

## 2024-25 PUBLISHER TIMELINE for ELA Instructional Materials

Category 1: Grades K-2

Category 2: Grades 3-5

*The 2024 evaluation will be hosted in an in-person format.*

Approximate date	What/How/Specifications	Deadline Date Due
04/19/24	<b><u>NOTICE # 1- Instructional Materials Announcement Memo</u></b> Included: <ul style="list-style-type: none"> <li>• Circular of Information (Announcement of Instructional Materials Adoption)</li> <li>• Information Request Form</li> <li>• Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company</li> <li>• Northwest Textbook Depository- Explanation of Services</li> <li>• 2024 Oregon Adoption Process Schedule</li> </ul>	
	<b>Publisher's Briefing Remote Meeting</b> Call-in & time information will be sent after registration.	04/26/24
	<b>Information Request Form</b> Complete form and return to Instructional Materials Coordinator by email.	05/03/24
	<b>Instructional Materials Proposal Form (Form 4538)</b>	05/03/24

Subject to change (last updated: 1/3/2024)

05/03/24	<b><u>NOTICE # 2- Instructional Materials Announcement Memo</u></b> Included: <ul style="list-style-type: none"> <li>• Bid Spreadsheet - Sample of electronic form to be downloaded in <b>Excel format</b></li> <li>• Instructional Materials Summary (Form 4824) - Explaining submission of materials</li> <li>• <b>ONLY – Date your work.</b></li> <li>• Final Adoption Criteria</li> <li>• 2022 Oregon Adoption Process Schedule</li> </ul>	
	<b>Bid Spreadsheets</b> Must be received in <b>Microsoft Excel format ONLY via email</b>	05/17/24
Week of 5/20-5/24	<b>Bid Spreadsheets Conversations</b> 45 minute scheduled meeting to review bidsheets	
	<b>Bid Change Deadlines</b> <b>No changes accepted after this date!</b>	06/07/24
	<b>Official Withdrawal Date</b>	06/07/24

Subject to change (last updated: 1/3/2024)

Approximate date	What/How/Specifications	Deadline Date Due
06/07/24	<b><u>NOTICE # 3- Instructional Materials Announcement Memo</u></b> Included: Review Week Details, Quality Criteria Documentation, 2 MSST Forms, Digital Logins, and Oregon IMET	
By 06/14/24	<b>Individual Publisher Invoices emailed</b>	
06/21/24	<b><u>NOTICE # 4- Instructional Materials Announcement Memo</u></b> Included: Invoice reminder, Summary Form reminder, scheduling for live Q&A and publisher presentations	
07/05/24	<b>Detailed Presentation and Q&amp;A Schedule</b>	
	<b>Digital Materials</b> Must provide access codes to allow up to 5 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials.  <b>Instructional Materials Summary Form</b> (Form 4824) Complete form and return to Instructional Materials Coordinator by email. Includes: <ul style="list-style-type: none"> <li>• Description of Submission (required)</li> <li>• Quality Criteria Documentation (required)</li> <li>• Research Based Documentation (optional)</li> <li>• Alignment (recommended)</li> <li>• NIMAS assurance (required)</li> </ul> <b>MSST Forms B and M and Accessibility Conformance Report (ACR)</b>	<b>NO LATER THAN</b> <b>07/08/24</b>
	<b>Invoice Payment</b> Payment due upon receipt & MUST be received before evaluations begin. Mail to: <i>Oregon Department of Education</i> <i>Office of Financial and Administration –Accounts Receivable</i> <i>255 Capitol St NE</i> <i>Salem, OR 97310</i>	<b>NO LATER THAN</b> <b>07/08/24</b>

Approximate date	What/How/Specifications	Deadline Date Due
July 29-August 1	<b>Instructional Materials Review</b> 4 In-Person Days: <ul style="list-style-type: none"> <li>July 29- Evaluator Training</li> <li>July 30-               <ul style="list-style-type: none"> <li>AM- Publisher presentations and Q&amp;A (In-person or via Zoom)</li> <li>PM- Individual Scoring</li> </ul> </li> <li>July 31- Individual Scoring</li> <li>August 1- Group Scoring and consensus</li> </ul>	
08/16/24	<b>Score Notification</b> Scores and comments will be emailed.	
08/26/24	<b>Bond Requirement for Publishers of Adopted Materials</b> Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be <b>due on 12/06/24. Contracts will not be accepted late due to inability to obtain bond on time.</b>	
	<b>Requests for Reevaluation Due</b> Jenna must receive request letters by this date to be considered for reevaluation.	August 26, 2024
	<b>Publisher Response</b> Jenna must receive response to evaluator comments by this date to be published with the review and scores.	September 26, 2024
Oct. 2024	<b>State Board's Proposed Adoption of Instructional Materials</b> Meeting live-stream link can be found on Boardbook.	

Subject to change (last updated: 1/3/2024)

11/01/24	<b>Publisher Contract/Bond emailed for execution</b> Contract forms emailed.	
TBD	<b>Regional Caravan Meetings</b> Caravan details TBD	
	<b>Executed Contract/Bond Due</b> Signed contract and original bond to be returned to Instructional Materials Coordinator by email. .	<b>12/06/24</b>
	<b>Video Caravan Link Due</b> Video Caravan link for posting to our website.	<b>12/06/24</b>
	<b>Sales Agreement w/ Northwest Textbook Depository</b> Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>01/02/25</b>

<b>Approximate date</b>	<b>What/How/Specifications</b>	<b>Deadline Date Due</b>
	<b>NIMAS File</b> To be filed with NIMAC no later than 2/1/25.	<b>02/01/25</b>

For any questions regarding this tentative timeline, please contact:  
 ODE.InstructionalMaterials@ode.oregon.gov