**2020 PUBLISHER TIMELINE** forWorld Languages

Category 1: Levels 1 & 2

Category 2: Levels 3 & 4

Category 3: Levels 5+

| ***Approximate date*** | ***What/How/Specifications*** | ***Deadline Date Due*** |
| --- | --- | --- |
| 01/15/20 | ***NOTICE # 1- Instructional Materials Announcement Memo***  Included:   * Circular of Information (Announcement of Instructional Materials Adoption) * Information Request Form * Northwest Textbook Depository- Explanation of Services * 2020 Oregon Adoption Process Schedule |  |
|  | **Information Request Form**  Complete form and return to Jeremy by email. | **02/21/20** |
| 02/21/20  (*or* after receipt of the Information Request Form) | ***NOTICE # 2- Instructional Materials Announcement Memo***  Included:   * Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company * Bid Spreadsheet - Sample of electronic form to be downloaded in Excel format **ONLY – Date your work.** * Instructional Materials Summary (Form 4824) - Explaining submission of materials * Adoption Criteria Sheets * 2020 Oregon Adoption Process Schedule * OER Request for Fee Waiver (if applicable) |  |
| 02/21/20 | **Publisher’s Briefing Remote Meeting**  Call-in & time information will be sent after registration. |  |
|  | **Open Educational Resource (OER) Fee Waiver Request** | **03/02/20** |
|  | **Instructional Materials Proposal Form (Form 4538)** | **03/06/20** |
|  | **Bid Spreadsheets**  Must be received in ***Microsoft Excel format ONLY via email*** | **03/19/20** |
| 04/20/20 | ***NOTICE # 3-Instructional Materials Announcement Memo***  Included: Review Week Details & Quality Criteria Documentation |  |
|  | **Bid Change Deadlines**  No changes accepted after this date! | **04/23/20** |
| 05/01/20 | **Official Withdrawal Date** | **05/01/20** |
| 05/06/20 | **Individual Publisher Invoices emailed** |  |
| 05/27/20 | ***NOTICE # 4- Instructional Materials Announcement Memo***  Included: Invoice reminder, 2-MSST Forms, Digital logins, Storage agreements, & Oregon Instructional Materials Evaluation Tool (OR-IMET) |  |
|  | **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**  **06/19/20** |
| *End of June (TBD)* | **Presentation Schedule and Review Week Information**   * Presentation Schedule (with date, room #, and time) * Shipping Labels/Sample Delivery Instructions and Directions * Master Packing List * Hamersly Library Shipping Label/Instructions   **Shipment of Presentation/Sample Materials**  See *Shipping Instruction sheet for shipping*. |  |
|  | **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.  **Instructional Materials Summary Form** (Form 4824)  Complete form and return to Jeremy by email. Includes:   * Description of Submission * Quality Criteria Documentation * Research Based Documentation (optional – hard copy also accepted) * Alignment (optional – hard copy also accepted) * NIMAS assurance   **MSST Forms B and M**  Complete per instruction page and email or US mail back by deadline. *(Please do not fax)* | **NO LATER THAN 07/03/20** |
| *Early August* | **Presentations & Review week**  Evaluations for all submissions will be held during Review Week at **TBD**  **Concluding Presentations**  *\*\*Required*: Upon departure for the week 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. |  |
| 09/04/20 | **Score Notification**  Scores and comments will be emailed. |  |
| 10/01/20 | **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 12/07/20. ***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 2020** |
| Oct. 2020 | **State Board’s Proposed Adoption of Instructional Materials**  October 2020- Meeting live-stream link below:<http://www.oregon.gov/ode/about-us/stateboard/Pages/State-Board-Video-streaming-and-Archives.aspx> |  |
| 11/01/20 | **Publisher Contract/Bond mailed for execution**  Contract forms mailed and emailed. |  |
| TBD | **Regional Caravan Meetings**  Caravan details TBD |  |
|  | **Executed Contract/Bond Due**  2 Copies of signed contract and original bond to be returned to Jeremy. | **12/07/20** |
|  | **Video Caravan Link Due**  Video Caravan link for posting to our website. | **12/11/20** |
|  | **Sales Agreement w/ Northwest Textbook Depository**  Northwest Textbook Depository will contact adopted publishers to establish a sales agreement | **01/31/21** |
|  | **NIMAS File**  To be sent to NIMAC | **02/01/21** |

**For any questions regarding this tentative timeline, please contact:**

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