### TEXTBOOK OFFICE CONTACT INFORMATION

<table>
<thead>
<tr>
<th>phone</th>
<th>601-984-8274</th>
<th>Mailing Address</th>
<th>P. O. Box 771</th>
<th>Jackson, MS 39205-0771</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td><a href="mailto:esimmons@mdek12.org">esimmons@mdek12.org</a></td>
<td>Physical Address</td>
<td>1252 Eastover Dr. Suite 301</td>
<td>Jackson, MS 39211</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement">www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IMPORTANT NOTE:
This calendar is only a quick reference for dates and is subject to change. For more information, please refer to the Textbook Adoption Handbook.

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First week of August during each Adoption Cycle</strong></td>
<td>Advertisement for the Call for Bids appears in the local newspapers. Information will be emailed to publishers with current contracts and to other publishers that so request.</td>
</tr>
</tbody>
</table>
| **First week of September**     | Publisher’s orientation session where at least one employee, agent or representative from each publisher/vendor that will be working the state adoption is invited to attend. 
Exact deadlines and information will be discussed during the presentation. |
| **Third week of September**     | Intent to Bid form is due in the MDE Textbook Office from publishers/vendors no later than 5:00 p.m. Central Time. 
The Intent to Bid form does not bind the publisher to submit a bid. Intent to Bid forms can be emailed to esimmons@mdek12.org. 
Publisher/vendors are required to provide a letter ensuring that the company can secure a textbook bond with the Mississippi Insurance Department. |
| **Second week of October**      | State Rating Committee Class Gather training session will be conducted virtually through Microsoft Teams. 
Textbook presentations information (publisher, content area, date, and time) will need to be turned into the MDE Textbook Office no later than 5:00 p.m. Central Time. |
| **Month of November**           | Textbook presentations are conducted by publishers/vendors to the State Rating Committee virtually through Microsoft Teams. |
| **Second week of November**     | Textbook bid package must be submitted by 5:00 p.m. Central Time to the Procurement Office’s RFX Portal and shall include: 
  - 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 |
| **Before December 1** | All publishers for submitting materials for consideration must submit **five (5) official examination copies and one (1) official sample copy.**  

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 **5:00 p.m. Central Time.**  

**Failure to comply with this deadline may result in the textbook not being considered for adoption regardless of the rating received.**  

All examinations copies shall include the following:  
- A pupil edition  
- A teacher edition  
- A scope and sequence of curriculum (if applicable)  
- List of features and benefits (to include, but limited to)  
  - Digital components  
  - Ancillary materials  
  - Professional learning opportunities  
- Packing slip lists  

**DO NOT SUBMIT ANCILLARY MATERIALS.** |
| **First week of December** | State Rating Committee **orientation session** will be conducted virtually through Microsoft Teams.  

**No contact period begins between the publishers/vendors and State Textbook Rating Committee members.**  

Listing of the names of the State Rating Committee is released to the public through the Mississippi Instructional Materials Matter website. |
| **Second week of December – First week of February** | State Textbook Rating Committee will individually review the textbooks submitted for consideration for adoption.  

**State Textbook Rating Committee can request print examination copies but will be trained to use the MS ClassGather virtual review site.** |
| **Second week of February** | State Rating Committee member ballots are due in the Textbook Office by **5:00 p.m. Central Time.** |
| **March Board Date** | Adoption results sent to the State Board of Education for final approval. |
| **Day after the March Board Date** | Adoption results and executive summaries are released on the Mississippi Instructional Materials Matter website. |
| **Third week of March** | Textbook Caravan Information is due to **Kelli Dumas** at the Tennessee Book Company.  

**Only the local selection committee** may request meetings with publishers through the Tennessee Book Company. |
<table>
<thead>
<tr>
<th>First week of April</th>
<th>Textbook caravan information will be posted on the MS ClassGather site and the Mississippi Instructional Materials Matter site.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last week of April</td>
<td>Intent to Adopt form 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 MS ClassGather site. The Textbook Office does not provide periodic updates by phone.</td>
</tr>
<tr>
<td>First week of June</td>
<td>Publishers must make and execute a good and sufficient bond (executed in triplicate) payable to the State of Mississippi with a surety thereon. If a textbook bond cannot be secured by the deadline, the textbook bid will be voided.</td>
</tr>
<tr>
<td>MS Code § 37-43-25 (2020)</td>
<td>Adopted textbooks MUST 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, should not be bid.</td>
</tr>
<tr>
<td>July 1</td>
<td></td>
</tr>
</tbody>
</table>

**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