

**Draft** subject to change: (last updated: 11/9/2016 10:40 AM)

**2015 PUBLISHER TIMELINE  
OREGON ADOPTION PROCESS DETAILED SCHEDULE**

Category 1: Mathematics – Grades K-2	Category 2: Mathematics – Grades 3-5
Category 3: Mathematics – Grades 6-8	Category 4: Mathematics – Grades 9-12

<i>Approximate date we mail</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due to Oregon Department of Education</i>
1/23/15		<b><u>NOTICE # 1-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li>Information Request Form (due 3/12/15)</li> <li>2015 Oregon Adoption Process Schedule</li> </ul>	
		<b>*Information Request Form</b>	Complete 2-page form and return	<b>3/12/15</b>
	<b>3/12/15 WebEx</b>	<b>Publishers Briefing Webinar Meeting</b>	10:00am-11:30am (Pacific Time). A WebEx number will be sent later in the process.	
3/16/15 (or after receipt of the Information Request Form)		<b><u>NOTICE # 2-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li>Instructional Materials Proposal Forms (Form 4538) Agreement between the State and publishing company (due 3/27/15)</li> <li>Bid Spreadsheet Samples of electronic form to be downloaded (due 3/27/15 via email) in <b>Excel format ONLY – Date your work.</b></li> <li>Instructional Materials Summary Form (Form 4824) Explaining submission of materials (due 5/1/15)</li> <li>Criteria Sheets</li> <li>2015 Oregon Adoption Process Schedule</li> </ul>	
		<b>Instructional Materials Proposal Form</b> (Form 4538)		<b>3/27/15</b>
		<b>Bid Spreadsheets</b>	Must be received in <b>Microsoft Excel format ONLY via email</b>	<b>3/27/15</b>
		<b>Bid Change Deadlines</b>	No changes accepted after this date!	<b>4/17/15</b>
4/15/14		<b><u>NOTICE # 3-</u></b> <b><i>Instructional Materials Announcement Memo</i></b>	Included: <ul style="list-style-type: none"> <li><u>Information about:</u> Invoice reminder, 2-MSST Forms, samples/label directions, shipping instruction sheet, evaluation materials detail, tips for communication.</li> </ul>	
4/24/15		<b>Publisher Invoices</b>		
		<b>Instructional Materials Summary Form</b> (Form 4824)		<b>5/1/15</b>
		<b>Invoice Payment</b>	Payment due upon receipt & MUST be received before presentation. - Mail to: Paula Merritt OR Dept of Ed-255 Capitol St NE, Salem, OR 97310	<b>NO LATER THAN 5/29/15</b>
<i>Emailed approx. end of May</i>		<b>Presentation</b> (room & time) <b>Schedule – will be sent to you as soon as all bid changes are in. You hold up the schedule if you hold up your edits.</b> This is an	Lists publisher presentation days/times/rooms. You will be notified of revisions as they occur.	

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<i>Approximate date we mail</i>	<i>Meeting</i>	<i>What</i>	<i>How/Specifications</i>	<i>Deadline Date Due to Oregon Department of Education</i>
TBD		approx date.		
		<b>Digital Materials</b>	Must provide access to electronic version of materials. You may provide this through online access, or by providing electronic files.	<b>NO LATER THAN 6/1/15</b>
		<b>MSST Forms B and M</b>	Complete per instruction page and email or US mail back by deadline. <i>(Please do not fax)</i>	<b>7/1/15</b>
		<b>Shipment of Presentation/Sample Materials</b>	See <i>Shipping Instruction sheet for shipping</i> : Materials will NOT be accepted before the week of July 13-17 <sup>th</sup> and will be refused.	<b>To Arrive between 7/13 to 7/17</b> (No earlier or later)
	<b>7/20/15 – 7/24/15 8:00am-4:00pm</b>	<b>Presentations &amp; Evaluation week</b>	Evaluations will be held at Rosemont Ridge Middle School in West Linn, OR.	
		<b>Concluding Presentations</b>	<i>Required: Upon departure for the week</i> plan to ship 1-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.	
9/1/15		<b>Score Notification</b>	Scores and comments will be emailed and US mailed.	
	<b>10/22/15</b>	<b>State Board's Proposed Adoption of Instructional Materials</b>	10/22/15 (meeting live-stream link) <b><a href="http://www.ode.state.or.us/search/page/?id=184">http://www.ode.state.or.us/search/page/?id=184</a></b>	
	<b>11/3/14</b>	<b>Video Caravan WebEx Meeting</b>	9:00am-10:30am (Pacific Time). A WebEx number will be sent later in the process. You will be asked to host a video link for posting on our website.	
		<b>Video Caravan link deadline</b>	Video Caravan link for posting to our website.	<b>12/4/15</b>
11/6/15		<b>Publisher contract/bond mailed for execution</b>	Contract and Bond to be completed, executed, and returned.	
		<b>Executed contract and bond deadline</b>		<b>12/11/15</b>

Oregon Department of Education

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