

Draft subject to change: (last updated: 4/21/2017 10:43 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		<u>NOTICE # 1-</u> <i>Instructional Materials Announcement Memo</i>	Included: <ul style="list-style-type: none"> Information Request Form (due 02/13/17) 2017 Oregon Adoption Process Schedule 	
		*Information Request Form	Complete form and return to Jeremy by email.	02/13/17
02/13/17 (or after receipt of the Information Request Form)		<u>NOTICE # 2-</u> <i>Instructional Materials Announcement Memo</i>	Included: <ul style="list-style-type: none"> Instructional Materials Proposal Forms (Form 4538) Agreement between the State and publishing company (due 03/03/17) Bid Spreadsheet Samples of electronic form to be downloaded (due 03/16/17 via email) in Excel format ONLY – Date your work. Instructional Materials Summary Form (Form 4824) Explaining submission of materials Criteria Sheets 2017 Oregon Adoption Process Schedule 	
	02/15 remote	Publisher’s Briefing Meeting	10:00am-11:30pm (Pacific Time). Call in information will be sent later in the process.	
		Instructional Materials Proposal Form (Form 4538)		03/03/17
		Bid Spreadsheets	Must be received in Microsoft Excel format ONLY via email	03/16/17
		Bid Change Deadlines	No changes accepted after this date!	04/13/17
04/19/17		Individual Publisher Invoices emailed		
04/19/17		<u>NOTICE # 3-</u> <i>Instructional Materials Announcement Memo</i>	Included: <ul style="list-style-type: none"> Review Week Details OR-IMET for Health/PE Quality Criteria Documentation 	
05/04/17		Official Withdrawal Date		05/04/17
05/08/17		<u>NOTICE # 4-</u> <i>Instructional Materials Announcement Memo</i>	Included: Invoice reminder, 2-MSST Forms, samples/label directions, shipping instruction sheet, evaluation materials detail	
		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 06/02/17
<i>End of June (TBD)</i>		Presentation Schedule and Sample Materials	<ul style="list-style-type: none"> Presentation Schedule w/ date, room #, and time 	

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<i>Approximate date mailed</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due</i>
		Shipping/Delivery Instructions	<ul style="list-style-type: none"> Shipping/Delivery instructions for sample materials 	
		Digital Materials	Must provide access codes to allow up to 6 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 TBD.	NO LATER THAN 06/30/17
		Instructional Materials Summary Form (Form 4824)	Complete form and return to Jeremy by email. Includes: <ul style="list-style-type: none"> Description of Submission Research Based Documentation (optional – hard copy also accepted) Quality Criteria Documentation (<i>hard copy also due</i>) Alignment (optional – hard copy also accepted) NIMAS assurance 	07/01/17
		MSST Forms B and M	Complete per instruction page and email or US mail back by deadline. (<i>Please do not fax</i>)	07/01/17
	TBD	Shipment of Presentation/Sample Materials	See <i>Shipping Instruction sheet for shipping.</i>	TBD
	August 7-11, 2017	Presentations & Review week	Evaluations for all submissions will be held during Review Week. Details including location TBD.	
		Concluding Presentations	<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.	TBD
09/01/17		Score Notification	Scores and comments will be emailed.	
10/01/17		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 12/08/17. <i>Contracts will not be accepted late due to inability to obtain bond on time.</i>	
		Publisher Response	Response to evaluator comments must be received by Jeremy by this date to be published with the review and scores.	October 2017
	October 2017	State Board's Proposed Adoption of Instructional Materials	October 2017 (meeting live-stream link) https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001743	
	TBD	Video Caravan or Regional Caravan Meetings	Caravan details TBD	
		Video Caravan link deadline	Video Caravan link for posting to our website.	12/14/17
11/01/17		Publisher contract/bond mailed for execution	Contract forms mailed and emailed.	
		Executed contract and bond deadline	2 Copies of signed contract and original bond to be returned to Jeremy.	12/08/17
		Sales Agreement w/ Northwest Textbook Depository	Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/18
		NIMAS File	To be sent to NIMAC	02/01/18

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Oregon Department of Education

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