

DATE: January 6, 2017
TO: Publishers & Representatives for Oregon Instructional Materials
FROM: Jeremy A. Wartz, Instructional Materials Coordinator
RE: **NOTICE - # 1**
2017 Oregon State Adoption Process for Instructional Materials: Health & Physical Education

Welcome to the Oregon Adoption Materials Process for in the following categories:

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

Enclosed you will find the following documents:

- Circular and Notice # 1 announcing the 2017 Health & Physical Education Adoption
- Information regarding the Oregon Instructional Material Law
- Information Request Form (so we may update your publisher contact information)
- 2017 Publisher Timeline
- Northwest Textbook Depository- Explanation of Services

Please complete the “Information Request Form” (2 pages) and return by 2/13/17.

Mail to: 255 Capitol St. NE, Salem OR 97310 - Attn: Jeremy A. Wartz

Phone: (503) 947-5736

You may scan and email to:

Email: jeremy.wartz@ode.state.or.us

RETAIN THE “PUBLISHER TIMELINE” to ensure accurate deadline details

INFORMATION REQUEST FORM – Due 2/13/17

Request for Information regarding the 2017 Health & Physical Education Adoption
 -Page 1 of 2-

NOTE: Companies interested in submitting instructional materials for consideration in the 2017 state adoption (contracts effective **February 1, 2018**) must complete **(BOTH PAGES)** and return this form no later than 2/13/17. Email addresses may be added to a listserv to inform and update publishers during the adoption process.

Accurate and updated company contact information is noted below. Further mailings related to this adoption should be sent to the main and/or regional office as listed below:

Company	Address	Zip
<u>Corp Contact</u>	Phone	Email
<u>Contract Rep</u>	Address	Zip
	Phone	Email
<u>Local Rep</u>	Address	Zip
	Phone	Email
<u>Other (1)</u>	Address	Zip
Title	Phone	Email
<u>Other (2)</u>	Address	Zip
Title	Phone	Email

*NOTE: Upon receipt, this form will become the official mailing list for the 2017 Adoption in Health & Physical Education.

INFORMATION REQUEST FORM – Due 2/13/17 by end of day (Continued)

-Page 2 of 2-

Company:

To assist the Oregon Department of Education in preparing for the review please estimate the number of submissions your company is considering in each category.

Categories	Book Publisher	Number of Submissions
<i>Example:</i> Category 1: English Language Proficiency- Grades K-5/6 Category 4: CCSS Mathematics – Grades K-5/6	John Doe A Publishing Mary Doe B Publishing	2 1
Category 1:		
Category 2:		
Category 3:		
Category 4:		
Category 5:		
Category 6:		

Submissions:

The definition of basal is any organized system which constitutes the major instructional vehicle for a given course of study, or any part thereof. Each submission in combination with previously submitted materials must be able to cover academic content standards for that category to be considered for submission. If you have several books that are needed to cover core curriculum (basal) and meet the Oregon Content Standards, this would also be considered one submission.

Standards:

- The correlation documents that illustrate coverage for standards are not required but strongly encouraged in the Oregon Process 2017. They will illustrate coverage for state academic content standards.
- The State Academic Content Standards are available [here](#) for Health Education and [here](#) for Physical Education.

**Please return pages 1 & 2 of this form by the end of day 2/13/17 to:
Jeremy A. Wartz at jeremy.wartz@ode.state.or.us**

The attached 2017 Publisher Timeline will help you with Oregon's process and timeline.

Draft subject to change: (last updated: 7/24/2018 2:02 PM)

**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		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 	
04/28/17		<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: Attn: Stella Wescott Oregon Department of Education 255 Capitol St NE Salem, OR 97310	NO LATER THAN 06/02/17
<i>End of June (TBD)</i>		Presentation Schedule and Sample Materials Shipping/Delivery Instructions	<ul style="list-style-type: none"> Presentation Schedule w/ date, room #, and time Shipping/Delivery instructions for sample materials 	

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<i>Approximate date mailed</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due</i>
		Digital Materials	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 digital 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>)	07/01/15
	TBD	Shipment of Presentation/Sample Materials	See <i>Shipping Instruction sheet for shipping</i> .	TBD
	TBD	Presentations & Review week	Evaluations for all submissions will be held during Review Week. Details including exact dates and 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) http://www.ode.state.or.us/search/page/?id=184	
	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

Contacts: Jeremy A. Wartz, Coordinator (503) 947-5736, jeremy.wartz@ode.state.or.us Website: <http://www.oregon.gov/ode/educator-resources/teachingcontent/instructional-materials>