

**Draft** subject to change: (last updated: 6/9/2020 9:57 AM)

## 2020 PUBLISHER TIMELINE for World Languages

Category 1: Levels 1 & 2

Category 2: Levels 3 & 4

Category 3: Levels 5+

<i>What/How/Specifications</i>	<i>Deadline Date Due</i>
<b>Bid Spreadsheets Conversations</b> Must be received in <b>Microsoft Excel format ONLY via email</b>	<b>06/01-9/20</b>
<b><u>NOTICE # 3-Instructional Materials Announcement Memo</u></b> Included: Review Week Details & Quality Criteria Documentation, 2-MSST Forms, Digital logins, Oregon Instructional Materials Evaluation Tool (OR-IMET)	<b>Week of June 15th (or sooner)</b>
<b>Bid Change Deadlines</b> No changes accepted after this date!	<b>06/26/20</b>
<b>Official Withdrawal Date</b>	<b>07/03/20</b>
<b>Individual Publisher Invoices emailed</b>	<b>Week of July 6th</b>
<b><u>NOTICE # 4- Instructional Materials Announcement Memo</u></b> Included: Invoice reminder, Review Week Details	<b>TBD (07/17 maybe)</b>
<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 08/01/20</b>
<b>Presentation Schedule and Review Week Information</b> <ul style="list-style-type: none"><li>● Presentation Details</li><li>● Q&amp;A Session Scheduled</li></ul>	<b>NO LATER THAN 07/17</b>

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<p><b>Digital Materials</b> Must provide access codes to allow five 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</b> (Form 4824) 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>NO LATER THAN 07/17</b></p>
<p><b>Evaluation Committee Training</b></p>	<p><b>Week of July 20</b></p>
<p><b>Presentations &amp; Review week</b> Evaluations for all submissions will be held during Review Week - to be conducted virtually.</p>	<p><b>Week of August 3rd-Week of August 17th</b></p>
<p><b>Score Notification</b> Scores and comments will be emailed.</p>	<p><b>09/7/20</b></p>
<p><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 due on 2/07/20. <i>Contracts will not be accepted late due to inability to obtain bond on time.</i></p>	
<p><b>Publisher Response</b> Response to evaluator comments must be received by Aujalee by this date to be published with the review and scores. Request to Re-evaluate.</p>	<p><b>9/21/20</b></p>
<p><b>State Board’s Proposed Adoption of Instructional Materials</b> December 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></p>	<p><b>12/17/20</b></p>
<p><b>Publisher Contract/Bond mailed for execution</b> Contract forms mailed and emailed.</p>	<p><b>October 2020</b></p>

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<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 Jeremy.	<b>01/29/21</b>
<b>Video Caravan Link Due</b> Video Caravan link for posting to our website.	<b>02/11/21</b>
<b>Sales Agreement w/ Northwest Textbook Depository</b> Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>03/31/21</b>
<b>NIMAS File</b> To be sent to NIMAC	<b>05/01/21</b>

For any questions regarding this tentative timeline, please contact:  
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