

FAQ's for Instructional Material RfA 2018 Set 2

Topic	NM STEM Ready Science Standards
Q:	<ol style="list-style-type: none"> 1. Are we to use the course codes in back of RFA or are their new course codes? 2. Would the course codes change before the bid submission?
A:	<p>Course codes provided in the RfA are the current course codes and will not be changed before the bid submission. They will change in the future, however not before the Summer Review Institute. Materials should be submitted based on the alignment with NGSS. There are two formats for the standards: Science Domain Model and the Conceptual Progression Model. The rubrics using the Domain Models are posted on the IMB website and the Conceptual Progression Model format can be acquired by emailing imb.contact@state.nm.us and requesting that format.</p>
Q:	<p>What is the format/requirement for the Document we can provide with the NM Companion Standards?</p>
A:	<p>However you are able to address the NM Companion Standards is left at your discretion. It could be an insert, flyer, or simply built into the SE, TE, or SW.</p>
Q:	<ol style="list-style-type: none"> 1. There are DCIs that include 4 or 5 different concepts (for example, the DCI on Row 22 in the Grade 5 Form F Rubric), as well as DCIs that are repeated in multiple PEs (for example, see Rows 5 and 11 in the Grade 4 Form F Rubric; the same DCI appears for PE 4-PS3-2 and PE 4-PS3-3 , thus requiring 6 citations for the DCI). Can you please answer the following for us? <ol style="list-style-type: none"> a. For any one of the three required individual citations for a DCI, are we allowed to cite a page span (perhaps several pages of a lesson) if that is needed in order to demonstrate full coverage of a multi-sentence, multi-concept DCI such as the one on Grade 5 Row 22? Specifically, will the reviewer give a score of Zero for such page-span citations for a DCI (and thus a Zero score for the entire corresponding PE)? b. For a DCI that is repeated in multiple PEs, must we provide unique citations for each separate appearance of the DCI in the Form F Rubric?
A:	<ol style="list-style-type: none"> a. You should not cite a page span. In the example you provided of the DCI in Grade 5, criteria #22; you should provide a citation for each of the requirements (sentences) listed in order from top to bottom. You can number them or use an identifier; such as a (<), that indicates it is the next requirement of that DCI going in order from top to bottom. b. Yes, as related to the PE. While a DCI may appear multiple times it must be addressed within the context of each individual PE
Q:	<ol style="list-style-type: none"> 1. Regarding citations for SEPs and CCCs: Do these citations need to be specifically in the context of the related PE? For example, with respect to the SEP for PE 2-PS1-1, do each of the two SEP citations need to involve students planning the specific investigation indicated in the PE (or a closely related one), or can a citation be a different investigation from the same unit of our program? 2. For a DCI that is repeated in multiple PEs, must we provide unique citations for each separate appearance of the DCI in the Form F Rubric?
A:	<ol style="list-style-type: none"> 1. Yes, as related to the PE. While a DCI may appear multiple times it must be addressed within the context of each individual PE. 2. Same as above. The citations must be in the context of the individual PEs.
Topic	Request for Applications (RfA) – Forms A, B, C, D, E, G
Q:	<p>In the RfA, what does Section II: B “Transfer of title ownership refer to? Does this signify that the depository takes ownership of the physical materials or something more?</p>
A:	<p>The Transfer of Title ownership refers to any title that is adopted on the Multiple List as core/basal and/or supplementary that changes ownership within the six year contract</p>

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	period. If a title is sold to a new publisher during the six year contract, the selling publisher and purchasing publisher must inform NMPED and the depository in writing that this change has taken place and the timeline for the transfer process.
Q:	One of the criterion states the following, " Teacher editions or material for teacher use, such as manuals and guides, are to be offered free with class orders and at a ratio of one per teacher for each grade-level classroom, at least in the first year of purchase . " Will digital versions of the teacher editions and teacher materials be accepted to meet this criteria?
A:	Yes, digital versions of the teacher edition will be accepted if the digital version of the material is what is purchased. (RfA section D.9)
Q:	Is a curriculum overview at a meeting considered as PD? If a district asks for samples of a Teacher and student guide, when would it be appropriate to provide samples for them to review?
A:	It does not sound like a curriculum overview is professional development. According to p. 14 of the RfA, you are prohibited "from conducting a pilot program in which schools receive free material and professional development during the eighteen months prior to the adoption." The materials would be adopted once the agreement has been executed in the fall of 2018.
Q:	What are the certification of standards expectations surrounding consumable workbooks? There are no MSST standards for <u>consumable</u> workbooks, only non-consumable workbooks.
A:	The MSST standards do not apply to consumable workbooks.
Q:	We often do multi-year bundles when we submit for state adoptions. How would we do this on Form E?
A:	You would enter the applicable low grade in Column O and the high grade in Column P.
Topic	Supplementary vs. Core/Basal – Adaptive Materials
Q:	We have a stand-alone science program, sold in kit form (includes all student and teacher materials for one classroom). Teacher and Student Materials are not sold separately. <ol style="list-style-type: none"> 1. What if the kit is part of the core/basal product? 2. Will the kit be entered as a supplemental piece even if the pricing includes kits?
A:	<ol style="list-style-type: none"> 1. If the kit contains the student edition and teachers edition, you may submit it as core/basal for review. You should cite only the student and teacher editions and student workbook. 2. See answer to #1 above.
Q:	What are the restrictions on a district's' use of funds pertaining to supplemental vs. Core/Basal?
A:	There are not restrictions or limitations on districts use of their instructional material funding allocations pertaining to supplemental vs. core/basal. The limitation is they can't exceed 50% of their funding allocations for materials not listed on our adopted list. The adopted list contains both supplementary and core/basal materials.
Q:	We are submitting a Core/Basal K-5 Science program in English. We are also submitting the Spanish version of this K-5 Science program as Core/Basal. <ol style="list-style-type: none"> a. Are we required to submit Lexiles for the <u>Spanish</u> version of the program? b. Can you confirm that we will not need to Spanish samples as part of the review and that Spanish materials will not be required until Back to School 2019?

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	<ul style="list-style-type: none"> c. Will the English research/Form Ds, Correlations/Form Fs, etc. suffice for our Spanish submission or do we need to provide something specific to the Spanish program? d. Since Spanish will not be reviewed (from what I understand), do I need to include the Spanish titles in the Synopsis of Material Submitted for Adoption on the Publisher Contact Information Form/Form A?
A:	<ul style="list-style-type: none"> a. No, you are not required to submit Lexiles for the Spanish version. b. You will not need to provide Spanish samples. If you list them on your Form E, then you will need to make them available for purchase by January 1, 2019. c. You only need to list the Spanish versions on your Form E. d. No, you do not need to include them in the number of titles for review.
Topic	Fees
Q:	Our lead item is a kit that contains digital and print instructional materials & science materials (ie, slides, sand, etc.) Is a bid fee required for the science materials contained in these kits?
A:	<ul style="list-style-type: none"> 1. The bid fee should generally be the same as each item you list for sale on your Form E. Unless you are submitting an alternate format (e.g. exact Spanish translation) or if you need to calculate the single student cost (SSC). From the RFA: Single student cost should be entered for any submission intended for more than a single student, including student support kits, multiple-student subscriptions, and any other multiple-student package. <ul style="list-style-type: none"> a. The bid fee for student support kits will reflect a per-pupil cost (if the material is a duplicate), based on the expected participants of an instructional group or based on 20 pupils per class, whichever applies. Otherwise, the retail cost of the entire kit must be submitted. b. Online courses and programs—The bid fee for submission of online courses will be the yearly subscription cost, based on the cost for one student and multiplied by six, reflecting the duration of the six-year adoption contract.
Q:	We do not charge for a Teacher's Edition, it is an online resource that teachers get free with student purchase. Is it OK to list it with a purchase price of \$0.01 and indicate that it is a free resource?
A:	Yes, you must list it with a purchase price of \$0.01 and you may indicate in the Material Title Column B that it is free.
Q:	How do we calculate the bid fee to fill out in the initial forms?
A:	The bid fee is generally the retail price of each item you list on your Form E. However, there are exceptions. Please see p. 38 of the RfA for Column I—Publisher Bid Fee.
Topic	Pricing
Q:	"PED enters into contracts with publishers for the adopted material for a six-year period." Do prices have to remain the same for the entire six years, or can they change as our retail prices change, as long as New Mexico continues to receive our lowest

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	price?
A:	The agreement sets the ceiling for which the price is at. This means it can't go up during the six year agreement and it must go down if you offer a lower price to anyone in the country. See p. 12 of the RfA.
Topic	Form F/Citation Rubrics
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 submit 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. 2. All rubrics will need to be printed as-is, stapled and 6 copies submitted with the Review sets on June 3, 2018.
Q:	<ol style="list-style-type: none"> 1. You indicate that we should avoid citing multiple pages for coverage of a DCI. But in the NGSS, compared to older standards, there are fewer DCIs that are developed in greater depth. In the case of DCIs, we may not be able to avoid citing multiple pages -- otherwise, the reviewer would not be able to determine whether or not we fully address the DCI. 2. Can the three corresponding dimensions of a given PE be addressed across multiple units within the appropriate grade level? For example, if a PE has the corresponding SEP of "analyzing and interpreting data", can that specific SEP be addressed in one unit, but the corresponding CCC and DCI cited in the PE are addressed in another unit at that grade level?
A:	<ol style="list-style-type: none"> 1. If the DCI is covered over multiple pages, direct the reviewer to each aspect of the DCI by providing exact page numbers, paragraph numbers, exercise number, etc. so the reviewer does not have to search the pages for the coverage of the standard (DCI) 2. You should not cite a page span. In the example you provided of the DCI in Grade 5, criteria #22; you should provide a citation for each of the requirements (sentences) listed in order from top to bottom. You can number them or use an identifier; such as a (<), that indicates it is the next requirement of that DCI going in order from top to bottom.
Q:	What kind of narrative is allowed for the citations?
A:	The citation must be clear and direct the reviewer right to the location in the material where they will find the alignment to the standard. This may include some narrative such as: "Page 6, paragraph 2, beginning with the second sentence"
Q:	Can citation links in Form F for mixed core programs allow the reviewer to click on and access the curriculum component to meet the citation?

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A:	Yes, a link to the exact location within the digital material may be provided along with the exact location within that link. (For example: If the link takes the reviewer to an article on "Space Exploration," you must also provide the exact paragraph or exercise in which the reviewer will find the reference to the standards.)
Q:	For our middle school submission, we will need to use the Science Domains Course Model Form F rubrics. Can you please confirm that we are allowed to submit our 12-module program as follows? We have unique ISBNs for each of the 12 modules, and thus we need to know if we are allowed to list multiple titles & ISBNs on each of the three Form F documents.
A:	The module sets being submitted for each Science Domain will need to be bundled and be given a unique bundle ISBN. They must be reviewed and sold as a set, therefore a district would need to have a unique number by which to order the modules.
Q:	Please confirm that publishers can only provide one citation per box.
A:	<p>If there are multiple parts to the standard there may be a need to cite more than one location in the material. It is necessary to be succinct and direct the review to the exact location.</p> <p style="margin-left: 40px;">a. You should not cite a page span. In the example of the DCI in Grade 5, criteria #22; you should provide a citation for each of the requirements (sentences) listed in order from top to bottom. You can number them or use an identifier; such as a (<), that indicates it is the next requirement of that DCI going in order from top to bottom.</p>
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? 3. Will we need to be onsite at the Summer Institute from June 3-8 (the whole week), or just on June 3 for the citation presentation and June 4 to answer any digital questions?
A:	Each publisher 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. This presentation will be on Sunday, June 3. A representative must be present on Monday, June 4 for any digital material submitted for technical support if necessary.
Q:	Are there three teachers per grade level or for the program as a whole?
A:	There are three reviewers per citation rubric. Every effort is made to have the same reviewers exposed to a full program (ie. Science K-5 reviewed by the same team of reviewers.)
Q:	What was meant by Submit Unbound Review sets by 6/3?
A:	Materials must be prepared for easy removal and review. For example, the review sets should be placed together in a display box or wrapped with a rubber band. Please remove all shipping packaging such a cellophane or boxes.
Topic	Depository
Q:	Are there exceptions to the requirement that materials be stored at the New Mexico depository? Is it possible to store and ship (supplementary materials) directly from our

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	Connecticut warehouse?
A:	No, the materials must be available through the depository.
Q:	Are there depository fees for materials submitted and approved as supplementary materials?
A:	There are depository fees publishers pay. They fees vary from 5% - 8% depending on the level of annual sales.
Q:	Are there depository fees (or any other fees) for materials submitted and approved as supplementary materials if we are shipping directly from our Connecticut warehouse (and not storing materials in the New Mexico depository)?
A:	All supplementary and core/basal materials must be available through the depository.