 03/16/17 via email) in <b>Excel format ONLY – Date your work.</b></li> <li>Instructional Materials Summary Form (Form 4824) Explaining submission of materials</li> <li>Criteria Sheets</li> <li>2017 Oregon Adoption Process Schedule</li> </ul>	
	<b>02/15 remote</b>	<b>Publisher’s Briefing Meeting</b>	10:00am-11:30pm (Pacific Time). Call in information will be sent later in the process.	
		<b>Instructional Materials Proposal Form</b> (Form 4538)		<b>03/03/17</b>
		<b>Bid Spreadsheets</b>	Must be received in <b>Microsoft Excel format ONLY via email</b>	<b>03/16/17</b>
		<b>Bid Change Deadlines</b>	No changes accepted after this date!	<b>04/13/17</b>
04/19/17		<b>Individual Publisher Invoices emailed</b>		
04/19/17		<b><u>NOTICE # 3-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li>Review Week Details</li> <li>OR-IMET for Health/PE</li> <li>Quality Criteria Documentation</li> </ul>	
05/04/17		<b>Official Withdrawal Date</b>		<b>05/04/17</b>
05/08/17		<b><u>NOTICE # 4-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: Invoice reminder, 2-MSST Forms, Digital logins, Storage agreements	
		<b>Invoice Payment</b>	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	<b>NO LATER THAN 06/02/17</b>

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<i>Approximate date mailed</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due</i>
<i>End of June (TBD)</i>		<b>Presentation Schedule and Review Week Information</b>	<ul style="list-style-type: none"> <li>• Presentation Schedule (with date, room #, and time)</li> <li>• Shipping Labels/Sample Delivery Instructions and Directions</li> <li>• Master Packing List</li> <li>• Hamersly Library Shipping Label/Instructions</li> </ul>	
		<b>Digital Materials</b>	Must provide access codes to allow up to 7 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials. Exact dates for access to digitals materials July 19-August 11.	<b>NO LATER THAN 06/30/17</b>
		<b>Instructional Materials Summary Form</b> (Form 4824)	Complete form and return to Jeremy by email. Includes: <ul style="list-style-type: none"> <li>• Description of Submission</li> <li>• Research Based Documentation (optional – hard copy also accepted)</li> <li>• Quality Criteria Documentation (<i>hard copy also due</i>)</li> <li>• Alignment (optional – hard copy also accepted)</li> <li>• NIMAS assurance</li> </ul>	<b>07/01/17</b>
		<b>MSST Forms B and M</b>	Complete per instruction page and email or US mail back by deadline. ( <i>Please do not fax</i> )	<b>07/01/17</b>
	<b>08/07/17</b>	<b>Shipment of Presentation/Sample Materials</b>	See <i>Shipping Instruction sheet for shipping</i> .	<b>Arriving 07/31-08/04/17 or arriving 08/07/17</b>
	<b>August 8-10, 2017 7:00AM-4:00PM</b>	<b>Presentations &amp; Review week</b>	Evaluations for all submissions will be held during Review Week at Wilsonville High School.	
		<b>Concluding Presentations</b>	<i>Required: Upon departure for the week</i> plan to ship one set ONLY of your materials to Hamersly Library. All other materials must be taken with you when you leave. If any of your materials are left behind, you will be charged for removal and recycle of extra materials.	<b>08/07/17</b>
09/01/17		<b>Score Notification</b>	Scores and comments will be emailed.	
10/01/17		<b>Bond Requirement for Publishers of Adopted Materials</b>	Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be due on 12/08/17. <i>Contracts will not be accepted late due to inability to obtain bond on time.</i>	
		<b>Publisher Response</b>	Response to evaluator comments must be received by Jeremy by this date to be published with the review and scores.	<b>October 2017</b>
	<b>October 26, 2017</b>	<b>State Board's Proposed Adoption of Instructional Materials</b>	October 26, 2017 (meeting live-stream link) <a href="https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001743">https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001743</a>	
	<b>TBD</b>	<b>Video Caravan or Regional Caravan Meetings</b>	Caravan details TBD	

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		<b>Video Caravan link deadline</b>	Video Caravan link for posting to our website.	<b>12/14/17</b>
11/01/17		<b>Publisher contract/bond mailed for execution</b>	Contract forms mailed and emailed.	
		<b>Executed contract and bond deadline</b>	2 Copies of signed contract and original bond to be returned to Jeremy.	<b>12/08/17</b>
		<b>Sales Agreement w/ Northwest Textbook Depository</b>	Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>01/31/18</b>
		<b>NIMAS File</b>	To be sent to NIMAC	<b>02/01/18</b>

Oregon Department of Education

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**Website:** <http://www.oregon.gov/ode/educator-resources/teachingcontent/instructional-materials/Pages/default.aspx>