

South Carolina Department of Education
**2016 CALL FOR BIDS FOR INSTRUCTIONAL MATERIALS
WITH BID INFORMATION AND SUBMISSION REQUIREMENTS**

TO WHOM IT MAY CONCERN:

The State Board of Education (SBE) of South Carolina hereby gives notice that it or its duly appointed committee will meet in the City of Columbia at **12 o'clock noon, March 25, 2016**, to open bids for instructional materials for the subject areas listed below. The materials adopted for these areas are to be used in the public schools of this state, for which the said Board may lawfully prescribe and adopt instructional materials (print/digital). The use of adopted instructional materials shall begin June 1, 2017.

The South Carolina Department of Education's (SCDE) State Instructional Materials Office, 301 Greystone Boulevard, Suite 150, Columbia, SC 29210 will receive sealed bids on or before **12 o'clock noon, March 25, 2016**. Bids will be opened at the State Instructional Materials Office (Suite 150) and no bids will be accepted after the deadline. (Note: Review of online courses for initial credit and credit recovery are not part of the 2016 instructional materials adoption process.)

To indicate interest or tentative plans to participate in the 2016 Instructional Materials Adoption cycle, use the link (https://scde.formstack.com/forms/2016_intent_to_bid) to submit the 2016 Intent to Bid form by March 16, 2016. Bid forms are available on the Web at <http://www.mysctextbooks.com/whatsnew.aspx>. Bid submission deadline is on or before **12:00 o'clock noon March 25, 2016**.

Bids will be received for the following subject areas. Publishers are to bid materials (print/digital) including ancillary materials (free with order) that meet the appropriate South Carolina academic standards, Advanced Placement (AP) course descriptions, International Baccalaureate (IB), or Career and Technical Education (CATE) course standards for these areas. The adoption areas for the 2016 Call for Bids are expanded to include appropriate instructional materials for students of varied ability levels.

2016 SUBJECT AREAS OPENED FOR ADOPTION

ARTS, AUDIO-VIDEO TECHNOLOGY AND COMMUNICATIONS

Fashion Design and Apparel Construction 1, 2
Media Technology 1, 2

BUSINESS, MANAGEMENT AND ADMINISTRATION

Accounting 1, 2
Business Principles and Management
Digital Input Technologies
Google Basics
Human Resource Management
Personal Finance
Virtual Enterprise 1, 2, 3, 4

EXPLORATORY OFFERINGS

Introduction to Career Clusters, 7–8

HEALTH

Health, K–5
Health, 6–8
Personal Health and Wellness, 9–12

INFORMATION TECHNOLOGY

General Technology — Elementary
Keyboarding – Elementary
Exploring Computer Science, 9–12
IT Fundamentals, 9–12

LANGUAGE ARTS

Advanced Composition
Advanced Placement English Language and Composition
Advanced Placement English Literature and Composition
Journalism 1, 2
Speech, 9–12

LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY

Law Enforcement Services 1, 2

MARKETING

Global Business
Marketing Research
Merchandising
Professional Sales
Sports and Entertainment Management

MATHEMATICS

Foundations in Algebra, 9–12
Intermediate Algebra, 9–12

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

Introduction to Engineering Design
Principles of Engineering

Advanced Career – Clean Energy Technology

Clean Energy Systems
Clean Energy Applications

SCIENCE

Chemistry 1, 2 (includes Advanced Placement and International Baccalaureate)
Forensic Science, 9–12
Integrated Science, 9–12
Physical Science, 9–12
Physics (includes Advanced Placement and International Baccalaureate)

WORLD LANGUAGES

American Sign Language, K–12

PILOTING OF INSTRUCTIONAL MATERIALS

Publishers must not pilot programs or instructional materials bid for the 2016 adoption cycle from the approval date of the adoption areas (December 9, 2015) until the beginning of the contract period for adopted programs (June 1, 2017). Pilot materials currently in schools or districts must be removed at publisher's expense by the bid opening date of March 25, 2016. The intent of this policy is to avoid publishers influencing districts and schools prior to and throughout the adoption process.

2016 BID INFORMATION AND SUBMISSION REQUIREMENTS

To indicate interest or tentative plans to participate in the 2016 Instructional Materials Adoption cycle, use the link (https://scde.formstack.com/forms/2016_intent_to_bid) to submit the 2016 Intent to Bid form by March 16, 2016.

SEALED BID

All bidders must submit sealed bid forms marked/labeled as **Official Instructional Materials Bid** on or before the bid opening deadline of **12:00 noon on March 25, 2016**. A completed bid affidavit must accompany the sealed bids and will be made part of any contract that may result from this bid. Additionally, all bidders must provide electronically the bid forms and the bid data file to the bid/contract coordinator (Vauline Johnson, vjohnson@ed.sc.gov) by the bid submission deadline. All forms, Excel bid data file, and bid information are available on the Web at <http://www.mysctextbooks.com/whatsnew.aspx>.

All publishers or vendors who plan to bid instructional materials in South Carolina **are required to register** on or before **12:00 noon March 25, 2016**, using the link: https://scde.formstack.com/forms/publisher_registration. A separate registration submission is needed for each company representative or individual. (Note: Online/credit recovery courses are not part of the 2016 Instructional Materials Adoption process.)

Publishers should bid materials at the lowest price possible with consideration of the Most Favored Nation provision. Each bid must specify the lowest net wholesale price for each item bid for purchase. Each bid must be accompanied with the website or the printed circular, catalogue, or certified statement giving established prices effective June 1, 2017. During the bid or contract period, the publisher agrees if any reduction is made in the official list or catalogue prices, corresponding reductions will be made in the prices named in this bid.

Publishers are to bid materials (print/digital) including ancillary materials (free with order) that meet the appropriate South Carolina academic standards, Advanced Placement (AP) course descriptions, International Baccalaureate (IB), or Career and Technical Education (CATE) course standards. The adoption areas for the 2016 Call for Bids are expanded to include appropriate instructional materials for students of varied ability levels. Publishers may bid a variety of materials and formats but only the essential or core student materials will be recommended for state funding. The Instructional Materials Review Panels will determine which program components are core student materials. Program components and consumable items determined not to be core student materials will be listed as supplemental materials for districts and schools to purchase using local funds. Additionally, core student materials bundled with workbooks/consumable items will be listed as supplemental materials.

Publishers bidding digital materials are required to provide in the bid data (Excel file) a description or the available formats for the student materials (ex.: e-book, web-based, iPad, subscription, IMS Global standards, etc.). For more information on the IMS Global Standards which ensure interoperability with a variety of platforms, see this website: <http://www.imsglobal.org/cc/primeronCCConformance.html>.

Note:

Only those items having intellectual content that serve as a tool for assisting in the instruction of a subject or course such as hardbound or softbound textbooks, e-books, digital materials, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software may be offered. Bids cannot include for adoption or as ancillary (free with order) any equipment and/or supplies that do not have intellectual content. The SCDE reserves the right to reject any items bid, which it deems lacking in intellectual content or not suitable for providing instruction.

ANCILLARY MATERIALS AND SERVICES BID LIST (FREE WITH ORDER)

The Ancillary Materials and Services Bid List (Excel file) must be completed and submitted with the sealed bid as it will become part of the contract for any instructional materials adopted. Publishers that have no ancillary materials or services should submit the ancillary form (Excel file) with a notation that no ancillary materials or services are offered. Publisher must include ancillary materials on the sealed bid form with prices and ISBNs to allow schools to purchase additional or replacement copies. The publisher agrees to furnish on an equitable basis as specified the materials and/or

services described on the 2016 Ancillary Materials and Services Bid List to all school districts in South Carolina adopting the publisher's book, series, or program (print/digital). Publishers must provide a detailed description of services (in-service/professional development) that will be provided to adopting schools and districts on the 2016 Ancillary Materials and Services Bid List or as an attachment.

Ancillary Bid Requirements

To help schools transitioning to 1:1 devices and homes without internet access:

- Each print version of the student editions/materials purchased should include six-year access to the digital version (ex.: e-book, web-based, iPad, subscription, IMS Global, etc.).
- Each digital version of student editions/materials should include a classroom set (30 copies per teacher) of the printed student editions/materials.
- Publishers must indicate on the Ancillary Materials and Services Bid List if digital or print versions of the student editions/materials are not available.

No amendments to the ancillary (free-with-order) list will be considered from the date bids are opened until one year after the beginning date of the contract (March 25, 2016, until June 1, 2018) unless as required by the most favored purchaser provisions in the contract. No amendments to the ancillary list shall be made without requesting permission in writing to the State Instructional Materials Office. Should the most favored purchaser provisions in Section VI of the contract require new or additional ancillary offerings, the publisher shall file with the State Instructional Materials Office a certified statement setting forth the nature, circumstances, and details (what, when, where, why) of the offering.

Note:

- SCDE recommends that publishers bid ancillary materials on a per pupil ratio of 1:20 for grades K–2, 1:25 for grades 3–5, and one (1) per teacher for grades 6–12 for the 2016 adoption areas. For materials bid as parallel and/or functional curriculum, ancillary materials should be provided per classroom and not on a per pupil ratio.
- In previous adoption cycles, publishers provided teacher editions at the designated ratios to SCDE at its Central Depository location (R. L. Bryan Company) which were bar-coded and shipped to schools. This will no longer be the practice for the 2016 and future adoption cycles.

GOOD FAITH DEPOSIT

Each bid shall include a Good Faith Deposit in the form of a certified check or cashier's check in the amount of \$500.00 for each book, program, or series of materials. The Good Faith Deposit cannot exceed in the aggregate of \$5,000.00 from any particular publisher or vendor. Checks, made payable to the **South Carolina Department of Education**, shall be deposited by the State Superintendent with the State Treasurer. In the event that any publisher submitting a bid for instructional materials neglects, refuses, or omits to execute its contract within 30 days after the contract is written and mailed to the publisher, the Good Faith Deposit shall be forfeited to the State of South Carolina. **(Note: Personal or company checks are unacceptable.)** Upon completion of the adoption process and contract approval, the Good Faith Deposit shall be returned to each publisher or vendor.

ADDITIONAL PUBLISHER REGISTRATION

All bidders doing business in South Carolina must register with the South Carolina Secretary of State to file your Agent for Service of Process (contact 803-734-2158 or www.scsos.com). Registration information includes the names, e-mail addresses, and telephone numbers of all agents, employees, or persons retained for legal or other services to whom there is being paid any salary, commission, or royalty for representing the bidder or publisher in the State of South Carolina for the 2016 adoption cycle. The failure to comply with this provision shall be deemed sufficient cause for rejection of the bid of such bidder or publisher.

NATIONAL INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD (NIMAS)

The National Instructional Materials Accessibility Standard (NIMAS) is a standard that will be used by publishers and states to prepare electronic files of print instructional materials in a timely manner. These files will be used to create accessible formats for students who are blind or other students with print disabilities. Complete information about NIMAS and IMAC is available at <http://nimac.us>. The following requirement is added to this contract in order for the state to be in compliance with the NIMAS (IDEA-2004):

By agreeing to deliver the textbooks and related core materials marked with "NIMAS" on this contract, the publisher agrees to prepare and submit, on or before June 1, 2017, a NIMAS file set to the NIMAC (NIMAS development and technical assistance centers) that complies with the terms and procedures set forth by the NIMAC. Should the vendor be a distributor of the materials and not a publisher, the distributor agrees to immediately notify the publisher of its obligation

to submit NIMAS file sets of the purchased textbooks and related core materials to the NIMAC, the files will be used for the production of alternate formats as under the law for students with print disabilities.

Under these guidelines, “textbook” means the principal tool of instruction used in the classroom. It is a printed book or books that contain most, if not all, of the academic content a student needs to learn to meet the state or Local Education Agency’s academic requirements for that subject area. “Related core materials” are printed materials, other than textbooks, designed for use by students in the classroom in conjunction with a textbook and which, together with the textbook, are necessary to meet the academic requirements for the intended course. The materials should be directly related to the textbook and wherever possible they should be published by the publisher of the textbook. Related core materials do not include materials that are not written and published primarily for use by students in the classroom (e.g., trade books not bundled with the textbook, newspapers and reference works) not ancillary or supplemental materials that are not necessary to meet the academic requirements for the intended course. For purposes of these definitions, the term “academic requirements for the intended course” refers to relevant academic standards and requirements as established by a state educational agency or local education agency.

MANUFACTURING SPECIFICATIONS (FORM B AND FORM M)

All books and electronic media offered for adoption shall be manufactured in accordance with, or in excess of, the official *Manufacturing Standards and Specifications for Textbooks* established by the Advisory Commission on Textbook Specifications (ACTS), as revised and amended. Provided, however, the State Board of Education reserves the right to waive deviations and technicalities from the specifications.

Publishers shall submit electronically a statement (Form B) for each hardbound pupil edition and a statement (Form M) for each electronic media item by the bid submission deadline (March 25, 2016) or with SCDE official samples (May 23, 2016). Publishers must indicate on the appropriate form if the item does, or does not, meet the terms of the manufacturing standards. Completed, signed Form B’s and M’s are to be submitted via e-mail to the bid/contract coordinator (Vauline Johnson, vjohnson@ed.sc.gov). (Warranty Forms: Form B and Form M are posted on the Web at <http://www.mysctextbooks.com/whatsnew.aspx>.)

RIGHT TO REJECT

The State Board of Education retains the right to reject any bid in whole or part and waive all technicalities. The State Board of Education, at its option, may terminate the contract in compliance with State law and State Board Regulations. The State Board may terminate the contract for a subject area should the area be opened for adoption and funded before the end of the six-year contract.

SUBJECT SPECIFIC BID REQUIREMENTS

The Instructional Materials Review Panels will evaluate the instructional materials including digital materials using criteria based on the appropriate South Carolina academic standards, Advanced Placement (AP) course descriptions, International Baccalaureate (IB), or Career and Technical Education (CATE) course standards. Publishers should bid instructional materials that are aligned to these standards and provide Panel members and SCDE with electronic copies of correlations by May 23, 2016. Publishers may use their company’s form or format for correlations. Web locations for the standards are listed in the following chart. (Deadline: May 23, 2016)

HEALTH K-12*

For publishers bidding in the health areas, revisions are currently being made to the South Carolina Academic Standards for Health and Safety Education. Publishers bidding in the health areas will be notified of the State Board of Education’s approval of the revised standards and the date for submitting correlations to the review panel members.

Additionally, publishers bidding in the health areas must review the 2014 Comprehensive Health (CHE) Education Act 1988 posted on the web at <http://ed.sc.gov/instruction/standards-learning/health-education/standards/>. If the program or materials bid address the subject manner outlined in the CHE, the publisher is required to correlate their materials to the CHE as well as the revised academic standards for Health and Safety Education. If you have specific content questions, please contact Dr. Christine Beyer, Health and Safety Education Associate in the Office of Standards and Learning (cbeyer@ed.sc.gov).

STANDARDS INFORMATION FOR CORRELATIONS		
CONTENT AREA AND SCDE CONTACT PERSON	ADOPTION AREA	STANDARDS FOR CORRELATIONS
Health and Safety Christine Beyer (Cbeyer@ed.sc.gov)	<ul style="list-style-type: none"> • Health, K–5 • Health, 6–8 • Personal Health and Wellness, 9–12 	*Academic Standards: http://ed.sc.gov/instruction/standards-learning/health-education/standards/
Language Arts Paula Miller (pmiller@ed.sc.gov)	<ul style="list-style-type: none"> • Advanced Composition* • AP English Language and Composition • AP English Literature and Composition • Journalism 1, 2* • Speech, 9–12* <p>*Journalism, Speech, and Advanced Composition are elective courses. A document to isolate the 9-12 English Language Arts standards and other content area standards that are appropriate for each course will be provided with a new timeline for submitting the correlations to the publishers submitting bids or their Intent to Bid for these courses. Access 9-12 ELA standards using link provided.</p>	Academic Standards – 9-12 ELA: http://ed.sc.gov/instruction/standards-learning/english-language-arts/ Advanced Placement: http://apstudent.collegeboard.org/apcourse International Baccalaureate: http://ibo.org/en/programmes/diploma-programme/curriculum/
Mathematics Lindsay Boozer (lboozer@ed.sc.gov) Janel Johnson (jehanson@ed.sc.gov) Mary Ruzga (mruzga@ed.sc.gov)	<ul style="list-style-type: none"> • Foundations in Algebra, 9–12 • Intermediate Algebra, 9–12 	Foundations: http://ed.sc.gov/scdoe/assets/File/instruction/standards/Math/PrintableSCCCEFoundationsinAlgebraStandards201516.pdf Intermediate: http://ed.sc.gov/scdoe/assets/File/instruction/standards/Math/PrintableSCCCEIntermediateAlgebraStandards201516forAlgebra1EOCEP.pdf
Science Michael Cosenza (mcosenza@ed.sc.gov)	<ul style="list-style-type: none"> • Chemistry 1, 2* (includes AP and IB) • Forensic Science, 9–12* • Integrated Science, 9–12* • Physical Science, 9–12 • Physics (includes AP and IB) <p>*Additional information will be provided with new timeline for correlations.</p>	Academic Standards: http://ed.sc.gov/instruction/standards-learning/science/standards/ Forensic Science – To be determined Integrated Science – To be determined Physical Science – Use Physics 1 Crosswalk, Physical Science standards are found on Page 26 (PS-5.2), page 30 (PS-5.10), page 32 (PS-2), page 33 (PS-6), page 36 (PS-7.7), page 38 (PS-6.8 & PS-6.9), page 39 (PS-6.11), page 40 (PS-7.4 & PS-7.6), page 41 (PS-2.1), and page 42 (PS-2.6 and PS-2.7) http://ed.sc.gov/scdoe/assets/File/instruction/standards/Science/Physics1_SupportDocument2_0.pdf Advanced Placement: http://apstudent.collegeboard.org/apcourse International Baccalaureate: http://ibo.org/en/programmes/diploma-programme/curriculum/
World Languages Ruta Couet (Rcouet@ed.sc.gov)	<ul style="list-style-type: none"> • American Sign Language, K-12 	Academic Standards: http://ed.sc.gov/instruction/standards-learning/world-languages/standards
Arts, AV Technology and Communications B. T. Martin (BTmartin@ed.sc.gov) Eleanor Gladden Gladney (eglover@ed.sc.gov)	<ul style="list-style-type: none"> • Media Technology 1, 2 • Fashion Design & Apparel Construction 1, 2 	http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/
Business, Management and Administration Tony Dillon (Tdillon@ed.sc.gov)	<ul style="list-style-type: none"> • Accounting 1, 2 • Business Principles and Management • Digital Input Technologies • Google Basics • Human Resource Management • Personal Finance • Virtual Enterprise 1, 2, 3, 4 	http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/
Exploratory Offerings Kama Staton (kstaton@ed.sc.gov)	<ul style="list-style-type: none"> • Introduction to Career Clusters, 7–8 	http://www.mysctextbooks.com/DOCS/INTRODUCTI ONTOCAREERCLUSTERSREVISED2014.pdf
Information Technology Tony Dillon (Tdillon@ed.sc.gov)	<ul style="list-style-type: none"> • General Technology – Elementary • Keyboarding – Elementary • Exploring Computer Science, 9–12 • IT Fundamentals, 9–12 	K-5: http://www.iste.org/standards/iste-standards/standards-for-students 9-12: http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/

STANDARDS INFORMATION FOR CORRELATIONS		
CONTENT AREA AND SCDE CONTACT PERSON	ADOPTION AREA	STANDARDS FOR CORRELATIONS
Law, Public Safety, Corrections, & Security Steven Watterson (Swatterson@ed.sc.gov)	<ul style="list-style-type: none"> • Law Enforcement Services 1, 2 	http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/
Marketing Tony Dillon (Tdillon@ed.sc.gov)	<ul style="list-style-type: none"> • Global Business • Marketing Research • Merchandising • Professional Sales • Sports and Entertainment Management 	http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/
Science, Technology, Engineering, and Mathematics BT Martin (btmartin@ed.sc.gov)	<ul style="list-style-type: none"> • Introduction to Engineering Design • Principles of Engineering • Advanced Career-Clean Energy Technology • Clean Energy Systems (6380) • Clean Energy Applications (6381) 	http://ed.sc.gov/instruction/career-and-technology-education/programs-and-courses/cate-course-standards/

PUBLISHER REQUIRED SUBMISSIONS FOR PANELS/SCDE

SCDE AND REVIEW PANEL SAMPLES

The list of Review Panel members with contact information will be sent to publishers by the adoption program coordinator on April 25, 2016. On or before May 23, 2016, publishers and vendors must provide material samples, correlations, and evaluation briefs to **each appropriate Review Panel member and the SCDE** as follows:

- One set of the print and digital materials bid (See Panel Sample Options)
- One set of the ancillary materials bid (See Panel Sample Options)
- One electronic copy of the correlations
- One electronic copy of the evaluations briefs

All sample boxes and information shipped to SCDE and Review Panels must be clearly labeled “2016 Official Review Samples” with the appropriate subject area.

Official SCDE Samples

- Ship print copies of bid materials including ancillary materials to the R. L. Bryan Company, 301 Greystone Boulevard, Columbia, South Carolina 29210 (Attention: Kriss Stewart).
- E-mail correlations, evaluation briefs, and access codes/instructions for digital materials to adoption program coordinator (Kriss Stewart, kstewart@ed.sc.gov).

Bidders of digital materials must ensure that the SCDE adoption program coordinator (Kriss Stewart, kstewart@ed.sc.gov) retains access to the materials throughout the review process and upon adoption throughout the duration of the contract.

Official Review Panel Samples

Bidders of digital materials must ensure that Panel members retain access to the materials throughout the review process. State Board of Education action on panel recommendations will be considered as the completion of the review process. SBE will receive panel recommendations on December 13, 2016.

Panel Sample Options

For publishers with the same materials bid in both print and digital formats, panel members will have the option to select the format of their samples (print/digital). Panel contact information and sampling options for print/digital, ancillary materials, and kits will be provided to publishers from the adoption coordinator on April 25, 2016.

Evaluation Brief

Bidders are required to furnish an evaluation brief to the SCDE adoption program coordinator (Kriss Stewart, kstewart@ed.sc.gov) and appropriate Review Panel members for each individual instructional program (textbook, series, or digital materials) being offered. Failure to do so will exclude materials from the review process. Briefs should be submitted by May 23, 2016, via e-mail to panel members and SCDE and include the information below in the order as listed.

- Name of bidding company

- Title (textbooks, digital materials, program title, or series)
- Subject or adoption area of the materials
- Author's name and background
- Copyright of student materials
- Intended grade levels
- Lexile level, if available, and other reading level or ability level (include method)
- For materials bid as digital, list the available formats for the student materials (e-book, web-based, iPad, subscription, etc.)
- For materials bid as digital, indicate if the student materials can be hosted on a Learning Management System (LMS) or comply with IMS Global standards in order to ensure interoperability with a variety of platforms.
- Annotation or description that provides an overview of the instructional materials bid including the intended course level of the materials (advanced, honors, college prep, etc.) or ability level (above, on, or below grade level, etc.)
- Indicate if print materials bid are consumables
- Attach list of Ancillary Materials and Services (must be identical to the ancillary bid data submitted with the sealed bid and include detailed descriptions of in-service training and professional development).
- For hardbound pupil editions, indicate if the texts do or do not meet the terms of the Manufacturing Standards and Specifications for Textbooks established by the Advisory Commission on Textbook Specifications (ACTS)
- Any additional information that will assist the Review Panel in the evaluation of the materials/programs
- Name of publisher's representative, telephone number, and e-mail address

Materials in Manuscript Format

Materials may be bid in manuscript format. Adoption will be subject to approval of material in its complete and final format (print or digital). Content of manuscript samples must be complete and submitted according to the instructions for Official SCDE and Review Panel Samples (Sample deadline: May 23, 2016). Publishers with manuscripts that have received tentative approval by SBE must provide final version to Review Panel members and SCDE adoption program coordinator by deadline of December 13, 2016.

Disposition of Instructional Material Samples

Sample copies of instructional materials furnished to members of Instructional Material Review Panels shall remain in the possession of panel members until the adoption process has been completed. State Board of Education's action on the panel recommendations will be considered the completion of the adoption cycle. The SBE will receive Review Panel recommendations on December 13, 2016. The publisher shall notify the SCDE of its intent to reclaim or not to reclaim samples from panel members when bids are submitted (See 2016 Bid Affidavit and 2016 Bid Cover Sheet available on the Web at <http://www.mysctextbooks.com/whatsnew.aspx>.)

Publishers opting to retrieve sample materials must do so within thirty days of the completion of an adoption cycle and at their own expense. **Shipping instructions to return materials must be provided to Review Panel members with the delivery of samples** (i.e., enclose a mailing label with company's FedEx/UPS account number and instructions to each panel member and SCDE).

The SCDE will retain the official samples of all instructional materials associated with programs adopted by the SBE including ancillary and supplemental materials.

Note:

- Bidders of digital materials must ensure that the SCDE adoption program coordinator (Kriss Stewart, kstewart@ed.sc.gov) retains access to the materials throughout the review process and upon adoption throughout the duration of the contract.
- Bidders of digital materials must ensure that panel members retain access to the materials throughout the review process ending on December 13, 2016.

INSTRUCTIONAL MATERIALS REVIEW PANEL PRESENTATIONS

The Instructional Materials Review Panels will meet during the week of June 6-10, 2016, for orientation and presentations by bidding publishers. The adoption program coordinator (Kriss Stewart, kstewart@ed.sc.gov; 803-832-8203) will provide publishers with the schedule of June presentations. Presenting to the Review Panels is optional and will not be a factor in evaluation of the materials.

PANEL Q&A SESSIONS

The Instructional Materials Review Panels will meet during the week of September 12-16, 2016, to deliberate on the materials bid and to make their recommendations. Should the panels have questions on the materials/programs; the publishers will have an opportunity to respond by phone during the individual Panel Q&A Sessions. Publishers will receive the Q&A Session schedule, general information, and instructions for designating their Q&A contact person from the adoption program coordinator in August 2016.

PUBLIC REVIEW OF RECOMMENDED MATERIALS

A public review of recommended materials will be held from October 14-November 14, 2016. Information on the location of the public review sites will be provided to publishers in September 2016. A copy of the student editions for each grade level of the recommended programs must be shipped to all review sites. For recommended kits and digital materials, publishers must send sufficient print information to provide citizens with a thorough overview of the program. Panel recommendations for instructional materials and comments from the public review will be submitted for SBE approval on December 13, 2016.

INSTRUCTIONAL MATERIALS CARAVAN

The South Carolina Department of Education will coordinate with publishers to conduct an instructional materials caravan that will give school and district staff the opportunity to review newly funded materials during presentations by participating publishers. Presentations included as part of the caravan are those areas with large student enrollments or areas with several participating publishers. Publishers will be provided with caravan guidelines and schedule after the presentation areas have been designated. Participating publishers are responsible for the costs of conducting the caravan. (Note: Participation in the caravan is not mandatory.)

CONTACT INFORMATION

The 2016 Call for Bids, bid forms, Excel bid data file, and additional bid information are posted on the web at <http://www.mysctextbooks.com/whatsnew.aspx>. (Note: No password or user name is needed for access). For questions or additional information on the bid process, please contact:

- Vauline Johnson (vjohnson@ed.sc.gov; 803-8209)
- Kriss Stewart (kstewart@ed.sc.gov; 803-832-8203)