

FAQ's for Instructional Material RfA 2018

Topic	NM STEM Ready Science Standards/RfA/Forms
Q:	Can you confirm that with the new adoption of NGSS in New Mexico, "Engineering Supplementary Materials" can be submitted in Subject Category (Column F) "Science?"
A:	Yes, Engineering Supplementary Materials may be submitted with the subject category "Science."
Topic	Request for Applications (RfA)
Q:	On Column Q of Form E - what are the qualifications that decide if it is adaptive?
A:	See RfA Section E
Topic	Supplementary vs. Core/Basal
Q:	<ol style="list-style-type: none"> 1. Can you please confirm there are no digital requirements for supplementary curricula? 2. Do supplementary materials include programs that do not have NM standards? For example, Biotechnology is not listed as a science course in the Life and Physical Sciences category and I presume there aren't state standards for that course.
A:	<p>Materials submitted as supplementary only,</p> <ul style="list-style-type: none"> ▪ do not have to show complete alignment to the NM STEM Ready Science Standards ▪ do not require a digital component ▪ do not require a companion program.
Q:	Knowing that our title will not meet the 90% at each grade level, can we submit it as Supplemental (and not for review)?
A:	Yes, material may be submitted as Supplementary if it will not meet the 90% alignment requirement for core/basal. However, if there are grade levels that will meet the the 90% alignment requirement, you are encouraged to submit it for review, there is not a cost difference.
Q:	Our program is a mixed core program that includes significant resources that are best experienced in digital format. Would it be acceptable to submit samples that provide the reviewer with digital access to the full program for review alongside a sample box of selected print student and teacher materials, and student readers? We feel this approach will allow for a much easier review process than using brochures to represent the digital content.
A:	We will be considering core/basal materials, whether digital, print or mixed. See the definition of basal on page 6 of the RFA.
Q:	Would it be acceptable to submit a list of science manipulatives (sand, slides, etc.) in lieu of sending actual samples of science manipulative materials?
A:	Yes, a list of science manipulatives would be preferred to the actual manipulatives being shipped to the Summer Review Institute
Q:	For Supplemental review only - does that require an in-person presentation on how to read citations?
A:	Materials submitted as Supplementary will <u>not</u> be reviewed at the Summer Review Institute and there will not be a citation presentation.
Q:	<ol style="list-style-type: none"> 1. Is a Student Edition required? 2. Are Student Workbooks required?
A:	<ol style="list-style-type: none"> 1. The definition of basal in the RFA states - the <u>materials that constitute the necessary instructional components of a course of study, generally including a student edition, a teacher edition, and workbooks.</u> A Student Edition is

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	<p>generally required; however, in the example of a native digital program you may not have a student edition and you could still submit for core/basal consideration.</p> <p>2. No, student workbooks are not required. If citations refer to a student workbook then a workbook must be included in the review set for the reviewers.</p>
Q:	<p>1. Is Anatomy & Physiology a core program with standards? Also, Biotechnology - core or supplementary program?</p> <p>2. What about other areas like Chemistry, Environmental Science, Physics, etc.</p>
A:	<p>1. Core is defined in the RFA as subjects for which the department has developed content standards and benchmarks. As a publisher, you will need to look at the standards to determine if they are core.</p> <p>2. See answer to #1</p>
Topic	Fees
Q:	<p>1. I see three different terms used throughout the RfA: Submission Fee, Bid Fee, Processing Fee. Are there three different fees, or am I correct in understanding that the three terms all refer to the same fee, which is calculated as a Bid Fee on Form E?</p> <p>2. On Page 10 of the RfA, Section II C: "Fees for submission of instructional materials submitted for core/basal or supplementary consideration will be based on a one-time payment of the grand total of the RETAIL PRICE of all items listed on a publisher's Forms E List of Instructional Material." Is that an additional fee, or is this the grand total of the BID FEE of all items listed?</p>
A:	Submission fee, Bid fee and Processing fee are synonymous. The calculated bid fee is the grand total of Column I on Form E.
Q:	How do you calculate the bid fee to fill out in the initial forms? (I saw in your example sometimes it matched the price of the resource and sometimes it did not.)
A:	Please refer to the PowerPoint slides from RfA webinar on January 16, 2018 at the IMB website http://webnew.ped.state.nm.us/bureaus/instructional-materials/ . Also, see page 38 of the RFA. Generally, the bid fee is the retail price of each item listed on your Form E.
Topic	Form F/Citation Rubrics
Q:	Should the original or revised Bloom's Taxonomy (2001) be used when making citations?
A:	See RfA page 18 – Please use this version of Bloom's Taxonomy
Q:	If we have a program that is both print <u>AND</u> digital should we provide <u>BOTH</u> print AND access to the digital materials for the Summer Institute?
A:	If there are citations that reference both the print and digital program, both should be submitted for the Summer Review Institute. Consider what will be most efficient for Reviewers and their limited time to review your materials.
Q:	Will each course have a unique citation rubric? For example, Anatomy & Physiology and Emergency Medical Technician?
A:	<p>The citation Rubrics are arranged based on the Science Domain Model, please choose the citation rubric that best fits the material being submitted.</p> <p>***Note: Emergency Medical Technician might be best submitted in the adoption cycle under Career and Technical Education</p>

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Q:	Some of the Criteria are bolded and others are not. Can you please clarify the intended meaning of the formatting in that section?
A:	<ul style="list-style-type: none"> ➤ The bolding of parts of the criteria in Section I is to identify those portions as specific titles or categories within the NGSS. ➤ The bolding of parts of the criteria in Section II is to signify to the Reviewer to look for and identify those aspects of the criteria
Q:	<ol style="list-style-type: none"> 1. Will all rubrics need to be printed? Or can we provide the reviewers with digital versions that can include links to the sections they are looking for? 2. May the final print Form Fs include a cover with Student Edition cover image? Should the final print Form Fs be spiral bound or stapled?
A:	<ol style="list-style-type: none"> 1. The publisher should compile all additions and withdrawals on the consolidated Form E List of Instructional Material, submit one revised Form E, and completed (initial) Forms F by the April 9, 2018 deadline. The initial Forms F may be submitted via email to imb.contact@state.nm.us. The IMB staff will review your submitted (initial) Forms F to ensure that your materials will be reviewable at the summer institute. You will receive an approval notice or a notice specifying necessary changes from the IMB by April 22, 2018 All Forms F in their (final) version will be submitted on a thumb drive or CD-ROM to the Instructional Material Bureau postmarked by May 14, 2018. (See Section III of the RfA for additional information regarding addition and withdrawal of material.) 2. See answer to #1 above.
Topic	Summer Review Institute
Q:	<ol style="list-style-type: none"> 1. Are there publisher presentations or are the publishers needed in attendance at the Summer Institute? 2. How much time is allocated for the presentations?
A:	<ol style="list-style-type: none"> 1. Each publisher submitting core/basal material for review is required to provide a short 10-15 minute to explain the citations and the best way to maneuver through the printed or digital material. 2. See answer #1
Q:	<ol style="list-style-type: none"> 1. Should Spanish translations of student guides be included in the sets of review copies? 2. If we have a Spanish version of a program and an English version of a program, did you say we only have to provide samples of the English version to reviewers/regional review centers?
A:	<ol style="list-style-type: none"> 1. Spanish versions <u>do not</u> need to be submitted with the Review sets at the Summer Review Institute nor to the regional review centers. 2. See answer to #1.
Q:	When you say "bound" in the RfA when referring to Review Sets, what do you mean by "bound?"
A:	Review Sets should be bound together with a rubber band or in a boxed set or in some

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	way recognizably meant to be reviewed as a set.
Q:	Would it be acceptable to submit a list of science manipulatives (sand, slides, etc.) in lieu of sending actual samples of science manipulative materials?
A:	Yes, it is preferred to supply a list rather than the actual manipulatives.