

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><u>NOTICE # 1- Instructional Materials Announcement Memo</u> Included:</p> <ul style="list-style-type: none"> • Circular of Information (Announcement of Instructional Materials Adoption) • Information Request Form • Northwest Textbook Depository- Explanation of Services • 2021 Oregon Adoption Process Schedule 	
	<p>Information Request Form Complete form and return to Aujalee by email.</p>	02/19/21
02/22/21 (or after receipt of the Information Request Form)	<p><u>NOTICE # 2- Instructional Materials Announcement Memo</u> Included:</p> <ul style="list-style-type: none"> • 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 • 2021 Oregon Adoption Process Schedule • OER Request for Fee Waiver (if applicable) 	
02/24/21	<p>Publisher’s Briefing Remote Meeting Call-in & time information will be sent after registration.</p>	
	<p>Open Educational Resource (OER) Fee Waiver Request</p>	03/05/21
	<p>Instructional Materials Proposal Form (Form 4538)</p>	03/08/21
	<p>Bid Spreadsheets Must be received in Microsoft Excel format ONLY via email</p>	03/19/21

Draft subject to change: (last updated: 1/4/2021 3:13 PM)

Approximate date	What/How/Specifications	Deadline Date Due
04/19/21	<u>NOTICE # 3- Instructional Materials Announcement Memo</u> Included: Review Week Details & Quality Criteria Documentation	
	Bid Change Deadlines No changes accepted after this date!	04/23/21
04/26/21	Official Withdrawal Date	04/26/21
05/07/21	Individual Publisher Invoices emailed	
05/28/21	<u>NOTICE # 4- Instructional Materials Announcement Memo</u> 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 06/11/21
June (TBD)	Presentation Schedule and Review Week Information <ul style="list-style-type: none"> • 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 <u>Shipping Instruction sheet for shipping.</u>	

Approximate date	What/How/Specifications	Deadline Date Due
	<p>Digital Materials 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>Instructional Materials Summary Form (Form 4824) Complete form and return to Aujalee by email. Includes:</p> <ul style="list-style-type: none"> • Description of Submission • Quality Criteria Documentation • Research Based Documentation (optional – hard copy also accepted) • Alignment (optional – hard copy also accepted) • NIMAS assurance <p>MSST Forms B and M Complete per instruction page and email or US mail back by deadline. <i>(Please do not fax)</i></p>	<p>NO LATER THAN 06/18/21</p>
July	<p>Presentations & Review Evaluations for all submissions will be held during Review Week at TBD</p>	
09/01/21	<p>Score Notification Scores and comments will be emailed.</p>	
09/15/21	<p>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. <i>Contracts will not be accepted late due to inability to obtain bond on time.</i></p>	
	<p>Publisher Response Response to evaluator comments must be received by Aujalee by this date to be published with the review and scores.</p>	<p>September 30, 2021</p>
Oct. 2021	<p>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</p>	
11/01/21	<p>Publisher Contract/Bond mailed for execution</p>	

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Approximate date	What/How/Specifications	Deadline Date Due
	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 Aujalee.	12/06/21
	Video Caravan Link Due Video Caravan link for posting to our website.	12/10/21
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/22
	NIMAS File To be sent to NIMAC	02/01/22

For any questions regarding this tentative timeline, please contact:
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