

DATE: May 8, 2017  
TO: Publishers & Representatives for Oregon Instructional Materials  
FROM: Jeremy A. Wartz, Instructional Materials Coordinator  
RE: **NOTICE #4**  
2017 Oregon State Adoption of Instructional Materials for **Health & Physical Education**

|                                              |
|----------------------------------------------|
| Category 1: Health Education – Grade K-5     |
| Category 2: Health Education – Grade 6-8     |
| Category 3: Health Education – Grade 9-12    |
| Category 4: Physical Education – Grade K-5   |
| Category 5: Physical Education – Grades 6-8  |
| Category 6: Physical Education – Grades 9-12 |

Enclosed:

- Invoice Statement Reminder
- MSST Forms B & M
- Sample Materials Storage Agreement
- Updated 2017 Publisher Timeline

**1. Invoice Statement Reminder.....Payment due in full.....06/02/2017**

Your invoice statements were emailed on April 21, 2017. We request remittance upon receipt. When we are in receipt of your payment, the materials are considered officially submitted. Publisher fees must be paid prior to evaluation of instructional materials.

**2. Manufacturing Standards & Specifications (MSST) (Forms B & M).....Due.....07/01/2017**

These two MSST forms are to be completed, signed, and then either mailed, or scanned and emailed by the deadline. Please download the attached forms uploaded along with this Notice and return by due date.

**3. Instructional Material Samples and Storage Agreement...Ship to arrive...07/31-08/07/17**

Reviewers will gather at the Committee Review Sessions August 8-10, 2017 in Wilsonville, OR to hear publisher presentations and evaluate the materials. One copy of each item of instructional material submitted for evaluation must be present for your scheduled presentation. Instructional Material Samples are required for presentation and evaluation.

**3a. Storage Agreement:.....Due...07/01/2017**

Northwest Textbook Depository has allotted space for the storage of Instructional Material Samples for Evaluation during the week of July 31-August 4, 2017. Publishers may also choose to ship and store their Instructional Material Samples through other means; however, they must be present for the Publisher Presentation and Committee Review Sessions during the week of August 8-10, 2017. Please see the attached Storage Agreement for further instructions, sign and return it to Jeremy A. Wartz with your option by July 1, 2017.

**3b. Sample Materials:.....Due...08/07/2017**

Oregon law requires that all materials submitted for review must be present at the Committee Review Sessions held August 8-10, 2017. As materials are received for the review, they will be checked to ensure that one copy of each item is present. I will send each publisher a packing list to be used with the samples. Each box should be marked (numbered) and the Master Instructional Materials Review Checklist should state which box each item is in. If an item is listed on your bid sheet more than once, it will also appear on the packing list more than once (and may be marked as a duplicate/alternate format item). Only one copy of each item is required. Reviewers must have access to both hard copy (printed) and digital materials during the Committee Review Sessions in August. The master packing list will be sent to you by late June.

**3c. Online Access to Digital Materials:.....Due...06/30/2017**

Reviewers will have access to the instructional materials during the two weeks prior to the Committee Review Sessions. Each reviewer will spend two hours familiarizing themselves with each submission and completing initial reviews. Publishers must provide log-in credentials for up to 7 reviewers per submission and category. Instructions for use of digital materials should be provided with log-in credentials, please see page 3 of this document for further information. Please send a list of usernames and passwords in the format of the table below to Jeremy A. Wartz by June 30, 2017.

| Category & Submission # | User Name   | Password  |
|-------------------------|-------------|-----------|
| Cat 1, Sub XXXX*        | orreview1** | orimrc1** |
| Cat 1, Sub XXXX         | orreview2** | orimrc2** |
| Cat 1, Sub XXXX         | orreview3** | orimrc3** |

*\*Submission number may be found on your bid sheet "Invoice Amount" tab and on your invoice statement*

*\*\*usernames and passwords listed above are examples only*

**4. Committee Review Sessions and Presentation Schedule.....August 8-10, 2017**

Reviewers will gather at Wilsonville High School on August 8, 2017. Committee Review Sessions will take place from August 8-11. Publishers will have access to bring sample materials to the review site between 12:00-4:00PM on August 7, 2017.

The presentation schedule for Review Week will be provided as soon as it is ready. Information regarding set up and take-down will be included with the presentation schedule.

**4a. Set Up:**

The presentation schedule will determine when you have access to room set up. This will be determined as soon as possible.

**4b. Take-down and room vacating:**

Deadline for vacating your room will depend on the schedule and will be noted on your presentation schedule when it is finalized. You will be responsible for removal of all sample materials and shipping one set of sample materials to the viewing site at Hamersly Library. You are also responsible for removing all boxes/cartons, shipping materials, and other items after your presentation and review session for your materials.

If you have further questions or need clarification please contact Jeremy A. Wartz.

Mail to: 255 Capitol St. NE, Salem OR 97310, Attn: Jeremy A. Wartz - (503) 947-5736

Fax to: (503) 378-5156 or scan and email

Email: [jeremy.wartz@ode.state.or.us](mailto:jeremy.wartz@ode.state.or.us)

## Guidelines for the Submission of Digital Instructional Materials For Access by the Instructional Materials Review Committees

*To ensure that all digital materials receive a complete and quality review, publishers who include digital materials in their bids are requested to provide the following:*

- **Tutorial:** A clear tutorial of how to use and navigate the electronic resource should be provided. The format of this tutorial may be video and/or step-by-step written instructions with screen shots and may be posted online. If you choose to provide a video tutorial, please keep it concise and under 10 minutes in length.
- **Access:** Access to digital resources is to be made available throughout the review process (July 17-August 11) and by-request during the selection year. Access to the entire resource (not limited to a sample) of adopted materials must be provided. Access must allow the reviewer to examine the electronic resource from the point of view of a student, a teacher, and an administrator. Adopted materials will need to be made available through the Instructional Materials Viewing Site for the adoption contract period.
- **Specifications:** Provide documentation stating the technology specifications for the teaching/learning resources and how to access the resource. This may include but is not limited to the operating system and browsers that support any web-based electronic resources to be reviewed. If the resource is in a format that is not available online (e.g., CD, DVD, App, etc.) one copy should be sent along with print materials submitted. It is necessary that all stakeholders, beginning with the review committee members, know the minimum requirements necessary to use the resources. Reviews will be conducted on a bring-your-own-device basis, including laptops and tablets running either Windows or Apple (Macintosh) operating systems, as well as other operating systems. This BYOD environment is similar to the environment in which materials will be expected to perform in educational settings.
- **Digital Materials Submission: Usernames and Passwords:** Log-in credentials for up to 7 reviewers per submission and category must be provided. Please submit log-in credentials in the following format:

| Category & Submission # | User Name | Password |
|-------------------------|-----------|----------|
| Cat 1, Sub XXXX*        | orreview1 | orimrc1  |
| Cat 1, Sub XXXX         | orreview2 | orimrc2  |
| Cat 1, Sub XXXX         | orreview3 | orimrc3  |

\*Submission number may be found on your bid sheet "Invoice Amount" tab and on your invoice statement

\*\*usernames and passwords listed above are examples only

**NOTE:** All reviewers have access to a computer; however, not all have access to specific technologies for which some resources have been designed (e.g., iPad, Tablet, Kindle, Nook, etc.). Publishers may find it necessary to loan a specific device to review committee members during the review and deliberation process. In the event this becomes necessary, the required device(s) shall be provided to the Oregon Department of Education Staff who will distribute them to the reviewers, collect them at the conclusion of the review, and return them.