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MEMORANDUM

TO: Publishers of Instructional Materials

FROM: Pam Stewart

DATE: February 21, 2014

SUBJECT: **Announcement of the 2014-2015 Instructional Materials Adoption**

The Florida Department of Education (FDOE) has announced its plans for the 2014-2015 instructional materials adoption and is calling for bids in K-12 World Languages Spanish and French, 9-12 Career and Technical Education Agriculture, 9-12 Physical Education, and 6-12 English for Speakers of Other Languages (ESOL).

Intents to bid must be submitted no later than 11:59 p.m., Eastern Standard Time, Friday, March 14, 2014. 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), Friday, May 23, 2014. Resulting contracts shall be for a five-year period effective April 1, 2015. FDOE reserves the right to reject any or all bids.

The bids submitted shall be for furnishing the designated materials in accordance with the specifications of FDOE. The bids shall state the lowest wholesale price at which the materials will be furnished, effective as of April 1, 2015.

The Florida adoption is limited to instructional materials that meet the definition of a “major tool” and the accompanying “ancillary materials” as follows:

- “Major tool” refers to materials that provide instructional content and student learning activities for each of the Florida Standards that are in the course descriptions; and
- “Ancillary materials” are those items that are designed to work with the major tool and may be priced or free with order.

FDOE requires the digital instructional materials bid for adoption to be interoperable on commonly available mobile and desktop digital devices, using industry standard protocols. Recommended specifications for devices can be accessed at http://www.fldoe.org/bii/Instruct_Tech/pdf/Device-BandwidthTechSpecs.pdf. The digital instructional materials must be accessible through the school districts’ Local Instructional Improvement System (LIIS) as required by section 1006.281, Florida Statutes (F.S.). The minimum standards for the LIIS are adopted by Rule 6A-7.0712 and are available on the Florida Department of Education’s website at <http://www.fldoe.org/arra/LIISMS.asp>.

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, as required by section 1006.29 (2), F.S. Publishers are encouraged to offer sections of state-adopted materials in digital or electronic versions at reduced rates to school districts and teachers.

Publishers must provide FDOE with access to sample copies of the major tool, which includes the Student Edition and the Teacher Edition, specified in this memorandum in an electronic or digital format. The materials that must be sampled as part of the 2014-2015 instructional materials adoption are as follows

- **K-12 World Languages Spanish and French Courses**
 - Major Tool – Student and Teacher Editions
- **Career and Technical Education Agriculture Programs and Courses**
 - Major Tool – Student and Teacher Editions
- **9-12 Physical Education Courses**
 - Major Tool – Student and Teacher Editions
- **6-12 English for Speakers of Other Languages Courses**
 - Major Tool – Student and Teacher Editions

The Office of Instructional Materials will provide access to the samples for each state instructional materials reviewer, and subsequent district and public reviewers, FDOE’s online evaluation system. Samples must be the final versions of all instructional materials included in the publishers’ bids.