

# ADOPTION CALENDAR

SCHEDULE for TEXTBOOK PUBLISHERS



TEXTBOOK OFFICE CONTACT INFORMATION		
<p>phone 601-984-8274</p> <p>E-mail <a href="mailto:esimmons@mdek12.org">esimmons@mdek12.org</a></p> <p>Website <a href="http://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement">www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement</a></p>	<p><b>Mailing Address</b></p> <p>P. O. Box 771 Jackson, MS 39205-0771</p>	<p><b>Physical Address</b></p> <p>1252 Eastover Dr. Suite 301 Jackson, MS 39211</p>
<p><b>IMPORTANT NOTE:</b> This calendar is only a quick reference for dates and is subject to change. For more information, please refer to the Textbook Adoption Handbook.</p>		

DEADLINE	ACTIVITY
<p><b>First week of August during each Adoption Cycle</b></p>	<p>Advertisement for the <b>Call for Bids</b> appears in the local newspapers. Information will be emailed to publishers with current contracts and to other publishers that so request.</p>
<p><b>First week of September</b></p>	<p>Publisher's <b>orientation session</b> where at least one employee, agent or representative from each publisher/vendor that will be working the state adoption is invited to attend.</p> <p><b>Exact deadlines and information will be discussed during the presentation.</b></p>
<p><b>Third week of September</b></p>	<p><b>Intent to Bid form</b> is due in the MDE Textbook Office from publishers/vendors no later than <b>5:00 p.m. Central Time</b>.</p> <p>The <b>Intent to Bid form</b> does not bind the publisher to submit a bid. Intent to Bid forms can be emailed to <a href="mailto:esimmons@mdek12.org">esimmons@mdek12.org</a>.</p> <p>Publisher/vendors are required to provide a letter ensuring that the company can secure a <b>textbook bond</b> with the Mississippi Insurance Department.</p>
<p><b>Second week of October</b></p>	<p>State Rating Committee <b>ClassGather training session</b> will be conducted virtually through Microsoft Teams.</p> <p>Textbook presentations information (publisher, content area, date, and time) will need to be turned into the MDE Textbook Office no later than <b>5:00 p.m. Central Time</b>.</p>
<p><b>Month of November</b></p>	<p><b>Textbook presentations</b> are conducted by publishers/vendors to the State Rating Committee virtually through Microsoft Teams.</p>
<p><b>Second week of November</b></p>	<p>Textbook bid package must be submitted by <b>5:00 p.m. Central Time to the Procurement Office's RFX Portal</b> and shall include:</p> <ul style="list-style-type: none"> <li>three (3) copies of Attachments B-E contained which includes the Textbook Bid Submission Cover Sheet with signature and date, Textbook Bid Form, Statement of Free Materials Form, and Pricing Options Form for each bid item</li> </ul>

<p><b>Before December 1</b>  <a href="#">MS Code § 37-43-21 (2020)</a>  <a href="#">MS Code § 37-43-25 (2020)</a></p>	<p>All publishers for submitting materials for consideration must submit <b>five (5) official examination copies and one (1) official sample copy</b>.</p> <p>The official examination copies of each textbook submitted for adoption are due at The Mississippi Department of Education Textbook Office, 1252 Eastover Dr., Suite 301, Jackson, MS 39211 by <b>5:00 p.m. Central Time</b>.</p> <p><b>Failure to comply with this deadline may result in the textbook not being considered for adoption regardless of the rating received.</b></p> <p>All examinations copies shall include the following:</p> <ul style="list-style-type: none"> <li>• A pupil edition</li> <li>• A teacher edition</li> <li>• A scope and sequence of curriculum (if applicable)</li> <li>• List of features and benefits (to include, but limited to) <ul style="list-style-type: none"> <li>Digital components</li> <li>Ancillary materials</li> <li>Professional learning opportunities</li> </ul> </li> <li>• Packing slip lists</li> </ul> <p><b>DO NOT SUBMIT ANCILLARY MATERIALS.</b></p>
<p><b>First week of December</b></p>	<p>State Rating Committee <b>orientation session</b> will be conducted virtually through Microsoft Teams.</p> <p><b>No contact period begins between the publishers/vendors and State Textbook Rating Committee members.</b></p> <p>Listing of the names of the State Rating Committee is released to the public through the <b>Mississippi Instructional Materials Matter website</b>.</p>
<p><b>Second week of December – First week of February</b>  <a href="#">MS Code § 37-43-21 (2020)</a></p>	<p>State Textbook Rating Committee will individually review the textbooks submitted for consideration for adoption.</p> <p><b>State Textbook Rating Committee can request print examination copies but will be trained to use the MS ClassGather virtual review site.</b></p>
<p><b>Second week of February</b></p>	<p>State Rating Committee member ballots are due in the Textbook Office by <b>5:00 p.m. Central Time</b>.</p>
<p><b>March Board Date</b></p>	<p>Adoption results sent to the State Board of Education for final approval.</p>
<p><b>Day after the March Board Date</b></p>	<p>Adoption results and executive summaries are released on the <b>Mississippi Instructional Materials Matter website</b>.</p>
<p><b>Third week of March</b></p>	<p>Textbook Caravan Information is due to <b>Kelli Dumas</b> at the Tennessee Book Company.</p> <p><b>Only the local selection committee</b> may request meetings with publishers through the Tennessee Book Company.</p>

<b>First week of April</b>	Textbook caravan information will be posted on the <b>MS ClassGather site</b> and the <b>Mississippi Instructional Materials Matter site</b> .
<b>Last week of April</b>	<b>Intent to Adopt form</b> is due from local districts to the Tennessee Book Company. Selections by the local school districts are updated on a regular basis and can be found on the <b>MS ClassGather site</b> . <b>The Textbook Office does not provide periodic updates by phone.</b>
<b>First week of June</b> <a href="#">MS Code § 37-43-25 (2020)</a>	Publishers must make and execute a <b>good and sufficient bond</b> (executed in triplicate) payable to the State of Mississippi with a surety thereon. <b>If a textbook bond cannot be secured by the deadline, the textbook bid will be voided.</b>
<b>July 1</b>	Adopted textbooks <b>MUST</b> be available for shipment to the Tennessee Book Company, the MDE regional textbook depository. Each adopted publisher/vendor should have a signed contract with the Tennessee Book Company. Publishers/vendors are reminded that textbooks that will not be available on July 1, 2023, <b>should not be bid</b> .

**NOTE:** Receipt of Form C does not guarantee a publisher's products have been approved. Textbook approval is scheduled for the March State Board of Education Meeting.

## ATTACHMENTS A-E

The following attachments may be download from the Textbook Office Website

- Attachment A: Intent to Bid Form
- Attachment B: Textbook Bid Submission Cover Sheet
- Attachment C: Textbook Bid Form
- Attachment D: Statement of Free Materials Form
- Attachment E: Pricing Options Form