

2024 Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption in North Carolina



North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

Invitation to Submit Textbooks/Instructional material for Evaluation and Adoption in North Carolina

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Introduction And Requirements

The **2024 Invitation** to Submit Textbooks/Instructional Material for Evaluation and Adoption in North Carolina initiates the annual evaluation and adoption of instructional materials in selected subject categories for use in North Carolina schools. This document, including all attachments, provides an overview of the process for submission, evaluation, and adoption of instructional materials. By submitting materials for evaluation, publishers and producers agree to follow the procedures set forth in this document. **Failure to comply with all procedures, including stated deadlines, will result in disqualification** for the annual evaluation and adoption of instructional materials in selected subject categories for use in North Carolina. **The entire Invitation document must be returned with your bid submission.**

Authority for the North Carolina State Board of Education to adopt textbooks is codified in the General Statutes of North Carolina §115C-85 through §115C-102. **Only publishers listed on the North Carolina Publishers Registry are allowed to submit textbooks** in response to the requirements of this document, and all responses must conform to the specified requirements.

The 2024 textbook evaluation will include the subject grade levels/courses listed on page 6. In the cost proposal spreadsheet (see Attachment 4 for a sample), publishers must identify each textbook to be evaluated by title, grade level/course, and ISBN.

As cited in §115C-85, textbook is defined as:

“...systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.”

Technology-based programs may include subscription or web-based materials.

Submission Parameters

1. Textbook materials may be submitted for any grade level/course the publisher deems appropriate. **Cost proposal spreadsheets must clearly state each grade level/course the publisher deems appropriate.**
2. Publishers must clearly specify the grade levels/courses for any submitted materials **prior to submission. All materials must include the identification number that is supplied by the North Carolina Department of Public Instruction.**
3. Textbook materials will only be evaluated for the grade levels/courses specified by the publisher. It is the **responsibility of the publisher** to ensure that each submission is complete and correctly identified.

4. Publishers shall provide sample textbook materials according to the schedule set by the North Carolina Department of Public Instruction. Sample textbook materials that are **print materials, shall be provided in a PDF format electronically as well as shipped to sites** designated by the North Carolina Department of Public Instruction. Electronic versions of print materials must have the **same format and content as the print versions. Links or URLs and/or access information for electronic materials must be provided. All materials must include the identification number that is supplied by the North Carolina Department of Public Instruction.**
5. Publishers shall provide **access information (Links/URLs/Login credentials) for technology-based programs or other non-print materials according to the schedule** set by the North Carolina Department of Public Instruction. Access information for all technology-based programs or other non-print materials **must work at all times throughout the adoption process. All materials must include the identification number that is supplied by the North Carolina Department of Public Instruction.**
6. Publishers submitting **technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through their online platform.** Navigation instructions may be provided by **video or screencast no longer than 10 minutes. A link for access to a video or screen cast with navigation instructions must be submitted** through the NC platform for publishers according to the schedule and bid proposal guidelines set by the North Carolina Department of Public Instruction. **Access to the video instructions must work at all times throughout the adoption process. Contact information for technical support must be provided** in the bid submission.
7. **It is the responsibility of the publisher to ensure that each submission is complete and correctly identified.** Publishers shall ship sample textbook materials to select site(s) according to the schedule set by the North Carolina Department of Public Instruction. Shipping information will be available on the NC publishers' platform. All shipped materials must contain the identification number that is supplied by the North Carolina Department of Public Instruction.
8. Textbook titles will be adopted by the State Board of Education and placed on contract for the Public Schools of North Carolina. **Adopted titles are ordered solely through the North Carolina Department of Public Instruction** and publishers will direct ship the orders to the PSUs.
9. As stated in the Standard Textbook Contract (Attachment 1, (13)), **the seller shall not submit for substitution without prior written approval** of the North Carolina Department of Public Instruction.

Materials To Be Considered

Print and non-print materials will be considered. All materials must be comprehensive in nature and cover the primary goals and objectives of a course or grade level. Other specifications are identified within the "textbook materials review criteria sheets" for each grade level listing. **Only**

materials that are on the cost proposal spreadsheets will be evaluated and reviewed. Non-bid materials, materials not on the cost proposal spreadsheets, shall not be provided for evaluation. Non-bid materials shall not be shipped/provided to any school or school district. No additional materials may be provided as part of any state-adopted textbook package or purchase agreement.

Alignment to the Standard Course of Study

All submissions for Science must be aligned to the goals and objectives of the North Carolina Standard Course of Study for K-12 Science.

Science K-12 standards are accessible using the URL below:
<https://go.ncdpi.gov/ScienceStandards2023>

Technology-Based Materials

Technology-based materials are those basic learning resources that require the availability of electronic equipment. **All components and technical requirements must be listed on the cost proposal spreadsheet.**

Instructional Materials Evaluation Advisors

The Textbook Commission shall appoint instructional material evaluation advisors who will assist with the evaluation of instructional materials/textbook submissions.

Number of Advisors

The Textbook Commission will review the content areas, grade levels and courses under consideration for evaluation and adoption. The total bid submissions will be used to determine the number of advisors.

Orientation and Training

Each advisor will participate in an orientation and training session.

Qualifications

Each advisor shall be certified in the area(s) he or she is evaluating materials. Advisors currently teaching in those areas are preferred.

Evaluation

Each advisor will submit to the Textbook Commission a completed “Instructional Materials Review Criteria Sheet” for each textbook evaluated and participate in a debriefing.

Content Areas For Evaluation

Science, K-12

Kindergarten Science

Grade 1 Science

Grade 2 Science

Grade 3 Science

Grade 4 Science

Grade 5 Science

Grade 6 Science

Grade 7 Science

Grade 8 Science

Biology

Chemistry

Physics

Physical Science

Earth/Environmental Science

Science K-12 standards may be seen on the DPI web site:

[Academic Standards | NC DPI](#) OR <https://go.ncdpi.gov/ScienceStandards2023>



Tentative Schedule For 2024 Adoption Process

Color-Coding Key		Textbook Commission		Publishers		NCDPI
Date/Location	Item/Activity					
January 29, 2024 <i>Greensboro</i>	<u>Textbook Commission Opening Meeting</u> – The meeting provides ethics and initial training for Commission members.					
March 6-7, 2024	<u>Presentation to the State Board of Education (SBE)</u> – The Department of Public Instruction (DPI) presents a review of the textbook adoption process and a draft of the “ <i>Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption in North Carolina</i> ”. Item is presented as Action on First Reading.					
March 6-7, 2024	<u>Proposed SBE Approval</u> of the <i>Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption in North Carolina</i> .					
March 7, 2024	<u>Invitation Announcement</u> – DPI emails publishers and producers who are on the NC Publishers’ Registry the “ <i>Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption in North Carolina</i> ”. The invitation will also be posted on the NCDPI website: https://go.ncdpi.gov/Invitation					
March 12, 2024 <i>Virtual</i>	<u>Meeting for Publishers</u> – All publishers on the NC Publishers’ Registry are invited to attend a virtual meeting for publishers from 1:00 p.m. – 2:00 p.m. Publishers interested in submitting bids are strongly encouraged to attend. Meeting link will be available at https://go.ncdpi.gov/MeetingPublishers					
March 22, 2024	Publisher deadline for submitting written questions regarding the “ <i>Invitation to submit Instructional materials/Textbooks for Evaluation and Adoption in North Carolina</i> ” is March 22, 2024, 5:00 p.m. (EST). All questions must be in writing and submitted via a form provided at the publishers meeting (March 12, 2024).					
March 25, 2024 <i>Location TBD</i>	<u>Textbook Commission Content Meeting</u> – Textbook Commission members review content standards and criteria sheets and undergo Evaluation Platform Training.					
March 29, 2024	All responses to publisher questions will be answered and distributed to publishers. Website Link: https://go.ncdpi.gov/WrittenResponse					
March 29, 2024	Each bid proposal submission requires an identification number issued by NCDPI. Interested publishers must send an email request to nc textbooks@dpi.nc.gov with the subject line, “Request for Bid Identification Number(s).” Publishers who send this email request will receive access to the Bid Identification Number request form. The email request must be sent by an authorized representative of the publisher/company who has the authority to submit the bid proposal and bid sample materials. The form will require the total number of identification numbers needed (<i>each bid requires an identification number</i>). Requests for bid identification numbers must be received between March 12th – March 29th. <i>Publishers who receive Bid Identification Numbers will also be provided access to the NC platform for publishers.</i>					

April 15, 2024	<u>Electronic and Hard Copy Bids Submitted</u> – All bids must be submitted electronically and in a hard copy format. All bid submissions, electronic and hard copies, must be submitted and received by 5:00 p.m. (EST) on April 15. • Electronic submissions must be submitted through the NC platform for publishers. • Sealed hard copies must be mailed to the North Carolina Department of Public Instruction. Submissions shall be in both electronic and hard copy formats as outlined in the Bid Proposal Information Section of this document. NOTE: <i>Authority to Submit Bids for Textbooks</i> (Attachment 3) must be included with bid submissions.
April 16, 2024	<u>Electronic and Hard Copy Bids Opened</u> – Electronic and hard copy bids will be opened. Hard copies will be opened at the North Carolina Department of Public Instruction located in the Education Building at 301 N. Wilmington Street, Raleigh, NC 27601. Publishers submitting bids must submit bid samples, print and/or technology-based or other non-print materials, electronically in the NC platform for publishers as per the guidelines outlined in the Bid Proposal Information section of this document.
April 29, 2024 <i>Location TBD</i>	<u>Textbook Commission Planning Meeting</u> – Textbook Commission members will plan for the textbook evaluation and adoption.
May 9-17, 2024	<u>Bid Samples Submission</u> – Bid samples and correlations must be received by select site(s) provided on the NC platform for publishers. It must include all items on the cost proposal spreadsheet. All items must be labeled with the Bid Identification number. Samples of print materials must be submitted in print. Technology-based or other non-print samples information must be submitted on a printed document with login and access information. Bid Samples must not be delivered before May 9th and no later than May 17th.
July 7, 2024 <i>Greensboro</i>	<u>Publisher Displays and Presentations</u> – Publishers MUST set up displays as per the guidelines provided in the invitation. Publishers may present to the Textbook Commission relevant information of their submissions if they choose.
July 8, 2024 <i>Greensboro</i>	<u>Evaluation Pre-Session</u> – DPI provides training for Commission members and advisors.
July 8 - 12, 2024 <i>Greensboro</i>	<u>Evaluation Sessions</u> – The Textbook Commission members will facilitate the review of publishers' materials by advisors/evaluators.
July 12, 2024	<u>Removal of Materials</u> - Publishers remove evaluation materials between 2pm and 4pm from the evaluation site.
August 19-20, 2024 <i>Greensboro</i>	<u>Deliberations and Reconsiderations Meeting</u> – Textbook Commission meets to formulate a list of materials to be recommended to the SBE.
August 30, 2024	<u>Recommended List</u> – Publishers will be notified of the recommended list by August 30, 2024.

October 2-3, 2024	<u>Recommendations to the SBE</u> – Textbook Commission Chair and NCDPI provide the list of recommended materials for the 2024 textbook adoption.
October 2-3, 2024	<u>SBE Review of Recommendations</u> – The SBE reviews the recommendations for the 2024 instructional materials/textbooks and makes decisions regarding adoption.
November 7, 2024	<u>Adopted Materials and Electronic Files</u> – • Publishers must submit three additional copies of student editions (for print submissions) to the Textbook Warehouse. • Publishers must deliver required electronic files to the Textbook Warehouse or the National Instructional Materials Access Center - NIMAC (Attachment 7). • Publishers must submit teacher editions of adopted materials to teacher education programs of public and private institutions.
Due date communicated in a letter to publishers who have materials on the adopted list	<u>Contracts, Surety Bonds, and Signed Affidavits</u> – Publisher contracts, surety bonds, and signed affidavits must be submitted and received by the North Carolina Department of Public Instruction by 5:00 p.m. (EST) on the due date (Attachments 1, 2, and 8).

Note: Information about the Textbook Commission meetings are available on <https://go.ncdpi.gov/TBCM>

Bid Proposal Information

Bid Submissions	Bids will be submitted electronically through the NC platform for publishers and by hard copy in the mail. Envelopes in which hard copies of bids are submitted shall include the publisher's name and be plainly marked on the outside, "Instructional Material/Textbook Bid". One copy of each of the following will be required for electronic and hard copy submissions: ● Submit the signed original of the completed Bid Proposal. The entire <i>"2024 Invitation to Submit Instructional Material/Textbooks for Evaluation and Adoption in North Carolina"</i> solicitation document must be returned with your bid proposal, including these completed documents: ○ A transmittal letter ○ Authority to Submit Bids for Textbooks (Attachment 3) ● Submit the completed cost proposal spreadsheet with the costs. ● Submit the completed cost proposal spreadsheet without the costs. The hard copy submissions of the bids should be exactly the same as the electronic versions submitted through the NC platform for publishers. Send your hard copy submissions to Deepak Sharma Instructional Resource Consultant (Textbook Adoption Services) Division of Digital Teaching and Learning NC Department of Public Instruction 301 N Wilmington Street Raleigh, NC 27601 <i>Please note that the U.S. Postal Service does not deliver any mail (U.S. Postal Express, Certified, Priority, Overnight, etc.) on a set delivery schedule to this office. <u>It is the responsibility of the publisher to have the bid in this office by the specified time and date of opening.</u></i>
Transmittal Letter	Each Bid Proposal must be accompanied by a letter of transmittal that: ● Identifies the submitting organization; ● Identifies the name, title, telephone and fax number, along with an e-mail address of the person authorized by the organization to obligate the organization contractually; ● Identifies the name, title, telephone and fax number, along with an e-mail address of the person authorized to negotiate the contract on behalf of the organization; ● Identifies the name, title, telephone and fax number, along with an e-mail address of the person to be contacted for clarification; ● Acknowledges receipt of any and all addendums to the Bid Proposal. ● Includes a Conflict of Interest Statement: ○ Provide a statement that no assistance in preparing the Bid Proposal was received from any current or former employee of the State of North Carolina whose duties relate(d) to this Bid Proposal, unless such assistance was provided by the state employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this Bid Proposal; ○ State if the publisher or any employee of the publisher is related by blood or marriage to a State Board member, textbook commission member, state, school district, and/or local level employee. If there are such relationships, list the names and relationships of said parties. Include the position and responsibilities within

	the publisher's organization of such publisher employees; and state the employing state agency, individual's title at that State Agency, and termination date.
Cost Proposal Spreadsheet	The cost proposal spreadsheet must contain a list of all bid materials with prices such as Student Edition, Teacher Edition, Digital Edition, and other support materials that will be provided at no additional cost based on the number of core bid materials purchased, such as Accompanying Student Materials and Teacher Enrichment Materials. Publishers may submit up to four (4) items considered as Accompanying Student Materials and up to seven (7) items considered as Teacher Enrichment Materials. Consumable student editions/workbooks requiring annual replacement will be priced on a five-year basis. In years 2-5 of the contract, purchase quantity will be ready for shipment no later than April 15th of each year. Quantities exceeding the initial purchase will be available in years 2-5 at a cost equal to the original price divided by five (total number years of contract). Accompanying Student Materials: The publisher may provide up to a maximum of four (4) items to the PSU as part of the cost of the student or digital edition. The publisher must determine any qualifications on these items, e.g., 'upon request,' 'first year only,' 'life of adoption,' etc., except for the number of items that can be provided at no additional cost (4 items maximum). Items deemed to be inappropriate during evaluation may be disqualified. NOTE: If no qualifications are stated, it will be assumed that the item will be provided at no additional charge for each year of the life of the adoption. Teacher Enrichment Materials: The publisher may provide up to a maximum of seven (7) items to the PSU per classroom (15 student minimum) at no additional cost (above the cost of the student or digital editions). As the class size increases over the 15-student minimum, the publisher may increase the number of enrichment materials provided based on an increment of textbook purchases to be determined by the publisher, i.e., 3 additional students (class size 18) will result in one additional enrichment material item to be provided. The increment determined by the publisher must be stated on the Cost Proposal spreadsheet and may not be changed once the bid is submitted. The publisher must determine any qualifications on these items, e.g., 'upon request,' 'first year only,' 'life of adoption,' etc., except for the number of items that can be provided at no additional cost (7 items plus increments if applicable). Items deemed to be inappropriate during evaluation may be disqualified. NOTE: If no qualifications are stated, it will be assumed that the item will be provided at no additional charge for the life of the adoption. Additional copies of Accompanying Student Materials and Teacher Enrichment Materials will be ordered directly from the publisher by the PSU.
Cost Calculation	Publishers shall calculate the Cost Proposal spreadsheet in accordance with the following process (Attachment 4): • Net wholesale – Each publisher shall start with the net wholesale price (lowest price available in the United States), free-on-board (FOB) publisher for which the textbook/program will be offered in North Carolina. • Operational Cost – North Carolina textbook adoption process requires several steps including onboarding advisors/evaluators, maintaining library, records, and database for adopted materials, coordinating textbook order placement, fulfillment, and payments for the PSU and publishers. This operational cost shall be calculated at 8% of the net wholesale price. • Bid Price - The operational cost shall be deducted from the net wholesale price to render the net price the State Board of Education will pay for the textbook. This price shall be the bid price.

	It is understood that bid prices will be calculated at the <u>lowest price</u> given to any state as required by §115C-95 and Section (10) of the textbook contract. It is the responsibility of the submitting publisher to assure accuracy and completeness of all information in the bid. Any price is subject to further reduction during the term of the contract under the terms of paragraph (10) of the proposed contract.
Prohibition of Free Materials	NO FREE MATERIALS. All bid materials must be listed in the Cost Proposal spreadsheet. <i>Please note that the items that do not have intellectual content may not be given as free materials. Examples of free materials include, but are not limited to, electronic or computer hardware (including tablets), microscopes, carts, standard electronic equipment (DVD players, projectors, document cameras, interactive whiteboards, phone/music/data transmitting and listening devices, and digital cameras).</i>

Bid Sample Information

Bid Samples	Publishers must provide ALL (print and non-print) bid samples for evaluation to NCDPI through the NC platform for publishers. NCDPI will provide access to the NC platform for publishers to all publishers who request identification numbers to submit bids. All bid samples must be complete unless otherwise approved by Textbook Adoption Services. If a submission includes a classroom kit or library with multiple copies of the same materials, a sampler may be created with only one copy of each of the items. All Samples must be provided electronically to NCDPI through the NC platform for publishers.
Print Material samples	Sample instructional materials that are print materials, shall be provided in electronic PDF format and also shipped to select site(s) designated by the North Carolina Department of Public Instruction. Electronic versions of print materials must be complete and have the same format and content as the print versions. All materials must include the bid identification number that is supplied by the North Carolina Department of Public Instruction upon request. All select site(s) for shipping print material samples will be provided through the NC platform for publishers. Form B must be completed and attached to the Sample Copy for each print component of textbook materials submitted as a single title or as a part of a comprehensive program. North Carolina employs the standards for textbooks as prescribed in the <i>Manufacturing Standards and Specifications for Textbooks</i> developed by the State Instructional Materials Review Association (SIMRA), formerly known as the National Association of State Textbook Administrators (NASTA). (See Attachment 5.) Form M shall be completed for all technology-based programs and other non-print materials. Technology-based program components that accompany the student edition may consist of software and/or hardware. (See Attachment 6.)

Technology-based programs/ Non-print samples	Each technology-based program or other non-print sample must be submitted through the NC platform for publishers. Each sample must include the publisher's name, the bid identification number, and the appropriate grade level or course. Each sample must include appropriate working links with explicit details of how to access, login and navigate the sample. It is the responsibility of the publisher to ensure links and login information work at all times throughout the adoption process. Publishers must provide contact information for support in the form through the NC platform for publishers.
Access and Navigation Instructions	Publishers submitting technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through their online platform. Navigation instructions may be provided by video or screencast no longer than 10 minutes. A link for access to a video or screen cast with navigation instructions must be submitted through the NC platform for publishers according to the schedule and bid proposal guidelines set by the North Carolina Department of Public Instruction. Access to the navigation instructions must work at all times throughout the adoption process. Contact information for technical support must be provided in the bid submission.
Shipping Instructions	Publishers are REQUIRED to include the Bid identification number, the ISBN, and grade level/course title with each bid submission. The identification numbers will be provided to the publisher upon electronic request using a bid identification requests form by the stated deadline. NO print samples/textbooks to selected sites shall be received prior to May 9th or later than May 16th. Publishers must use the information below for labeling each bid sample item. All information on the sample label must be included. ISBN must be identical to bid submissions. SELECT SITE(S) SAMPLE COPY Submitted for and on the behalf of _____ (Publisher) 2024 North Carolina Adoption * Bid Identification Number/ISBN *Grade Level/Course Title Maximum Weight of a Shipping Box - 25 lbs. Shipping labels may be reproduced as is or on other computer compatible labels at least 1 1/2" x 4". All information on sample label must be included. Affix labels to the side of the shipping box so it can be seen if boxes are stacked. DO NOT SEND unmarked boxes. ALL inquiries regarding the bid sample submission must be directed to: Deepak Sharma Instructional Resource Consultant (Textbook Adoption Services) Division of Digital Teaching and Learning NC Department of Public Instruction Telephone: (984) 236-2173 nctextbooks@dpi.nc.gov
Student Editions and	Once the instructional material/textbook is adopted by the SBE,

Electronic Files	Three additional student editions of each SBE-adopted bid item must be submitted (for print submissions) according to the schedule set by the North Carolina Department of Public Instruction and labeled as follows: DPI OFFICIAL SAMPLE COPY Submitted for and on the behalf of _____(Publisher) 2024 North Carolina Adoption * Bid Identification Number/ISBN *Grade Level/Course Title Send three student editions (for print submissions) to: NCDPI Textbook Warehouse 309 Chapanoke Road Raleigh, NC 27603 Maximum Weight of Sample Boxes - 25 lbs. ISBN must be identical to bid submissions. Shipping labels may be reproduced as is or on other computer compatible labels at least 1 1/2" x 4". All information on sample labels must be included. Affix labels to the side of the shipping box so it can be seen if boxes are stacked. Publishers of SBE-adopted textbook materials shall provide accessible electronic files as specified in the <i>Invitation to submit Instructional materials/Textbooks for Evaluation and Adoption in North Carolina</i>. (Attachment 7). Publishers shall grant permission to the State to have adopted textbook materials transcribed into braille, large type and audiotape without penalty or royalty. Electronic files may also be copied and distributed to a school district upon request for instructional use with a student with disabilities who requires the use of electronic textbook materials, pursuant to an individualized plan developed for the student under the Americans with Disabilities Act, or the Individuals with Disabilities Education Act. Required electronic files for adopted textbook materials must be submitted according to the schedule set by the North Carolina Department of Public Instruction to: NCDPI Textbook Warehouse 309 Chapanoke Road Raleigh, NC 27603 NOTE: If you send electronic files to NIMAS, please notify NCDPI, by sending an email to: nctextbooks@dpi.nc.gov.
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Evaluation, Deliberation, And Reconsideration

Evaluation Displays (Required)	Publishers must set up textbook materials and hardware at the evaluation location and must check in at the textbook evaluation registration area. Publishers, not hotel personnel, are responsible for having materials and hardware on site and set up between 9:00 a.m. until 12:00 p.m. (noon) (EST) on the designated day. Prior arrangements must be made with hotel management before any shipments will be accepted by the hotel. No shipments may be sent more than three days prior to the designated day. Oversized displays are not allowed due to limited space. The materials should be easily located and displayed on tabletops only. Banners may be used if the banner includes company name only. Only bid materials may be displayed – no candy, catalogs, price lists, or address information may be included on the display table. Publishers are responsible for labeling <u>all</u> items and access information lists on display with the appropriate <u>bid number</u>. Publishers who do not have materials and hardware set up and checked in by a Textbook Commission member may be disqualified. The North Carolina Department of Public Instruction and the Textbook Commission shall provide space to display submitted materials. Tables will be assigned. Each publisher participating in the evaluation and adoption process shall provide and set up: 1. Two copies of all materials that are listed on the cost proposal spreadsheet. If multiple items are part of a bid submission and an item is not available for review, that item will be omitted from the evaluation process, and it will be deleted from the cost proposal spreadsheet. If the omitted item is deemed substantial, the entire bid submission may be disqualified by the Textbook Commission. 2. Two sets per category (K-5, 6-8, 9-12) of all appropriate equipment to demonstrate submitted materials. It is the responsibility of the publisher to arrange equipment and internet access for technology-based items. Electrical requirements are the responsibility of the publisher. Please contact the hotel directly. 3. Two copies of appropriate correlations are required. If two correlations are not available, materials may be disqualified. If multiple items are part of a bid submission and an item is not available for review, that item will be omitted from the evaluation process and will no longer be considered. If the omitted item is deemed substantial, the entire bid submission may be disqualified by the Textbook Commission. Correlations to the North Carolina Standard Course of Study are required for each submission and must be accompanied with all bid materials at the evaluation site. It is the Publishers' responsibility to ensure the accuracy of the correlations. Publishers who submit inaccurate correlations may be disqualified. The correlations are used by advisors, commission members, and other educators and should be worded appropriately. NOTE: At no time during display set-up or breakdown shall publishers discuss bid submissions, materials, process, voting, or feedback with Textbook Commission members or advisors who may be on the premises. Questions concerning the displays may be directed to the North Carolina Department of Public Instruction staff.
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Print materials	See details in section above about evaluation displays.
Technology-based programs or other non-print materials	Publishers shall provide access information for technology-based programs or other non-print materials as designated by the North Carolina Department of Public Instruction. Access information for all technology-based programs or other non-print materials must include the identification number that is supplied by the North Carolina Department of Public Instruction. A username and/or password must be provided if required.
Navigation Instructions	Publishers submitting technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through their online platform. Navigation instructions may be provided by video or screencast no longer than 10 minutes. A link for access to a video or screen cast with navigation instructions must be submitted through the NC platform for publishers according to the schedule and bid proposal guidelines set by the North Carolina Department of Public Instruction. Access to the instructions must work at all times throughout the adoption process. Contact information for technical support must be provided in the bid submission.
Screening Committee	At the evaluation site, a screening committee appointed by the Textbook Commission Chairperson or Co-Chairperson will examine materials in the displays to determine if submissions are in compliance with terms of the <i>“Invitation to Submit Instructional materials/textbooks for Evaluation and Adoption in North Carolina.”</i> It is the responsibility of the publisher to ensure that submissions are complete, that all items listed on the cost proposal spreadsheet are displayed for evaluation and displays are labeled appropriately. The Textbook Commission assumes no responsibility for assuring that all bid items are displayed. Publishers are responsible for labeling <u>all</u> items on display with the appropriate <u>bid number</u>. Publishers who do not have materials and hardware set up and checked in by a Textbook Commission member may be disqualified. Bid submissions not in compliance with the invitation will be removed from the display and the submission may be disqualified from consideration. Before leaving display areas, publishers are responsible for following Textbook Commission checkout procedures.
Publishers Presentations (Optional)	Publishers may present to Textbook Commission members. There will be no question/answer session during the presentation. Publishers who submit bid submissions as described in this document will receive an email with a link to a form to indicate interest in presenting to the Commission. Presentation schedules will be emailed to interested publishers who complete the form. NOTE: For publishers who opt to present to the Textbook Commission, at no time during the presentation shall publishers discuss bid submissions, materials, process, or voting with Textbook Commission members or others who may be in attendance for the premises. Questions concerning the presentations may be directed to the North Carolina Department of Public Instruction staff. NOTE: No prices shall be displayed or distributed during the publisher presentation. Any materials distributed during the presentation must be taken up at the conclusion of the presentation.

Evaluation of Textbook Materials	The Textbook Commission members and advisors will evaluate all submitted materials using the criteria sheets included in this document for each grade level/course.
Display Removal (Required)	Publishers will take down displays, box materials, and remove equipment between 2:00 p.m. and 4:00 p.m. (EST) on the designated date. Materials and equipment left after 4:00 p.m. (EST) on the designated date will be removed and disposed of at publisher's expense. Publishers must make independent computer rental companies aware of this policy before leaving the evaluation location. NOTE: At no time during display set-up or breakdown shall publishers discuss bid submissions, materials, process, voting, or feedback with Textbook Commission members or advisors who may be on the premises. Questions concerning the displays may be directed to the North Carolina Department of Public Instruction staff.
Deliberations and Publisher Reconsideration	The Textbook Commission will meet to formulate a list of textbooks to be recommended to the State Board of Education. A period of time shall be set aside for the Textbook Commission to meet and deliberate before a list of textbook recommendations is taken to the State Board of Education for adoption. The following outlines the deliberations and reconsideration process. 1. The Textbook Commission shall meet to deliberate recommendations to be presented to the State Board of Education. 2. At the conclusion of deliberations, each publisher whose submission(s) have not been recommended will have the opportunity to provide clarification on, without changing, submitted information that might assist the Textbook Commission in re-assessing its recommendation. This clarification information shall be presented verbally to the Commission and may include the use of any equipment, materials, or handouts needed to demonstrate the information. If publishers need more clarification about the reconsideration process, the Textbook Commission will advise those who wish to be heard about the format for the verbal presentation. Publishers presenting for reconsideration will be given a length of time to present based on the number of items for reconsideration. Publishers will present using their own device. 3. After hearing the clarification information, the Textbook Commission votes to recommend/not recommend the submission(s) and advises the publisher immediately of the decision. Documentation by the Commission, citing reasons for the decision, will accompany reports of "not recommended" titles. Failure of a publisher to appear at the Textbook Commission Deliberations meeting and make a verbal appeal for reconsideration shall prohibit the publisher from taking part in the Reconsideration process. 4. All submitting publishers shall be notified by the North Carolina Department of Public Instruction within two weeks after the Deliberations and Reconsideration process of the recommendations to the State Board of Education. 5. A publishing company shall not contact any State Board member personally to discuss the reconsideration of a Textbook Commission recommendation. 6. All adoption decisions made by the State Board of Education shall be final.

State Board Of Education Textbook Material Recommendations And Contract Requirements

Textbooks recommended to SBE	The Commission Chair and NCDPI present the list of recommended Instructional materials/Textbooks for adoption to the State Board of Education. The State Board of Education will determine which contracts will be awarded at the State Board meeting. Bid submissions will be adopted and contracts awarded by the State Board based upon the: • Recommendations of the Textbook Commission, • Conformity with the requirements for submission of materials and proposed contract contained herein, • Conformity with the <i>North Carolina Standard Course of Study</i>, • Price, and • Needs of the public schools.
Reservations of Rights	The State Board of Education reserves the right to reject any and all bids, to waive any formality in bids, and unless otherwise specified, to accept any item in the bid. A publisher may withdraw from consideration of bid submission at any time prior to evaluation of materials. A letter of withdrawal shall be submitted to the Textbook Adoptions Services addressed to the attention of: Deepak Sharma Instructional Resource Consultant (Textbook Adoption Services) Division of Digital Teaching and Learning NC Department of Public Instruction 301 N Wilmington Street Raleigh, NC 27601 Telephone: (984) 236-2173 deepak.sharma@dpi.nc.gov An officer of the submitting company shall sign any letter of withdrawal.
Contract Terms	All contracts awarded will be similar to the sample contract (Attachment 1). The State Board of Education reserves the right to amend, delete, or add items to the contract if it deems this appropriate and necessary. Current textbook contracts, which list materials being submitted in the current adoption, will be valid, and prices will remain in effect until contract expiration. (Attachment 1), Textbook Contract, (20), Continuations of Rights. Upon adoption of the textbooks at the State Board meeting, all sales will be handled through the Textbook Adoption Services. Contracts are in effect for five years and may be extended for additional years as outlined in textbook general statutes.
Delivery	<i>Time of Delivery:</i> If the seller fails to deliver state-adopted materials within forty-five (45) calendar days of the date an order is placed by the State Board, fines will be assessed at the rate of \$100.00 per day per title for each day's delay in the receipt of materials. See Section (16) of contract (Attachment 1).

Substitutions	<i>Revised or Later Copyrighted Editions:</i> The seller shall not submit for substitution without prior written approval of the Superintendent of Public Instruction or the Superintendent's designee. The primary criterion for approval of a substitution is that the two editions may be used in the same classroom without undue inconvenience or disruption to the teacher or students.
Classroom and IHE Teacher Editions	Publishers awarded contracts will be required to provide, at no cost, one teacher edition for each adopted textbook for each teacher using that textbook in the classroom (Attachment 1 - (4)). <i>Colleges with Teacher Education Programs:</i> One teacher edition for each adopted textbook shall be provided to each college with a teacher education department approved by the North Carolina Department of Public Instruction. If no teacher edition is available, then a student edition shall be provided to each college with a teacher education department (Attachment 1 - (4)).
Contracts and Surety Bond	<i>Surety Bond Required:</i> A surety bond in the amount of \$3,000.00 for each adopted submission will be required as indicated in Section 7 of the North Carolina State Board of Education Textbook Contract and in §115C – 89 (Attachment 2). Publishers submit contracts and surety bonds (Attachments 1 and 2) to Cynthia Taylor (cynthia.taylor@dpi.nc.gov) at NCDPI, by date communicated in a letter to publishers who have materials on the adopted list.
Signed Affidavit	Publisher's signed affidavit due to Cynthia Taylor (cynthia.taylor@dpi.nc.gov) at NCDPI, certifying that all materials have been thoroughly examined and are error free (Attachment 8) by date communicated in a letter to publishers who have materials on the adopted list.

Sampling Promotion Of Textbooks/Programs

Neither sampling nor promotion of textbooks/programs under consideration for adoption by the Textbook Commission and State Board of Education shall be made from the date the State Board approves and issues the *Invitation to Submit Textbooks/Instructional material for Evaluation and Adoption in North Carolina* at its State Board of Education meeting until the day after the Textbook Commission's evaluation sessions with the Textbook Advisors.

Promotion shall include displays at conferences, sponsored workshops/seminars, or other similar activities in North Carolina at which materials under consideration are discussed.

Only official samples for review and evaluation shall be distributed as described in the *Invitation to submit Instructional materials/Textbooks for Evaluation and Adoption in North Carolina* during that time period.

Errors In Textbook Materials

The publisher is responsible for identifying and correcting all errors including those deemed to be significant, factual, or typographical by the SBE, DPI, local boards of education or any of their officials, employees or agents.

Publishers must submit an affidavit stating that the textbook materials submitted for adoption have been proofed for factual and typographical errors and to the best of their knowledge the submissions are error free (Attachment 8).

The sample SBE Textbook Contract outlines specific requirements for monitoring and correcting errors in textbook materials (Attachment 1).

Publisher Contact With State Board Of Education And Textbook Commission

Prior to award of contracts, publishers, either directly or indirectly, through any officer, agent, employee or representative, shall not contact any officer, agent, employee or representative of the State Board of Education, the Department of Public Instruction, or the Textbook Commission for the purpose of influencing or attempting to influence the evaluation or adoption of its textbooks/programs. The following outlines publisher contact with State Board of Education and Textbook Commission members:

1. The Commission may meet publicly with representatives of publishers to discuss the Commission's plans and procedures for evaluation and adoption of textbooks.
2. At no time during the evaluation and adoption process (from the time the State Board approves the call letter until the State Board adopts the recommended list of textbooks) may the Commission or any of its members meet privately with any publisher's representatives.
3. The Superintendent of Public Instruction or the Superintendent's designee shall remove any publisher from the NC Publishers Register whose representatives attempt to exercise undue pressure of any kind to adopt its books upon a member of the Textbook Commission, the regional textbook evaluation advisory committees, the curriculum review committee, or the staff of the Department of Public Instruction.
4. The State Board of Education shall direct the Superintendent of Public Instruction or the Superintendent's designee to remove from the NC Publishers Registry any publisher whose representatives attempt to exercise "undue pressure" of any form upon a member of the State Board of Education to adopt its books.

For purposes of restrictions, "undue pressure" means personal contact (other than with the Director of Operations and Policy of the State Board of Education or the State Textbook Administrator of the Department of Public Instruction), whether in person, or by telephone, that attempts to advocate for the selection of a particular book or series of books. "Undue pressure" does not include social contact or presentations to the Textbook Commission as a whole and does not include written communication with Textbook Commission members or agency officials following acceptance or rejection of a submission in an effort to seek clarification or reconsideration. (SBE Policy TEXT-006)

Content Overview

Science Standards Overview

Today's society is changing at an increasingly rapid rate due to globalization stimulated by technology and innovation. As a result, education must ensure that students can meet the demands beyond school. To answer this call for change, the North Carolina State Board of Education revised its vision to support the notion that every public school student will be empowered to accept academic challenges, prepared to pursue their chosen path after graduating high school, and encouraged to become lifelong learners with the capacity to engage in a globally-collaborative society. It is within this context that the North Carolina Standard Course of Study for K-12 Science was developed.

The North Carolina K-12 Science Standards are intended to foster conceptual understanding and help develop scientifically literate students. The standards provide foundational knowledge and practices within each grade band and course. The standards are organized within 11 strands which articulate vertical alignment. As students progress from one grade to the next, the depth of knowledge and level of sophistication increases.

Engaging in science encourages students' curiosity, interests, and prepares them for the broadest range of postsecondary opportunities, be it college, career, or military service. The K-12 Science Standards are designed to allow students to become active participants in science - building their understanding of the natural world through observations and investigations.

The scientific method provides a common framework for introducing the traditional experimental design and hypothesis-testing process. The methodologies or approaches utilized by scientists can vary depending on the nature of their research questions and available tools. Steps that all scientists follow when conducting scientific investigations usually involve asking questions, the collection and analysis of relevant data, the use of logical reasoning, opportunities to communicate and collaborate with others, and the development of explanations.

The Science and Engineering Practices (SEP) are embedded in the standards to support a greater emphasis on how students develop science knowledge and the durable skills within the NC Portrait of a Graduate. While one practice is identified in each objective, teachers should utilize other practices to support students' progress towards mastering the standards.

The North Carolina Science Standards maintain the respect for local control of each Public School Unit (PSU). These standards and objectives are not intended to be the curriculum, nor do they indicate the whole of a curriculum which will be written by a PSU or school. The K-12 Science Standard Course of Study has been developed to serve as the framework for a well-planned science curriculum which provides opportunities for investigations, experimentation, and technological design.

Instructional materials submitted for textbook adoption should align with these standards. Additional consideration should be given to the aforementioned elements which form the foundation for the K-12 Science Standards. All of these things, taken together, represent the criteria used to assess instructional materials submitted for textbook adoption.

More information about the North Carolina Science Standards may be found on the NCDPI website:
<https://go.ncdpi.gov/ScienceStandards2023>

Criteria Sheets for Instructional Materials Review- Science Grades K-12

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. _____

PUBLISHER _____ COPYRIGHT DATE _____

AUTHOR(S) _____

CIRCLE APPROPRIATE COURSE: _____ GRADE LEVEL: _____

General Science	Biology	Physics	Chemistry	Earth/Environmental Science	Physical Science
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EVALUATOR _____ DATE _____

REGION _____ TEXTBOOK COMMISSION MEMBER _____

Kits that contain soft cover books and consumables may be adopted.

Materials for Students with Special Needs: () Not Adapted () General Education () Adapted

Materials for Multilingual/English language learners: () Yes () No () Limited

PART I: Compatibility with the North Carolina Curriculum for Science in the *North Carolina Standard Course of Study*

All instructional materials shall be compatible with the philosophy, standards and objectives in the North Carolina Standard Course of Study, revised 2023.

Part 1A Textbook materials must meet the criteria for both items below. Check “Yes” to indicate the textbook materials meet the criteria or check “No” to indicate the textbook materials do not meet the criteria. If either or both items are marked “No” in part 1A, just provide explanation and do not complete parts 1B, II, III, IV.

Criteria	Yes	No
Textbooks must match 80% of the Standards and Objectives for the grade-level standard(s) that they are designed to cover: Textbooks that are designed to match a grade level must match 80% of the standards for each of the Standards and Objectives at that grade level.		
Curriculum units (kits) - tangible or virtual, must match 80% of the Standards and Objectives for the grade-level standards that it is designed to cover. Curriculum units (kits) - tangible or virtual, that are designed to match one of the Standards must match 80% of the Objectives for that standard.		
Documentation for Part 1A: (Use extra sheets if necessary)		

Part 1B Check “Yes” to indicate the instructional materials *meet the criteria* or check *No* to indicate the instructional materials do not meet the criteria. If two or more items are marked “no” in Part 1B, do not complete Parts II, III, and IV.

Criteria	Yes	No
Materials are comprehensible, interesting, relevant to student lives, motivating, and inquiry-based to build conceptual in-depth understanding and consistent with the Standards and Objectives for the course/grade.		
Materials are sequenced logically to build conceptual in-depth understanding and consistent with the Standards and Objectives for the course/grade.		
Materials provide a sufficient number of hands-on explorations, experiences and authentic tasks in a variety of contexts that integrate multiple thinking skills and support the Science and Engineering Practices, and the Crosscutting Concepts put forth in the instructional levels for which they are offered.		
Materials explicitly draw attention to appropriate connections among the objectives in North Carolina Standard Course of Study.		
Scientific concepts are modeled and represented in a variety of ways including mathematically, verbally, symbolically, graphically, and contextually.		
Instructional materials represent accurate and current knowledge of science and technology.		
Scientific concepts are modeled and represented in a variety of ways (including mathematically, verbally, symbolically, and graphically).		
Documentation for Part 1B: (Use extra sheets if necessary)		

Part II: Teaching and Learning

Criteria	Yes	No
Materials ask students to engage in scientific discourse (with peers and teachers) by explaining and defending their ideas orally and in writing.		
Materials alert teachers to commonly held student misconceptions, preconceptions, and alternative understandings.		
Materials integrate student assessment in the instructional design.		
Materials use technology to explore scientific concepts, model situations, make predictions, collect and analyze data, and communicate results.		
Materials are organized so that the students have sufficient time for in-depth investigations of concepts and student generated questions.		
Materials provide inquiry-based problem solving, explorations, lessons and suggestions on the structure and pace of instructional time to assist teachers in facilitating learning by all students.		

Materials provide teachers with background information for important concepts and skills relating to content.		
Materials provide teachers information for appropriate safety precautions for students and teachers.		
Materials uses concise, current, scientifically accurate language conceptually and developmentally appropriate for the intended audience.		
Materials with illustrations, maps, graphs, models, charts, photographs and timelines are current, accurately labeled, clearly correlated with text explanations, and presented in a variety of formats.		
Materials offer specific rationale for safety issues and provide information to enable the teacher to guide students and model appropriate safety precautions for laboratory investigations and field activities.		
Materials provide for consistent use of the International System of Units (SI).		
Materials address current issues, science related careers (emphasis 5th-12th), and the connections of science to everyday life.		
Materials provide ideas for the practice of technological design.		
Materials address current societal, technological, and environmental issues.		
Materials link current scientific understanding to the history and nature of science and technology.		
Materials emphasize the use of technology to explore scientific concepts, model situations, make predictions, collect and analyze data, and communicate results.		
Materials require problem solving and critical thinking skills.		
Documentation for Part II - Specific Criteria <i>(Use extra sheets if necessary.)</i>		

Part III: Assessment

Criteria	Yes	No
Materials include assessments that can be used as diagnostic or formative instruments that help determine learners' needs, rather than merely as instruments for grading students at the end of a unit or chapter.		
Materials include specific questions or tasks to assist the teacher in identifying the concepts students have mastered before they begin new material.		
Materials provide teachers with questions or tasks that help them to understand students' thinking and level of understanding.		

Materials, to be used formally and informally, provide a variety of assessment activities that allow students to apply conceptual and procedural understanding in novel situations and measure students' knowledge, thinking, and application of science in the North Carolina Standard Course of Study.		
Materials (assessments of concepts and skills) include/use the analysis of data represented in a variety of formats for the assessment of concepts and skills.		
Documentation for Part III – General Criteria <i>(Use extra sheets, if necessary.)</i>		

PART IV: Other

Criteria	Yes	No
Materials are written in language that is precise and scientifically accurate. The program is appropriate for all students, providing for differences in maturation, ability, and use of language.		
Materials include digital tools and resources that support and supplement classroom instruction.		
Science equipment, computers and other technology are incorporated into the program as tools for student use. The program emphasizes the use of manipulatives and technology to explore scientific concepts, model scientific situations, analyze data, make predictions, calculate mathematical results and solve problems.		
Materials connect science with other content areas.		
Teachers' edition provides suggestions for remediation, acceleration, and feedback.		
Teachers' edition includes suggestions for extension of learning and integration ideas for other content areas.		
Teachers' edition supports and enables the use of a variety of learning strategies to meet individual student differences.		
Reading level is appropriate for the interest and ability of the intended student group.		
Representation of gender and ethnicity are balanced.		
Format, layout and print are appropriate for designated student levels/spans.		
Information is accurate and correlated to other materials.		
Format is user friendly.		
Materials are well-paced and allow for flexible instructional use.		

Materials provide for differentiation of learning.		
Resources for help/customer service are provided.		
Information is detailed with clear and complete instructions.		
Documentation for Part IV - Other: <i>(Use extra sheets if necessary.)</i>		

Part V: Overall Analysis: *(For Textbook Commission Use Only)*

These instructional materials meet the criteria ____ **Yes** ____ **No**.

Documentation for Part V: <i>Comments that further describe standards for acceptable or not acceptable in Parts I, II, III, or IV (Use extra sheets if necessary.)</i>

Criteria Sheets - EC EVALUATION (Science)

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. _____

PUBLISHER _____ COPYRIGHT DATE _____

AUTHOR(S) _____

CIRCLE APPROPRIATE COURSE: _____ GRADE LEVEL: _____

General Science	Biology	Physics	Chemistry	Earth/Environmental Science	Physical Science
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EVALUATOR _____ DATE _____

REGION _____ TEXTBOOK COMMISSION MEMBER _____

Answer yes to indicate the textbook materials meet the criteria or no to indicate the textbook materials do not meet the criteria.

Appropriateness, Scope, and Resources	Yes	No
1. Content provides for grade appropriate, yet varied cognitive levels, abilities, and learning styles.		
2. Content is relevant, links to prior knowledge, builds background knowledge, and promotes active student engagement.		
3. Materials provide for a variety of exercises, reviews, assessments, and performance tasks, which provide opportunities for students to collect, organize, interpret, and evaluate information critically and creatively in a variety of formats.		
4. Text and layout are level appropriate, including font, color, spacing legibility, photos, graphics, and captioning.		
5. Materials and supplemental resources include necessary guides such as table of contents, glossary (English & Spanish), index, sidebars, atlas, dictionary/thesaurus, bibliography/footnotes, <i>see</i> and <i>see also</i> references, web sites, literature links, and support agencies etc.		
6. Key concepts, skills, vocabulary are identified, developed, reviewed, and reinforced.		
7. Materials provide adequate teacher resources, which include suggestions for remediation, acceleration, extension of learning, integration, feedback, and review.		
8. Materials include a summary of contents, instruction and/or behavioral objectives, supplemental or background information, and answer keys/rubrics.		
9. Materials are well organized, easy to use, comprehensive, durable and reasonably sized, with sufficient material for student use.		
10. Resources accommodate the needs of all teachers from beginning through veteran teachers.		
11. Technology meets criteria for accuracy, appropriateness, and scope. It is easy to navigate, visually appealing, and includes a Save/Record feature; if applicable.		
12. Content and materials clearly align with the Science of Reading for all grade levels (K-12). Resources: Specific to grades K-3 Specific to grades K-5 Specific to grades 4-12 Specific to RRtCP Guidelines		

Keeping in mind the needs of EC students and their teachers, please give specifics to support both the yes and no responses to the above.

Documentation for yes and no responses:

Criteria Sheets - EL EVALUATION (Science)

INSTRUCTIONAL MATERIALS TITLE _____ BID NO. _____

PUBLISHER _____ COPYRIGHT DATE _____

AUTHOR(S) _____

CIRCLE APPROPRIATE COURSE: _____ GRADE LEVEL: _____

General Science	Biology	Physics	Chemistry	Earth/Environmental Science	Physical Science
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EVALUATOR _____ DATE _____

REGION _____ TEXTBOOK COMMISSION MEMBER _____

Answer yes to indicate the textbook materials meet the criteria or no to indicate the textbook materials do not meet the criteria

Appropriateness, Scope, and Resources	<i>Yes</i>	<i>No</i>
A. Content and materials are grade-appropriate and represent a wide range of cultural and linguistic backgrounds, real-life connections (e.g., objects, models, representations, multimodal texts), and represent the integration of content and language by illustrating explicit and specific content-language connections.		
B. Materials provide for the integration of a multimodal and functional approach to language instruction including interpretative (listening, reading, and viewing) and expressive (speaking, writing, and representing) modes of communication.		
C. Materials include instructional activities and strategies that offer multiple means to opportunities for students to narrate, inform, explain, and argue.		
D. Materials represent an asset-based approach, leverage a wide range of cultural and linguistic backgrounds.		
E. Content is relevant, addresses a variety of cultural aspects, links to prior knowledge, builds background knowledge, and promotes active student engagement.		
F. Materials provide access to grade-level content, systematically include scaffolding that builds student autonomy and supports students to progress from one proficiency level to the next, and are linguistically and developmentally appropriate. (e.g., including sentence frames, word banks, etc.).		
G. Materials provide opportunities for students to collect, organize, interpret, and evaluate information critically and creatively in a variety of formats (e.g., including the use of the student's first language).		
H. Text and layout are age/proficiency/grade-level appropriate, including font, color, spacing legibility, photos, graphics, and captioning.		
I. Material includes necessary guides such as a table of contents, glossary (e.g., English & Spanish), index, sidebars, atlas, dictionary/thesaurus, bibliography/footnotes, <i>see</i> and <i>see also</i> references, websites, literature links, and support agencies, etc.		

J. Key concepts, skills, and vocabulary are identified, developed, reviewed, and reinforced.		
K. Materials provide adequate teacher resources, which include suggestions for acceleration, extension of learning, integration, feedback, and/or review specific to English Learners.		
L. Materials include a summary of contents, instructional objectives, and answer keys/rubrics.		
M. Materials are well organized, easy to use, comprehensive, durable and reasonably sized.		
N. Resources accommodate the EL Support needs of beginning through veteran teachers. Resources also provide information and opportunities for both content teachers and language teachers, to increase their own understanding of the concepts specific to ELD Standard 4: Language for Science.		
O. Technology is easy to navigate, visually appealing, and ideally includes technology for assistive purposes (e.g., dictionaries, glossaries, screen readers, Save/Record features, etc.) and for supporting expression and communication.		

Keeping in mind the linguistic needs of EL students and their teachers, please give specifics to support both the yes and no responses.

Documentation for yes and no responses:
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North Carolina State Board Of Education

Standard Textbook Contract

THIS CONTRACT, by and between the NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION on behalf of the NORTH CAROLINA STATE BOARD OF EDUCATION, hereinafter referred to as the "State Board", and _____ corporation having its principal place of business in _____, hereinafter referred to as "Seller".

WHEREAS, the State Board has authority to enter into this contract under Article 8, Part 3 of Chapter 115C of the General Statutes of North Carolina; and WHEREAS, the State Board has adopted certain textbooks, identified below, for use in the public schools of North Carolina; and WHEREAS, the Seller has agreed to sell and the State Board has agreed to buy as many of said adopted textbooks as may be required by the State Board during the term of this contract and any extension, subject always to the terms and conditions of this contract.

NOW, THEREFORE, the State Board and Seller agree, for themselves, their successors and assigns, as follows:

(1) Effective Date and Term. This agreement shall become effective upon execution and shall continue in effect through June 30, 2029.

(2) Renewal. The State Board, solely at its option and with the Seller's approval, may renew this contract on the terms and conditions set forth herein for an additional term of up to two years by providing the Seller with written notice of the State Board's decision to exercise its right to renew no later than March 1 of the fifth year of this contract.

(3) Definitions

(a) "Textbook" is defined as systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process. Textbook also includes any instructional materials intended for use by the teacher.

(b) "Significant error" is defined as a factual or typographical error that the State Board or DPI determines within the context of the intended use of the textbook will substantially interfere with student learning. A change in knowledge that occurs subsequent to publication shall not constitute a significant error. A significant error repeated in a single item or contained in both the student and

teacher components of instructional material shall be counted once for the purpose of determining liquidated damages.

(4) Prices and Copies Required. During this contract the Seller will sell and furnish to North Carolina public schools, and public and private institutions of higher education in North Carolina that have approved teacher education programs, as many copies of the following textbooks (attached list of adopted titles), at the prices indicated in the Seller's cost proposal spreadsheet, as shall be required to satisfy the demand therefore. Seller shall directly ship these textbooks to North Carolina public schools, and public and private institutions of higher education in North Carolina that have an approved teacher education program. Seller will provide, at no cost, teacher editions for each adopted textbook in the amount of one (1) teacher edition for each teacher using their textbooks in the classroom for the term of the contract. Seller will also provide, at no cost, one teacher edition or one pupil edition, if a teacher edition is not available, for each college with a teacher education department approved by the North Carolina Department of Public Instruction ("NCDPI"). (Attached list of adopted titles)

(5) Title to Textbooks. Title to textbooks ordered by the State Board, and risk of loss of said textbooks, shall pass to the State Board upon actual receipt of said textbooks from Seller's carrier and acceptance of said textbooks by the schools.

(6) Time of Payment. Payment for textbooks purchased shall be made within thirty (30) days of passing of title for said textbooks to the State Board.

(7) Bond. The Seller has executed and delivered to the State Board a bond in the sum of [ENTER BOND AMOUNT], payable to the State of North Carolina conditioned upon the faithful and complete performance of this contract and further conditioned with sureties as appear there from. Should the State Board at any time during the continuance of this contract require additional security or additional bond for the faithful performance of this contract, the Seller, after thirty days' notice, shall provide additional security or execute and deliver an additional bond as required by the State Board.

(8) Contract Funding. It is understood and agreed between the parties that the payment specified in this agreement is dependent upon and subject to the appropriation of funds to, and allocation by, the State Board for the purposes set forth in this contract. If such funds are not appropriated or allocated for the purpose set forth in this contract, then this contract shall be terminated immediately. The State Board shall not be liable to Seller for damages of any kind as a result of such termination.

(9) Right to Access to Persons and Records for Audit. The NCDPI, the State Auditor, the NCDPI's internal auditors, and the joint Legislative Commission on Governmental Operations and legislative employees whose responsibility is to provide professional or administrative services to the commission shall have access to persons and records to conduct audits of the Seller's performance of this contract, including access to verify accounts and data affecting fees or performance, both during the period of this contract and for three years after completion hereof. Seller agrees to maintain all pertinent documents and records relating to this contract for said period of time following completion of the contract period.

(10) Incorporation of Statutes. This contract is executed in accordance with the provision of Article 8, Part 3 of Chapter 115C of the General Statutes of North Carolina. Said statutes are hereby incorporated by reference and made a part of this contract as if fully set forth herein. Specific reference is made to G.S. 115C-95 which provides as follows:

"Every contract made by the Board with the publisher of any school textbook on the State-adopted list shall be deemed to have written therein a condition providing that if that publisher, during the life of his contract with this State, contracts with any other governmental unit or places that textbook on sale anywhere in the United States for a price less than stipulated in his contract with the State of North Carolina, the publisher shall immediately furnish that textbook to this State at a price not greater than that for which the textbook is furnished, sold or placed on sale anywhere else in the nation."

(11) Incorporation of Other Documents. The State Board's Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption, previously provided to the Seller, and the Cost Proposal Form submitted by the Seller in response to this Invitation are hereby incorporated by reference and made a part of this contract as if fully set forth herein. In the event of any conflict between any of these documents and this contract, the terms of this contract shall control.

(12) Applicable Law. This contract shall be governed by and construed in accordance with the laws of the State of North Carolina.

(13) Revised or Later Copyrighted Editions.

(a) (Print Text Only). The Seller shall furnish to the Superintendent of Public Instruction or the Superintendent's designee the new edition for both the pupil edition and the teacher edition of the new or revised edition with Form B submitted with the new or revised edition. A list of changes must accompany the new or revised edition. All changes will be reviewed to determine whether the new edition is substantially similar in all respects so as not to result in inconvenience or confusion to the teacher or the student. Upon written approval of the substitution by the State Superintendent of Public Instruction or the Superintendent's designee, the Seller shall furnish for the remainder of the contract period, and any extension thereof, such revised or later copyrighted edition of the textbook, subject to all the terms of this contract, including price. If the Seller fails to comply with this provision, then the State Board may terminate this contract in its entirety or for the portion of the contract concerning the textbooks at issue.

(b) Typographical or editorial changes (Digital Text Only). Any typographical or editorial change that is made to a digital text must be sent to the Superintendent of Public Instruction or the Superintendent's designee prior to the Seller making any changes electronically in the digital text. The Superintendent of Public Instruction must have a minimum of 10 business days' notification of typographical or editorial changes that are the result of significant errors in the adopted text. A "significant error" is a factual typographical error that the State Board of Education, Department of Public Instruction or the Seller determines within the context of the intended use of the textbook will substantially interfere with student learning. A change in knowledge that occurs subsequent to

publication shall not constitute a significant error. If the Seller fails to comply with this provision, then the State Board may terminate this contract in its entirety or for the portion of the contract concerning the textbooks at issue.

(c) Revised or Later Editions (Digital Text Only). The Seller may submit for substitution a new edition for the older edition. The Seller shall submit to the Superintendent of Public Instruction or the Superintendent's designee a digital format of the new edition for both the pupil edition and the teacher edition of the new or revised edition with Form M submitted with the new or revised edition. A list of changes must accompany the new or revised edition. All changes will be reviewed to determine whether the new edition is substantially similar in all respects so as not to result in inconvenience or confusion to the teacher or the student. Upon written approval of the substitution by the Superintendent of Public Instruction or the Superintendent's designee, the Seller shall furnish for the remainder of the contract period, and any extension thereof, such revised or later copyrighted edition of the textbook, subject to all the terms of this contract, including price. If the Seller fails to comply with this provision, then the State Board may terminate this contract in its entirety or for the portion of the contract concerning the textbooks at issue.

(14) Manufacturer's Standards. All textbooks provided hereunder shall be manufactured in accordance with the OFFICIAL MINIMUM MANUFACTURING STANDARDS AND SPECIFICATIONS FOR TEXTBOOKS established by the Advisory Commission on Textbook Specifications or shall exceed such standards. Compliance with such standards does not relieve Seller of obligations arising out of any other warranties applicable to the textbooks sold hereunder, whether such warranties are expressed or implied.

(15) License. The Seller grants to the State Board the license to produce, or to cause to be produced, Braille, large print and audio cassette tape versions of the textbooks included in this contract to be used solely in the North Carolina public schools.

(16) Time of Delivery. Time of delivery is critical to the State Board. If Seller fails to deliver textbooks within forty-five (45) calendar days of the date an order is placed by the State Board, it is agreed that the State Board may, in a suit instituted for that purpose, against the Seller and against the sureties on the bond, recover the sum of one hundred dollars (\$100.00) for each day's delay in receipt of the textbooks. An order is placed when Seller receives the State Board's purchase order and delivery is made on the day the last textbook on said order is received and accepted at the schools. Should the Seller determine that he will be unable to make timely delivery, he may request an extension of time for delivery. This request may be granted at the discretion of the Superintendent of Public Instruction or the Superintendent's designee but may not be unreasonably withheld. If written approval for extension is granted, liquidated damages will not be assessed, unless the textbooks are not delivered within the period of the extension.

(17) Access to Instructional Material (Digital Text Only). It is of critical importance to the State Board that students have access to digitized instructional material at school and at home. If the Seller fails to provide access to digitized instructional material for more than 3 hours between the hours of

8:00 A.M. and 10:00 P.M. Sunday through Friday for more than a 10-day period within the school year, it is agreed that the State Board may institute legal action, against the Seller and against the sureties of the bond to recover the sum of one hundred (\$100.00) for each day without access to the digitalized instructional material, plus any other damages or fees to which the State Board is legally entitled.

(18) Priority Delivery. The Seller will make no delivery of any textbook included in this contract to any local school authority, public or private institution of higher education, or other educational agency in this State while any pending order of the State Board is unfilled, except upon approval by the Superintendent of Public Instruction or the Superintendent's designee.

(19) Errors in Textbooks

(a) Express Warranty. The Seller will make commercially reasonable efforts to correct all factual and typographical errors found in the adopted textbooks before textbooks are

provided to the schools pursuant to this contract and shall expressly warrant that those errors are corrected prior to shipment.

(b) Affidavit. The Seller shall file an affidavit signed by an authorized official of the company certifying that all of its textbooks to be shipped to North Carolina have been thoroughly examined for factual and typographical errors and to the best of his/her knowledge the textbooks are free from such errors. Such an affidavit must be filed with NCDPI.

(c) Errors Identified by Seller Subsequent to Textbook Shipment

1. The Seller shall immediately notify NCDPI of any factual or typographical errors it identifies subsequent to shipment.
2. The Seller shall correct any factual or typographical errors identified by the Seller subsequent to shipment no later than June 30 of the initial contract year and annually thereafter by sending errata sheets as prescribed by applicable sections of the current edition of the Chicago Manual of Style.
3. The Seller shall correct any significant errors identified by the Seller by sending errata sheets as prescribed by applicable sections of the current edition of the Chicago Manual of Style within 30 calendar days of identification.
4. Whenever the total number of identified significant errors, as defined below, exceeds 1% of the total number of pages in the text; the Seller will pay to the State Board \$100.00 in liquidated damages for every additional significant error that the Seller identifies.

(d) Errors identified by the State Board and others subsequent to Textbook Shipment

1. The Seller shall correct any factual or typographical errors identified by the State Board, NCDPI, local boards of education or any of their officials, employees or agents by sending errata sheets as prescribed by applicable sections of the current edition of the Chicago Manual of Style no later than the following June 30 of the year.

2. The Seller shall correct any significant errors identified by the State Board, NCDPI, local boards of education or any of their officials, employees or agents by sending errata sheets as prescribed by applicable sections of the current edition of the Chicago Manual of Style within 30 calendar days of notification to the Seller.

3. Whenever the total number of identified significant errors, as defined below, exceeds 1% of the number of pages in the text, the Seller shall pay to the State Board \$500.00 in liquidated damages for every additional significant error that the State Board, NCDPI, local boards of education or any of their officials, employees or agents identifies in the text prior to the Seller's identification of that error and notification of the State Board under this section.

(e) Failure to Correct Errors. The Seller's failure to correct errors, as set forth herein, will be deemed a breach of this contract. The State Board will be entitled to pursue any and all available remedies.

(20) Entire Understanding. This contract represents the entire understanding of the parties and shall not be modified or altered in any way except by written instrument executed by both parties. Assignment of Seller's obligations under this contract, in whole or in part, is a modification of this contract and shall not be valid without the prior written agreement of the State Board.

(21) Continuations of Rights under Existing Contracts. This contract is not intended to be a novation of or substitution for any existing contract(s) between the State Board and the Seller and shall not alter, amend, diminish, or extinguish the parties' rights or obligations under any existing contract(s).

IN WITNESS WHEREOF, the State Board has caused this contract to be executed by its Chairman and the Superintendent of Public Instruction and the Seller has caused the same to be executed by its President, or other duly authorized officer, by an order and resolution of its Board of Directors, duly passed.

North Carolina Department of Public Instruction/State Board Of Education

Superintendent of Public Instruction

Date

Chief Financial Officer

Date

Seller

Seller's Authorized Representative

Date

State of North Carolina Surety Bond

Attachment 2

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, That _____,
doing business in the city of _____, in the State of _____,
as principal, and _____

as surety, are held and firmly bound unto the State of North Carolina in the penal sum of
_____ Thousand dollars, to the payment of which sum we bind ourselves,
our heirs, assigns, successors, and representatives.

Given under our hands and seals, this the _____ day of _____ 20____.

The condition of this bond is that if the said _____
shall well and truly observe, keep, maintain, and preserve, the terms of the agreement hereto attached,
made with the State Board of Education of the State of North Carolina for the sale, supply, distribution,
and furnishing of textbooks mentioned in the said contract for the public schools in the said State of
North Carolina, and shall faithfully, honestly, and exactly perform their said contract, and shall do the
acts and deeds as by said agreement and the laws of the State are required and enjoined, and will pay all
reasonable attorneys' fees in case of recovery in any suit upon this bond, the same shall be null and void;
otherwise, in full force and effect. And it is further provided, as required by the law of the State of
North Carolina establishing a Textbook Commission, and so understood and agreed by both principal
and sureties hereto, that this bond shall not be exhausted by a single recovery, but may be sued on from
time to time until the full amount thereof shall be recovered.

WITNESS our hands and seals, this the _____ day of _____ 20____.

Print Name of Principal

(Witness)

Signature of Officer of the Principal

Print Name of Attorney-in-Fact

(Witness)

Signature of Attorney-in-Fact

AUTHORITY TO SUBMIT BIDS FOR TEXTBOOKS

Attachment 3

Pursuant to issuance of the 2024 *Invitation to submit Instructional materials/Textbooks for Evaluation and Adoption in North Carolina*, the signer agrees that, if this bid is accepted in due course by the offeree, the company will enter into a contract with the North Carolina State Board of Education to provide said Board with its public school requirement for the textbooks/instructional materials listed below at the prices quoted. The Contract to be entered into shall be in accordance with the contract example included in the 2024 *Invitation to submit Instructional materials/Textbooks for Evaluation and Adoption in North Carolina*.

Please furnish the following information for completing a textbook contract, if adopted.

_____ COMPANY	Please check one: Corporation _____ Partnership _____ Sole Proprietorship _____ Other (designate) _____
_____ Address of Principal Place of Business	
_____ City, State, Zip	
_____ PRESIDENT or DESIGNEE <i>Print</i>	
_____ PRESIDENT or DESIGNEE <i>Signature</i>	
_____ DATE	

COST PROPOSAL SPREADSHEET (Sample)

Attachment 4

Publisher Name: _____ Date: _____ Page: ____ of ____

I. Inventoried: Student and teacher editions are provided in hard-copy and/or digital formats. Copies are purchased through NCDPI.

Title	Grade Level or Course Title	ISBN	Publisher	Copy right/ Edition	NIMAS Compliant Files? Yes or No (See attachment 7)	Net Whole sale	Opera tional Cost	Bid Price
Science								
Science Course 1 Student Edition	6	9781234567891	XYZ Publishing	2023	Yes	55.00	4.40	50.60
Science Course 1 Teacher Edition	6	9782345678912	XYZ Publishing	2023	Yes	70.00	5.60	64.40
Science Course 1 Digital Edition	6	9782345678912	XYZ Publishing	2023	Yes	70.00	5.60	64.40

Net Wholesale Price (Lowest prices available in U.S.), f.o.b. Publisher

Operational Cost: Calculated at 8% of the net wholesale price

Bid Price: Operational cost deducted from the net wholesale price

****See the Bid Proposal section of this Invitation for more information on cost calculation.***

II. Non-inventoried: Accompanying student materials (ASM) and Enrichment Materials (EM) are provided at no charge. Additional copies are purchased directly from the publisher.

Title	Grade Level/ Course	ISBN	Ratio Number per classroom; collection purchased; per teacher, per school, per district (specify), also frequency of offer such as annually, quarterly, monthly	Price for Additional Copies
Accompanying Student Materials (ASM) Maximum 4 Items				
Science Course ASM 1		9781122334455	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	35.00
Science Course ASM 2		9782233445566	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	6.25
Science Course ASM 3		9783344556677	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	7.15
Science Course ASM 4		9784455667788	Upon request, choose up to 4 accompanying items for each Student Edition purchased, life of adoption	6.25
Enrichment Materials (EM) Maximum 7 Items				
Science Course EM 1		9781912345678	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions), upon request, initial year of purchase	250.00
Science Course EM 2		9781923456789	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions), upon request, initial year of purchase	185.00
Science Course EM 3		9781934567891	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions), upon request, initial year of purchase	40.00
Science Course EM 4		9781956789123	Choose up to 7 enrichment items per classroom teacher (minimum purchase of 15 student editions), upon request, initial year of purchase	40.00
Enrichment Materials Increment:	Each purchase of an additional 25 student editions above an initial purchase of 100 will entitle the PSU to select one additional item from the Enrichment Material List above.			

FORM B

Attachment 5

State Of North Carolina

STATEMENT OF PUBLISHER SUBMITTING TEXTBOOKS FOR ADOPTION

One copy of this form signed by an official of the publishing company submitting books for adoption must be attached to the inside front cover of at least one official sample textbook submitted, plus additional copies when requested by the adopting agency.

Name of Publisher _____
Address _____
Title offered for adoption _____
Grade level/course _____
Copyright and edition _____ ISBN No. _____
DPI Identification Number _____

Class Of Textbook:

A ___ B ___ C ___ D ___ E ___ F ___ AA ___ BB ___ CC ___

Grades 9 - 12 only, Class I ___ Class II ___

College ___ Meets MSST
College ___ Meets with approved deviations
College ___ Does Not Meet MSST

PAPER: Basis weight _____ lbs.

PRINTING: Printing Symbol: _____
Margins: Back _____ " Head _____ " Front _____ " Foot _____ "

Binding:

Number of pages (total) _____ Pages per signature _____ Bulk _____ "
Trim size: Width _____ " Height _____ " Endsheets _____ lbs
Inserts: Number and kind _____
Method of attachment _____
Transparent overlays: Number and kind _____
Method of attachment _____
Reinforcements: Visible drill joints _____ Concealed muslin joints _____
Binding method: Sewed _____ Stitched _____ Adhesive _____
Wires: Side _____ Saddle _____ Mechanical _____
Lining up: Supers: Number _____ Headbands _____ Tightback _____

COVERS: Cover boards: Thickness in points _____
Cover material: Non woven: Type II _____ Type III _____
Woven fabric group designation _____
Nonconsumable softcover texts, Class AA ___ BB ___ CC ___
Other _____

Cover graphics: Lithographed _____ Screened _____ Stamped _____ Other _____
Cover top coating: _____

Special Features

The undersigned publisher submitting the textbook stated herein certifies (on the basis of tests of materials in their original conditions and in respect to the mechanical specifications employed in manufacture) that the filed sample conforms in every respect to the Manufacturing Standards and Specifications for Textbooks in the State of North Carolina with the exception of: (explain deviations fully below or on a separate sheet).

WARRANTY OF PUBLISHER Form B (continued)

And the undersigned Publisher agrees, in the event the contract for supplying the textbook listed herein is awarded to it, that:

Official sample conforms: texts supplied will conform	1. The official sample confirms to or exceeds in every particular the Manufacturing Standards and Specifications for Textbooks including applicable temporary, supplemental adoptions and amendments, and that all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample, and will likewise conform to or exceed these same specifications.
Official sample does not conform; texts supplied will conform	2. Although the official sample deviates in certain particulars delineated herein from the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, all copies subsequently furnished under such contract will conform to or exceed every specification.
Official sample conforms except for stated deviations; texts supplied will conform except for stated deviations	3. The official sample conforms to or exceeds every specification of the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, except for those deviations expressly delineated herein, and all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample, and will conform to or exceed every specification of the Manufacturing Standards and Specifications for Textbooks including applicable temporary, supplemental adoptions and amendments except for those expressly delineated and accepted by the adopting agency.
Official sample does not conform; texts supplied will not conform	4. Neither the official sample, nor copies subsequently furnished under such contract, will conform to any particular specification of the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, although all copies furnished under such contract will be identical to or the equivalent of the original sample.

The undersigned publisher agrees to be bound under Clause One, Two, Three, and Four of this warranty. The Publisher shall furnish to the state for appropriate testing, when requested, samples of materials used in this publication.

Signed _____

Name _____

Title _____

Company _____

Date _____

FORM M

Attachment 6

STATE OF NORTH CAROLINA

STATEMENT OF PUBLISHER SUBMITTING ELECTRONIC MEDIA FOR ADOPTION

One copy of this form signed by an official of the publishing company submitting electronic media for adoption must be submitted to the adopting agency.

Name of Publisher _____

Address _____

Title of Textbook (Core Instructional Program) _____

Title of Electronic-based Program (if different from textbook) _____

Copyright/Version _____ ISBN _____

Medium	Industry Standard	Contact
Audio Compact Disc	ANSI Standard (Red Book)	info@ansi.org
Cd-Rom	ANSI (Yellow Book)	info@ansi.org
DVD	DVD Forum Standard	http://www.dvdforum.org/forum.shtml
Dvd-Rom	DVD Forum Standard	http://www.dvdforum.org/forum.shtml
Online	W3C Recommendations	https://www.w3.org

DEVIATIONS

The publisher submitting the electronic medium stated herein certifies (on the basis of tests of materials in their original conditions and in respect to the mechanical specifications employed in manufacture) that the filed sample conforms in every respect to the industry standard for that medium with the exception of the following: (explain deviations fully below or on a separate sheet.)

FORM M (Continued)
WARRANTY OF PUBLISHER

And the undersigned publisher agrees, in the event the contract for supplying the textbook listed herein is awarded to it, that:

Official sample conforms: texts supplied will conform	1. The official sample conforms to or exceeds in every particular the industry standard for the medium, and that all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample, and will likewise conform to or exceed these same specifications.
Official sample does not conform: texts supplied will confirm	2. Although the official sample deviates in certain particulars delineated herein from the industry standard for the medium, all copies subsequently furnished under such contract will conform to or exceed every specification.
Official sample conforms except for stated deviations; texts supplied will conform except for stated deviations	3. The official sample conforms to or exceeds every specification of the industry standard for the medium, except for those deviations expressly delineated herein, and all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample and will conform to or exceed every specification of the Manufacturing Standards and Specifications for Textbooks including applicable temporary, supplemental adoptions and amendments, except for those expressly delineated and accepted by the adopting agency.
Official sample does not conform; text supplied will not conform	4. Neither the official sample, nor copies subsequently furnished under such contract, will conform to any particular specification of the industry standard for the medium, although all copies furnished under such contract will be identical to or the equivalent of the original sample.

The undersigned Publisher agrees to be bound under Clause One, Two, Three, and Four of this warranty. The publisher shall furnish to the state for appropriate testing, when requested, samples of materials used in this publication.

Signed _____

Name _____

Title _____

Company _____

Date _____

ACCESSIBLE ELECTRONIC FILES OF PUBLISHER MATERIALS

Attachment 7

Electronic files of print and non-print textbook materials are needed to ensure the timely production of the materials in specialized formats (e.g., Braille). The NC Department of Public Instruction has adopted the National Instructional Materials Accessibility Standard (NIMAS) in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (P.L. 108-446), for the purpose of providing instructional materials to blind students or other students with disabilities. The Department is also coordinating with the National Instructional Materials Access Center (NIMAC), which is serving as a repository for publishers' compliant files.

Additional information about NIMAS: <http://aem.cast.org/>

Additional information about NIMAC: <http://www.nimac.us/>

Publishers will submit NIMAS-compliant files of state adopted textbooks and other core textbook materials as per the schedule provided by NCDPI. These files will be submitted to either the Textbook Warehouse or NIMAC using the ISBNs submitted for NC adoptions. Should a publisher opt not to send files for a particular book, it must provide the Textbook Warehouse with the textbook in the specialized requested format at the same time as print materials are delivered.

A separate file listing the structure of the primary files must be provided to the Textbook Warehouse. This file should be labeled DISKLIST.TXT.) In addition, all special instructions (e.g., merging of materials such as marginal notes kept in a separate file) should be noted in this file.

Efforts should be made to update files to duplicate exactly the adopted print or non-print version of the textbook materials including corrections and changes.

When files are accepted by NIMAC, please notify nctextbooks@dpi.nc.gov and provide with notice that files have been sent to NIMAC.

AFFIDAVIT

Attachment 8

Statement Of Publisher Submitting Instructional Material For Adoption To The North Carolina State Board Of Education

One copy of this form signed by an official of the Publishing Company submitting instructional material for adoption must be sent to the Department of Public Instruction with the Contract and Surety Bond.

Name of Publisher: _____

Address: _____

Title(s) Offered for Adoption: **(Please list all titles submitted along with ISBN number. A separate list may be attached.)** _____

The undersigned certifies that he/she is authorized to and does certify that the above named textbook(s) has/have been proofread for factual and typographical errors, and to the best of my knowledge will be free from such errors.

Signed _____

Name _____

Title _____

Company _____

Date _____

Subscribed and sworn to before me this _____ (date).

(Signature and seal of notary public)

Notary Public

My commission expires: _____ (date).

Bid Proposal Submission Checklist

(See pages 10 - 12 for complete details)

Bid proposals must be submitted both electronically and as hard copies as described in the bid proposal information section of the Invitation. **Access to the NC platform for publishers will be provided to those who request bid identification numbers by emailing nctextbooks@dpi.nc.gov**

	<u>Bid Submission Checklist</u>	<u>Reference(s)</u>
	Submit written questions regarding the 2024 Invitation (if any)	pages 7
	Request bid identification numbers and receive access to NC platform for publishers by emailing nctextbooks@dpi.nc.gov	pages 7
	One copy of each of the following will be required for electronic (NC Platform) and hard copy (mail) submissions: ● Submit the signed original of the completed Bid Proposal. The entire <i>“Invitation to Submit Instructional material/Textbooks for Evaluation and Adoption in North Carolina”</i> solicitation document must be returned with your bid proposal, including these completed documents: ○ A transmittal letter ○ Authority to Submit Bids for Textbooks (Attachment 3) ● Submit the completed cost proposal spreadsheet with the costs ● Submit the completed cost proposal spreadsheet without the costs. The hard copy submissions should be exactly the same as the electronic versions submitted through the NC platform for publishers.	pages 10, 11
	Submit electronic copies using the NC platform for publishers	pages 4, 8, 11, 12
	Mail hard copies of the BID PROPOSAL to: Deepak Sharma Instructional Resource Consultant (Textbook Adoption Services) Division of Digital Teaching and Learning NC Department of Public Instruction 301 N Wilmington Street Raleigh, NC 27601	pages 10

Bid Sample Materials Checklist

(See pages 12 - 13 for complete details)

Publishers must submit ALL sample materials electronically through the NC platform for publishers as well as by mail to locations designated by NCDPI.

	Bid Sample Materials Checklist	Reference(s)
	Publishers must provide print materials in electronic PDF format and also send hard copies via mail.	page 4, 8, 12
	Publishers must provide access information (URL, login information, etc.) for technology-based programs or other non-print materials in the NC platform for publishers.	page 4
	Publishers submitting technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through their online platform. Navigation instructions may be provided by video or screencast no longer than 10 minutes and/or in an electronic document.	page 4, 13, 16
	Correlations to the North Carolina Standard Course of Study for Science are required for each submission and must be provided through the NC platform for publishers.	page 8, 15
	The bid samples must include all bid items listed on the cost proposal spreadsheet (print, technology-based and nonprint). DPI Official Samples must be mailed to the Textbook Warehouse.	page 12
	DPI official bid samples must include Form B and Form M as described in the Invitation.	Attachment 5 Attachment 6
	All selected site(s) for shipping print samples will be provided through the NC platform for publishers . Please ensure to check the labeling requirements (Bid Identification Number, ISBN, Grade level/Course title, etc) for all the bid materials as well as the shipping boxes.	page 8, 12

Requirements

Textbook materials not submitted in accordance with the requirements set forth within this Invitation will not be considered or adopted. **Nothing will be accepted after any of the deadlines** listed in the *“Invitation to Submit Instructional Materials/Textbooks for Evaluation and Adoption in North Carolina.”*

ALL bid proposal submissions must be delivered to:

2024 Instructional Material/Textbook Adoption
NC Department of Public Instruction
Attn: **Deepak Sharma**, Digital Teaching and Learning
301 N. Wilmington Street
Raleigh, NC 27601

ALL inquiries must be in writing and emailed to:

Deepak Sharma
Instructional Resource Consultant (Textbook Adoption Services)
Division of Digital Teaching and Learning
North Carolina Department of Public Instruction
Email: nctextbooks@dpi.nc.gov