

## 2021 PUBLISHER TIMELINE for English Language Arts & Literacy

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

Approximate date	What/How/Specifications	Deadline Date Due
01/4/21	<p><b><u>NOTICE # 1- Instructional Materials Announcement Memo</u></b> Included:</p> <ul style="list-style-type: none"> <li>• Circular of Information (Announcement of Instructional Materials Adoption)</li> <li>• Information Request Form</li> <li>• Northwest Textbook Depository- Explanation of Services</li> <li>• 2021 Oregon Adoption Process Schedule</li> </ul>	
	<p><b>Information Request Form</b> Complete form and return to Aujalee by email.</p>	<b>02/19/21</b>
02/22/21 (or after receipt of the Information Request Form)	<p><b><u>NOTICE # 2- Instructional Materials Announcement Memo</u></b> Included:</p> <ul style="list-style-type: none"> <li>• Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company</li> <li>• Bid Spreadsheet - Sample of electronic form to be downloaded in <b>Excel format ONLY – Date your work.</b></li> <li>• Instructional Materials Summary (Form 4824) - Explaining submission of materials</li> <li>• Adoption Criteria Sheets</li> <li>• 2021 Oregon Adoption Process Schedule</li> </ul>	
02/24/21	<p><b>Publisher’s Briefing Remote Meeting</b> Call-in &amp; time information will be sent after registration.</p>	
	<p><b>Instructional Materials Proposal Form (Form 4538)</b></p>	<b>03/08/21</b>
	<p><b>Bid Spreadsheets</b> Must be received in <b>Microsoft Excel format ONLY via email</b></p>	<b>03/19/21</b>
04/19/21	<p><b><u>NOTICE # 3- Instructional Materials Announcement Memo</u></b> Included: Review Week Details &amp; Quality Criteria Documentation</p>	
	<p><b>Bid Change Deadlines</b></p>	<b>04/23/21</b>

Approximate date	What/How/Specifications	Deadline Date Due
	No changes accepted after this date!	
04/26/21	<b>Official Withdrawal Date</b>	<b>04/26/21</b>
05/07/21	<b>Individual Publisher Invoices emailed</b>	
05/28/21	<b><u>NOTICE # 4- Instructional Materials Announcement Memo</u></b> Included: Invoice reminder, 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
	<b>Invoice Payment</b> 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	<b>NO LATER THAN 06/11/21</b>
6/14/21	<b>Presentation Schedule and Review Week Information</b>	
	<p><b>Digital Materials</b> Must provide access codes to allow up to 7 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials.</p> <p><b>Instructional Materials Summary Form (Form 4824)</b> Complete form and return to Aujalee by email. Includes:</p> <ul style="list-style-type: none"> <li>• Description of Submission</li> <li>• Quality Criteria Documentation</li> <li>• Research Based Documentation (optional – hard copy also accepted)</li> <li>• Alignment (optional – hard copy also accepted)</li> <li>• NIMAS assurance</li> </ul> <p><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></p> <p><b>Recording of Publisher Presentations</b> <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i></p>	<b>NO LATER THAN 06/18/21</b>

**Draft** subject to change: (last updated: 4/20/2021 11:16 AM)

Approximate date	What/How/Specifications	Deadline Date Due
June 28-July 5	<b>Review of Recorded Publisher Presentations</b>	
09/01/21	<b>Score Notification</b> Scores and comments will be emailed.	
09/15/21	<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 12/07/20</b> . <i>Contracts will not be accepted late due to inability to obtain bond on time.</i>	
	<b>Publisher Response</b> Response to evaluator comments must be received by Aujalee by this date to be published with the review and scores.	<b>September 30, 2021</b>
Oct. 2021	<b>State Board's Proposed Adoption of Instructional Materials</b> October 2020- Meeting live-stream link below: <a href="http://www.oregon.gov/ode/about-us/stateboard/Pages/State-Board-Video-streaming-and-Archives.aspx">http://www.oregon.gov/ode/about-us/stateboard/Pages/State-Board-Video-streaming-and-Archives.aspx</a>	
11/01/21	<b>Publisher Contract/Bond mailed for execution</b> Contract forms mailed and emailed.	
TBD	<b>Regional Caravan Meetings</b> Caravan details TBD	
	<b>Executed Contract/Bond Due</b> 2 Copies of signed contract and original bond to be returned to Aujalee.	<b>12/06/21</b>
	<b>Video Caravan Link Due</b> Video Caravan link for posting to our website.	<b>12/10/21</b>
	<b>Sales Agreement w/ Northwest Textbook Depository</b> Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>01/31/22</b>
	<b>NIMAS File</b> To be sent to NIMAC	<b>02/01/22</b>

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For any questions regarding this tentative timeline, please contact:

Aujalee Moore, (503) 947-8683, [Aujalee.Moore@ode.state.or.us](mailto:Aujalee.Moore@ode.state.or.us)