**INSTRUCTIONAL MATERIALS PROPOSAL**

*2017 Health & Physical Education Adoption*

State Instructional Materials Services

Oregon Department of Education

255 Capitol St. NE

Salem, OR 97310

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Name of Instructional Materials Series/Program

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Submission Category Date

**INSTRUCTIONAL MATERIALS PROPOSAL**

This proposal is an agreement between the Oregon Department of Education and Publishing Companies for the distribution and handling of the instructional materials proposed in the Health & Physical Education Adoption.

**Proposal Due:** **03/03/17**

In compliance with the laws of the State of Oregon governing the adoption of instructional materials by the State Board of Education, we submit our proposal for the supply of the instructional materials, which will be listed on the bid sheets for the Health & Physical Education Adoption and further agree to comply with the current contract.

**337.060 Submission of proposals by publishers.** (1) The proposals of each publisher shall be submitted to the Department of Education in writing and shall be responsive to the requirements of ORS 337.030 (2) and (3), and such other information relating to the terms and conditions under which the publisher proposes to furnish textbooks or instructional materials as the State Board of Education may require. (2) In addition to the material required under subsection (1) of this section, the proposal shall include documentation and analysis on each textbook or instructional material showing how it conforms to the guidelines and criteria adopted by the State Board of Education for the review and adoption of textbooks and instructional materials.

Oregon Laws pertaining to the review and adoption of instructional materials are available at

[http://www.oregon.gov/ode/educator-resources/teachingcontent/instructional-materials/Pages/OAR-ORS.aspx](https://www.oregon.gov/ode/educator-resources/teachingcontent/instructional-materials/Pages/OAR-ORS.aspx)

The publisher further agrees:

1. To comply with all laws of the State of Oregon and rules of the Board for the distribution and handling of adopted instructional materials during the life of the contract.
2. To allow the State of Oregon to publish scores and comments from the evaluation of all submissions under this proposal on the Oregon Department of Education website.
3. To maintain the type, binding, paper, general mechanical execution and other material aspects of the instructional materials to a quality that is equal to or better than the sample submitted to the Board with this proposal.
4. To reduce in Oregon the wholesale or retail price of the instructional materials named in this proposal if there is a reduction in the wholesale or the retail price of the instructional materials during the life of the contract in any other state or territory in the United States.
5. To establish and maintain a depository(s) at a place or places designated by the Board where school districts and patrons may be continually supplied with instructional materials that are adopted by the Board.
6. To provide the instructional materials on the bid sheet(s) at the prices listed, specify the subject, category, and company name and shall list the author and exact title of each item of instructional material (including series title, if any), grade level, date of copyright, and prices.
7. That in this proposal the wholesale price f.o.b. at publisher represents a discount from the retail list price of \_\_% and the same discount from the retail list price and that no greater discount is allowed wholesale at publisher or wholesale state depository than at any other point in the United States by our company or any of its agents.
8. To enter into a contract in conformance with this proposal and to execute a bond or an irrevocable letter of credit issued by a commercial bank in such sum as the Board may designate to secure the full and faithful performance of this contract by the publisher.

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| Publisher  Address  Signed by  (signature)    (Type name and title of signer) |

Form 581-4538-E (12/15**)**