

DATE: February 13, 2017

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jeremy A. Wartz, Instructional Materials Coordinator

RE: **NOTICE - # 2**
2017 Oregon State Adoption Process for Health & Physical Education Instructional Materials

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 – Grade 6-8
Category 6: Physical Education – Grade 9-12

The following materials are enclosed for your action to continue with the Oregon process:

In this announcement you will find the following documents:

- Instructional Materials Proposal Form (*Form 4538*)
- Bid Spreadsheet
- Instructional Materials Summary Form (*Form 4824*)
- *Updated* -2017 Publisher Timeline
- Adoption Criteria Sheets for Health & Physical Education

1. Adoption Criteria (this item does not require publisher action)

The adoption criteria were established by the State Board of Education for the evaluation and selection of instructional materials. Please examine the criteria carefully before deciding which materials you wish to submit. You will explain in the Instructional Materials Summary Form (included) how your submitted materials meet these criteria.

For the purpose of Oregon state instructional materials adoptions, “‘instructional material’ means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Only basal instructional programs may be adopted by the State Board of Education. A major instructional vehicle may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media” (OAR 581-011-0050, subsections (1) and (2)).

2. Instructional Materials Proposal Form (*Form 4538*)..... **Due 03/03/17**

The instructional materials proposal is to be completed, signed and returned by the above date. This is your official submission proposal and commitment to participate in the 2017 Oregon Instructional Materials Evaluation.

3. Bid Spreadsheet **Due 03/16/17**

An example sheet with instructions is included in the spreadsheet found in this announcement. Bid conversations will be scheduled with each submitting publisher, to occur between March 20-31. These conversations will address any questions or concerns regarding what materials should be included in the bid sheet. First drafts of bid sheets are due in excel format, via email, *no later than 03/16/17*. If a bid sheet is not received by this date, it will be assumed that your company has dropped out of the adoption process. Final bid sheets will be due by 04/13/17. No changes to bid sheets will be accepted after 04/13/17.

A *separate* bid sheet must be used for *each* category in which materials are submitted. The separate sheets are already labeled for each category in the file. If you are submitting multiple programs per category, a separate bid sheet is required for each separate program as well. One program submission includes all materials necessary for a teacher to cover all standards in a given category. (i.e., A category 1 submission would include all materials required to cover standards in grades K, 1, 2, 3, 4, and 5.)

At the time of publisher presentations, materials must be presented in their complete and final form. Galley proofs are acceptable if they have been approved for print. Invoice statements will be produced after final bid sheets are received by ODE.

4. Instructional Materials Summary Form (Form 4824 -2 pages).....**Due 07/01/17**

Special care should be taken by publishers in preparation of the Oregon Instructional Materials Summary Form since it will constitute the documentation and analysis (showing how submitted materials conform to the State Board of Education criteria) required by ORS 337.060 (2). The form should be completed for each set of materials submitted. Please submit the form and all required documents, via email, to Jeremy A. Wartz, no later than 07/01/17.

5. Invoice Fees **Payment Due 06/02/17**

Please do not send payment until you receive the invoice statement. Upon receipt of fees, the materials will be officially accepted for evaluation. Fees must be paid before evaluators are assigned materials to review, beginning in June.

Please be aware that items deleted from the original proposal submission are *non-refundable*. Additions to the original proposal and bid sheets submitted prior to the 04/13/17 will be charged and payable prior to the review. The wholesale prices you list on the bid sheet will be the prices charged for the length of the contract period (prices may be lowered but not raised).

Future notices will be sent to publishers submitting proposals. They will include information on scheduling, sampling instructions, and information about the evaluation process that will occur during Review Week.

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

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