

# FLORIDA DEPARTMENT OF EDUCATION



Gerard Robinson  
Commissioner of Education

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**DPS: 2012-11**

## MEMORANDUM

**TO:** Publishers of Instructional Materials

**FROM:** Gerard Robinson

**DATE:** February 17, 2012

**SUBJECT: Announcement of the 2012-2013 Instructional Materials Adoption**

The Florida Department of Education (the Department) has announced its plans for the 2012-2013 instructional materials adoption and is calling for bids in K-5 Mathematics; the K-5 Comprehensive Core Reading, Writing, Speaking, Listening, and Language Program; the K-5 Comprehensive Intervention Reading Program; and the K-5 Supplemental/Intervention Reading Program.

Intents to bid must be submitted no later than 11:59 p.m., Eastern Standard Time, Friday, February 24, 2012. Bids must be filed in the Instructional Materials Office of the Florida Department of Education no later than 5:00 p.m., Eastern Daylight Saving Time (EDT), Monday, May 7, 2012. Resulting contracts shall be for a five-year period effective April 1, 2013. The Department reserves the right to reject any or all bids.

The bids submitted shall be for furnishing the designated materials in accordance with specifications of the Department. The bid shall state the lowest wholesale price at which the materials will be furnished, effective as of April 1, 2013.

According to the *Policies and Procedures for the Florida Instructional Materials Adoption*, the Florida adoption is limited to instructional materials that meet the definition of “major tool” and accompanying “ancillary materials” as follows:

“Major Tool” refers to materials that provide instructional content and student learning activities for each of the Next Generation Sunshine State Standards (Common Core) benchmarks that are in the course descriptions;

“Ancillaries” are those items that were designed to work with the major tool and may be priced or free with order.

A publisher or manufacturer providing instructional materials as a single bundle shall also make the materials available as separate and unbundled items, each priced individually. Furthermore, publishers are encouraged to offer sections of state-adopted materials in digital or electronic versions at reduced rates to school districts and teachers. The Department requires digital instructional materials bid for adoption to meet the industry standard protocols for interoperability. Adopted materials must be accessible through the school districts’ Local Instructional Improvement System (LIIS) and a variety of mobile and desktop digital devices.

Publishers must provide access to the major tool, which includes the Student Edition and the Teacher Edition, and any ancillary materials specified in this memorandum in an electronic or digital format. Publishers and manufacturers of instructional materials shall electronically deliver fully developed sample copies or provide electronic access to sample copies to the Department for each state instructional materials reviewer and subsequent district reviewer. The materials that must be sampled as part of the 2012-2013 instructional materials adoption are as follows:

- **K-5 Mathematics**
  - Major Tool – Student and Teacher Editions for each grade level
- **K-5 Comprehensive Core Reading, Writing, Speaking, Listening, and Language Program**
  - Major Tool – Student and Teacher Editions for each grade level
  - One below-level reader for each grade level
  - One on-level reader for each grade level
  - One above-level reader for each grade level
- **K-5 Comprehensive Intervention Reading Program**
  - Major Tool – Student and Teacher Editions for each grade level
- **K-5 Supplemental/Intervention Reading Program**
  - Major Tool – Student and Teacher Editions for each grade level

The Office of Instructional Materials will provide access to samples for reviewers via the Department’s online evaluation system. Samples must be the final versions of all instructional materials included in the publishers’ bids.