

Draft subject to change: (last updated: 6/5/2018 10:07 AM)

**2018 PUBLISHER TIMELINE
OREGON ADOPTION PROCESS DETAILED SCHEDULE**

Category 1: Social Sciences (Grades K-5)	Category 4: Social Sciences- Economics and Financial Literacy (Grades 9-12)
Category 2: Social Sciences (Grades 6-8)	Category 5: Social Sciences- Geography (Grades 9-12)
Category 3: Social Sciences- Civics and Government (Grades 9-12)	Category 6: Social Sciences- History (Grades 9-12)

<i>Approximate date mailed</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due</i>
01/08/18		<u>NOTICE # 1-</u> <i>Instructional Materials Announcement Memo</i>	Included: <ul style="list-style-type: none"> • Circular of Information (Announcement of Social Sciences Adoption) • Information Request Form (due 02/12/18) • Northwest Textbook Depository- Explanation of Services • 2018 Oregon Adoption Process Schedule 	
		*Information Request Form	Complete form and return to Jeremy by email.	02/21/18
02/21/18 (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 03/02/18) • Bid Spreadsheet Samples of electronic form to be downloaded (due 03/15/18 via email) in Excel format ONLY – Date your work. • Instructional Materials Summary Form (Form 4824) Explaining submission of materials • Criteria Sheets • 2018 Oregon Adoption Process Schedule • OER Request for Fee Waiver (if applicable) 	
	02/14	Publisher’s Briefing Remote Meeting	Call-in & time information will be sent after registration.	
		Open Educational Resource (OER) Fee Waiver Request		03/01/18
		Instructional Materials Proposal Form (Form 4538)		03/02/18
		Bid Spreadsheets	Must be received in Microsoft Excel format ONLY via email	03/15/18
		Bid Change Deadlines	No changes accepted after this date!	04/12/18
04/18/18		<u>NOTICE # 3-</u> <i>Instructional Materials Announcement Memo</i>	Included: <ul style="list-style-type: none"> • Review Week Details • Quality Criteria Documentation 	
04/24/18		Individual Publisher Invoices emailed		
05/03/18		Official Withdrawal Date		05/03/18
05/29/18		<u>NOTICE # 4-</u> <i>Instructional Materials Announcement Memo</i>	<ul style="list-style-type: none"> • Included: Invoice reminder, 2-MSST Forms, Digital logins, Storage agreements, OR-IMET for Social Sciences 	

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		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 06/16/18
<i>End of June (TBD)</i>		Presentation Schedule and Review Week Information	<ul style="list-style-type: none"> • Presentation Schedule (with date, room #, and time) • Shipping Labels/Sample Delivery Instructions and Directions • Master Packing List • Hamersly Library Shipping Label/Instructions 	
		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.	NO LATER THAN 07/02/18
		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 	07/02/18
		MSST Forms B and M	Complete per instruction page and email or US mail back by deadline. (<i>Please do not fax</i>)	07/02/18
		Shipment of Presentation/Sample Materials	See <i>Shipping Instruction sheet for shipping.</i>	
08/06-10/18		Presentations & Review week	Evaluations for all submissions will be held during Review Week at Western Oregon University , 345 Monmouth Ave. N., Monmouth OR 97361.	
		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.	
09/04/18		Score Notification	Scores and comments will be emailed.	
10/01/18		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 12/06/18. Contracts will not be accepted late due to inability to obtain bond on time.	
		Publisher Response	Response to evaluator comments must be received by Jeremy by this date to be published with the review and scores.	October 2018

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	October 2018	State Board's Proposed Adoption of Instructional Materials	October 2018- Meeting live-stream link below: http://www.oregon.gov/ode/about-us/stateboard/Pages/State-Board-Video-streaming-and-Archives.aspx	
	TBD	Video Caravan and Regional Caravan Meetings	Caravan details TBD	
		Video Caravan Link Due	Video Caravan link for posting to our website.	12/13/18
11/01/18		Publisher Contract/Bond mailed for execution	Contract forms mailed and emailed.	
		Executed Contract/Bond Due	2 Copies of signed contract and original bond to be returned to Jeremy.	12/06/18
		Sales Agreement w/ Northwest Textbook Depository	Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/19
		NIMAS File	To be sent to NIMAC	02/01/19

Oregon Department of Education

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