New Mexico Public Education Department
Instructional Material Bureau

Request for Applications

2019 Instructional Material Adoption
Grades K-12 Mathematics (Math) &
Grades 7-12 Career and Technical Education (CTE)

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Secretary of Education

Instructional Material Bureau
300 Don Gaspar, Room G-14
Santa Fe, New Mexico 87501

December 31, 2018

The New Mexico Public Education Department (PED) announces the 2019 instructional material process for adoption to the multiple list intended for Provider/Publisher bids in the categories of Core and Supplementary materials in grades K-12 Mathematics (Math) & grades 7-12 Career and Technical Education (CTE)
2019 Instructional Material Adoption

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Grades K-12 Math & Grades 7-12 CTE Instructional Material

Released: December 31, 2018

Submission Timeline and Schedule: Page 9

RfA and Required Forms Available at:
http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

Issued by
Anthony Burns, Bureau Chief
Instructional Material Bureau
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ANNOUNCEMENT, OVERVIEW, AND DEFINITIONS

Announcement
The New Mexico Public Education Department (PED) announces the 2019 instructional material process for adoption consideration to the multiple list intended for Provider/Publisher bids in the categories of Core and Supplementary Instructional Material for grades K-12 Math & grades 7-12 CTE.

This Request for Applications (RfA) is authorized by the Instructional Material Law, State of New Mexico, Section 22-15-1 to 22-15-31, NMSA 1978; PED Rule 6.75.2 NMAC and all other applicable laws and regulations. The statute and rule can be accessed at http://public.nmcompcomm.us/nmpublic/gateway.dll/?f=templates&fn=default.htm (search for “Chapter 22 Public Schools” and “Article 15 Instructional Material”); and http://164.64.110.134/nmac/T06C075.

Overview

Point of Contact for RfA
The PED Instructional Material Bureau (IMB) is the sole point of contact for all activities and requirements related to the RfA.

- Via mail:
  New Mexico Public Education Department
  Instructional Material Bureau
  ATTN: 2019 Instructional Material Adoption
  300 Don Gaspar—Room G-14
  Santa Fe, NM 87501

- Via e-mail: imb.contact@state.nm.us
- Website: http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

RfA Information Workshops for Provider/Publishers
The IMB will hold a workshop for prospective Provider/Publisher applicants regarding the requirements of the RfA and the completion of required forms. Provider/Publishers should review the RfA and forms prior to the scheduled workshop and submit any question in writing. There will also be a question/answer period at the end of the workshop. At the conclusion of the workshop, any additional questions may be submitted in writing to the IMB. Questions and answers will be compiled and posted to the IMB website.

**Workshop 1:** This first workshop is to provide general information on the RfA, submission requirements, and completion of required forms, with the exception of Form F Citation Alignment and Scoring Rubric.

**Date:** January 10, 2019  
**Time:** 9am MST  
**Webinar Registration:** https://attendee.gotowebinar.com/register/3506164855943732739

**Deadline for Written Questions Prior To Workshop:** January 9, 2019, in the subject of the email put “webinar questions”  
**Deadline for Written Questions after Workshop:** January 17, 2019, in the subject of the email put “webinar questions”

**Workshop 2:** Form F Citation Alignment and Scoring Rubric is the focus of the second workshop. Provider/Publishers should identify staff who will be responsible for oversight and completion of the Provider/Publisher’s Form F submissions. Form F captures the Provider/Publishers’ citations regarding the alignment of the instructional material with New Mexico academic content standards and other relevant criteria.
**Instructional Material Summer Review Institute—Summer Institute**

In accordance with New Mexico State Statute, NMSA 1978, instructional material is to be reviewed at a “Summer Review Institute at which basal material in the content area under adoption will be facilitated by content and performance experts in the content area and reviewed by reviewers.” The annual PED Instructional Material Summer Review Institute (Summer Institute) will begin the week of June 3, 2019 (subject to change). The purpose of the summer review institute is to review research based Core Instructional Material (CIM) submitted by Provider/Publishers, school districts, or other educational entities. Such material will be evaluated for alignment to the New Mexico academic standards and other relevant criteria specified in Form F Citation Alignment and Scoring Rubric. The submitted CIM that is research-based is reviewed by New Mexico teachers who hold Level II or Level III certification, and who currently practice in the content field.

**Legislative Funding**

The Instructional Material Fund is allocated annually at the conclusion of the legislative session. Districts, charters, state-supported, and private schools are allocated instructional material funding on a per pupil basis. Per statute 22-15-9.C, “an amount not to exceed fifty percent of the allocations attributed to each school district or state institution may be used for instructional material not included on the multiple list.”

**Definitions**

**Academic Standards**—are concise, written descriptions of what students are expected to know and be able to do by the end of a course, grade level, or grade span that are adopted in New Mexico Administrative Code.

**Adaptive Titles**—instructional material designed to assist in meeting the educational needs of identified students.

**Adoption**—the authorization by the department of core and supplementary instructional material for use in public school districts, charter schools, and state educational institutions.

**Adoption Cycle**—the period during which instructional material adopted by the department shall be considered current.

**Basal**—the materials that constitute the necessary instructional components of a course of study, generally including a student edition, a teacher edition, and student workbooks.
Common Carrier—a company that is in the regular business of transporting freight, such as United Parcel Service®, FedEx®, or the like.

Core Subject Areas—those subject areas for which the department has adopted content standards and benchmarks.

Core Instructional Material—the comprehensive print or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks.

Depository—an entity approved by the department that represents Provider/Publishers for the purpose of managing district or school instructional material orders.

Differentiated Instruction—constitutes individualized or customized instruction. The curriculum offers several different learning experiences within one lesson to meet students' varied needs or learning styles. For example, the instructor would utilize different teaching methods or modifications in content, process or product.

English as a Second Language (ESL)—classes or support programs for students whose native language is not English.

Instructional Material—school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media (not to include computers, laptops, handheld computers, or other devices).

In-Adoption—the currently adopted instructional material that is approved by the department, and included on the multiple list.

Instructional Material Depository—a facility authorized through application to the bureau chief to serve as an agent representing multiple Provider/Publishers and other educational entities for managing district/school instructional material orders. The depository is responsible for accounting, acquisition, storage, distribution and disposition of adopted instructional materials.

Interoperability Standards—the current industry standards that measure the seamless sharing of data, content, and services among systems and applications.

Lexile Measure—a number indicating reading level. Lexile measures can range from below 200L for beginning readers to over 1700L for advanced readers.

Multiple List—a written list of those instructional materials approved by the department.

Open Educational Resources (OER)—the teaching, learning, and research material that is freely available for use, adaptation, and sharing.

Open Source Curriculum (OSC)—a planned sequence of instructional and educational material that covers a full academic course of study, and that may be freely accessed, distributed, and modified.

New Mexico Regional Review Center—a state authorized location where samples of instructional materials are received from Provider/Publishers and made available to evaluators, teachers and educational practitioners. The review center is responsible for storage, disposition and inventory of current adopted Core Instructional Materials.

Processing Fee—the bid fees charged to vendors for each item of instructional material submitted for adoption, not to exceed the retail price.

Professional Development—the process of increasing the professional capabilities of staff by providing training and educational opportunities.

Provider—means an organization or individual, including publishers, who develops and submits instructional material.
**Provider/Publisher Agreement**—an agreement between the department and the Provider/Publisher or Provider/Publisher’s agent to provide certain material at the lowest price for the use of students in New Mexico schools and including a penalty for failure to perform.

**Request For Applications (RFA)**—the written notice issued by the department soliciting the submission of new instructional material in specified subject areas, and outlining the terms and conditions of the department’s review and adoption process.

**Research-Based Effectiveness**—the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include an independently conducted experimental or quasi-experimental research study or review by nationally-recognized, independent experts in curricula review. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency as measured by the state assessment.

**Review Set**—means the instructional material submitted for review at the summer institute for inclusion as Core. The review set consists of the student edition, teacher edition and student workbook if available. All review set items must be made available for purchase by districts as they are submitted for review and listed as such on the Form E List of Instructional Materials.

**Reviewer Of Record (Reviewer)**—a reviewer who is a qualified teacher with a level 2 or 3-A license with experience in the content area being reviewed.

**Rubric**—a scoring tool that lists the criteria to be met in a piece of work and describes levels of quality for each of the criteria.

**Substitution**—the replacement of an adopted item under the Provider/Publisher’s agreement with a revised edition of the item.

**Supplementary Materials**—supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material. Pursuant to Section 22-15-8 NMSA 1978, the department may choose not to review supplementary materials.
SECTION I: APPLICATION, PROVIDER/PUBLISHER FEE SUBMISSION AND DEADLINES

All forms can be downloaded from the PED website: http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

Here, and throughout this document, CIM = Core Instructional Material and SIM = Supplementary Instructional Material.

**Figure 1: Form Submission Deadlines**

<table>
<thead>
<tr>
<th>Form</th>
<th>Form Title</th>
<th>Submission Date</th>
<th>Applies To</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Provider/Publisher Contact Information</td>
<td>02/25/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CIM &amp; SIM</td>
</tr>
<tr>
<td>B</td>
<td>Certification of Instructional Materials</td>
<td>02/25/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CIM &amp; SIM</td>
</tr>
<tr>
<td>C</td>
<td>Official Sample Label</td>
<td>06/03/2019</td>
<td>CIM</td>
<td>1—each CIM TE*, SE**, WB# title</td>
</tr>
<tr>
<td>D</td>
<td>Research-Based Effectiveness Determination</td>
<td>02/25/2019</td>
<td>CIM</td>
<td>1—include all CIM titles</td>
</tr>
<tr>
<td>E</td>
<td>List of Instructional Material</td>
<td>02/25/2019</td>
<td>CIM and SIM</td>
<td>1—combined CIM &amp; SIM</td>
</tr>
<tr>
<td>F</td>
<td>Citation Alignment and Scoring Rubric (initial)</td>
<td>04/08/2019</td>
<td>CIM</td>
<td>1—CIM digital</td>
</tr>
<tr>
<td></td>
<td>Citation Alignment and Scoring Rubric (final)</td>
<td>05/13/2019</td>
<td>CIM</td>
<td>1—CIM digital</td>
</tr>
<tr>
<td>G</td>
<td>Summer Institute: Representative Contact Information</td>
<td>02/25/2019</td>
<td>CIM</td>
<td>1</td>
</tr>
</tbody>
</table>

TE* = teacher edition  
SE** = student edition  
WB# = workbook

**Figure 2: Addition and Withdrawal Deadlines**

<table>
<thead>
<tr>
<th>Form</th>
<th>Deadline Type</th>
<th>Submission Date</th>
<th>Applies To</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Additions to Form E deadline</td>
<td>04/08/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CB and SU</td>
</tr>
<tr>
<td>E</td>
<td>Withdrawal of titles deadline</td>
<td>04/08/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CB and SU</td>
</tr>
<tr>
<td>E</td>
<td>Addition of free material deadline</td>
<td>06/14/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CB and SU</td>
</tr>
</tbody>
</table>

Applications, additions, and withdrawals must be postmarked no later than the submission date specified in the above charts.

Form D notification as to whether or not submitted materials are found to be research-based will be communicated to the Provider/Publisher by March 11, 2019.

The Provider/Publisher should compile all additions and withdrawals on the consolidated Form E List of Instructional Material; submit one revised Form E; and complete (initial) Forms F by the April 8, 2019 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, 2019. All Forms F in their (final) version will be submitted on a thumb drive to the Instructional Material Bureau postmarked by May 13, 2019. (See Section III for additional information regarding addition and withdrawal of material.)

The Provider/Publisher will submit all completed forms electronically on a thumb drive. No final forms or additional material will be accepted via email.
The PED reserves the right to reject any applications or portions thereof that fail to comply with the provisions of the RfA. The PED reserves the right to waive requirements when such waiver is determined to be advantageous to the state (NMAC 6.75.2.9).

**Provider/Publisher Submission Fee**

The Provider/Publisher submission fee must be made via corporate check. The corporate check must be postmarked no later than April 15, 2019. Specific instructions for calculating the Provider/Publisher submission fee are included in this RfA under Section VI, Form E, Column I.

### SECTION II: ADOPTION PROCESS AND DESIGNATIONS

Pursuant to NMAC 6.75.2.8, the PED shall review and adopt instructional material in core subject areas for use in public school districts, charter schools, private schools, and state educational institutions. Providers/publishers that meet the criteria set forth in this RFA may submit instructional material to the department for consideration through the process outlined here within. Providers may submit print format, digital format, or both of instructional material for consideration and shall certify whether their instructional materials are one of the following: core instructional material (CIM) or supplementary instructional material (SIM).

OER and OSC instructional material may be submitted by the PED or submitted by schools, districts, or providers for adoption consideration. Pursuant to 22-23B NMSA 1978 and 22-23A NMSA 1978, the Hispanic Education Advisory Council (HEAC) and the Indian Education Advisory Council (IEAC) may submit instructional material to the department for adoption consideration. If the HEAC or IEAC submits instructional material as a provider, there shall not be a fee associated with the adoption. If the HEAC or IEAC submits instructional material created by a separate provider with the consent of the provider, there shall be a fee associated with the adoption as determined by the department.

**A. Certification as Core or Supplementary**

Provider/Publishers may submit instructional material for adoption consideration in print format, digital format, or both. Provider/Publishers shall certify on Form B: Certification of Instructional Materials whether their instructional materials are one of the following: core instructional material or supplementary instructional material. Form B will certify that all instructional materials listed as Core and/or Supplementary on Form E: List of Instructional Materials comply with the definitions as defined within this RFA. The department shall determine whether the Provider/Publisher has appropriately categorized each submission and may reclassify material if necessary. OER and OSC instructional material may be considered for adoption by the department as either Core or Supplementary. Form B: Certification of Instructional Materials is due by 02/25/19. Instructional materials submitted by the Provider/Publisher and not certified appropriately may be disqualified for adoption consideration.

**B. Research-Based Effectiveness Determination for Core**

The department may accept any applications that satisfy all criteria outlined in this RfA, including criteria for determining research-based effectiveness. Instructional materials that have been submitted on Form E: List of Instructional Materials, certified on Form B: Certification of Instructional Materials, and verified by the department to be Core, will be evaluated based upon the criteria established for Form D: Research-Based Effectiveness Determination. Core instructional materials that do not meet the research-based effectiveness criteria within Form D: Research Based Effectiveness Determination will not be reviewed and will not be adopted.

**C. Review of Instructional Materials for Core Consideration**

Instructional materials submitted for adoption and verified by the department to meet the definition of Core and the research-based effectiveness criteria will be reviewed for alignment with state academic standards and other criteria as specified in the appropriate Form F: Citation Alignment and Scoring Rubric. Based upon the results of the review material submitted for Core consideration, the department will make adoption recommendations to the secretary using the classification guidelines in Section II: Adoption Process and Designations (D. Classification of Adopted Instructional Materials below).
D. Classification of Adopted Instructional Materials

The department shall make adoption recommendations to the secretary using the following guidelines. Instructional materials submitted for adoption as Core, verified by the department to meet the definition of Core and the research-based effectiveness criteria, and reviewed for alignment with state academic standards and other criteria as specified in the appropriate Form F, shall be classified as follows:

- Core instructional material that scores at 90% or higher on all identified criteria, including research-based effectiveness, may be designated as Recommended and may also receive recognition for special features identified by the department.
- Core instructional material that scores greater than 80% but less than 90% on all identified criteria, including research-based effectiveness, may be designated as Recommended with Reservations.
- Core instructional material that scores less than 80% on all identified criteria, including research-based effectiveness, will not be adopted and will not be included on the multiple list.

Figure 3: Adoption Process and Designations

SECTION III: TERMS

A. Application

Applications shall adhere to the terms and conditions of this RFA and the time lines summarized in Figures 1 and 2, page 9. Applications shall be sent certified mail or its equivalent by USPS or by a common carrier and addressed to the PED IMB (see page 5 point of contact).

B. Transfer of Title Ownership
Transfer of title ownership applies to those materials adopted on the multiple list, for which there is an agreement in place, and which the original Provider/Publisher has transferred the rights to those materials to another Provider/Publisher.

**Titles Identified Within the Contract:** The process begins with two formal letters from each of the respective corporations, one from the original contract “owner” (Provider/Publisher) and one from the receiving party (Depository). The letters are sent to the IMB explaining the transfer and providing specific information, including a timeline for the transfer process.

Titles to be transferred are those listed by the original contract owner (Provider/Publisher) on **Form E List of Instructional Material.** Both parties must attach the same list(s) to their correspondence and identify the list as **Exhibit A.** The letters shall be mailed to the PED IMB.

Upon receipt of the required documents, the IMB will determine if further details are necessary to record the transfer to the Depository and the official state files. Please contact the IMB via email if you require further guidance.

### C. Provider/Publisher Processing (Bid) Fees

Provider/Publishers must calculate the bid fee with the Form E (2/25/19) submission and IMB will review calculations and verify the amount by March 11, 2019. Provider/Publisher then submits a corporate check by United States Postal Service or common carrier, postmarked no later than April 15, 2019, and addressed to IMB. Paid fees are non-refundable, other than over-payment of fees, if identified by the PED verification of Provider/Publisher bid fees.

Fees for submission of instructional material submitted for Core 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 Provider/Publisher’s **Forms E List of Instructional Material.**

See Section VI, **Form E List of Instructional Material Column I** for specifics on calculating Provider/Publisher fees.

### D. Bid Submission General Requirements

1. **Nonconforming bids:** Bids that do not conform to the requirements of this RfA may be rejected or returned for Provider/Publisher correction at the discretion of the PED.
2. **Subject area:** Bid submissions must be in the subject specified in this RfA, Math & CTE K-12 Instructional Material.
3. **No duplication of titles submitted previously:** The Provider/Publisher may not bid material that has already been adopted in another section or subject area. Bids that do not comply with this requirement will be rejected.
4. **Draft and final formats:** Instructional material submitted must be in at least the draft form of a blue line master by May 1, 2019 and must be in a finished format by December 1, 2019.
5. **Current copyright:** The Provider/Publisher must bid the most current copyright material that will be available. The Provider/Publisher’s copyright of the instructional material submitted for the current adoption may be post-dated using the beginning year of the Provider/Publisher's instructional material contract with the state of New Mexico. Material bearing a copyright after the year of 2020 will not be accepted for the current adoption review.
6. **Substitutions:** Substitutions during the first year of the Provider/Publisher agreement are discouraged; however, substitutions may be allowed under certain conditions specified in NMAC 6.75.2, with the approval of the IMB.
7. **ISBN:** All individual items that qualify must have a unique 13-digit ISBN (International Standard Book Number). See instructions for **Form E List of Instructional Material** for additional information on ISBNS and unique identifiers for bundles and packages. Do not enter hyphens with ISBNS on any of the forms.
8. **Digital material:** All submissions consisting of, or incorporating, digital content must be Windows compatible and readable on a PC-based computer.
9. **Free instructional material:**
   a. 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. The quantity of free or reduced-price material provided shall be calculated according to the number of teachers using the material and not according to the amount of material purchased or the number of students.
b. Any free or reduced-cost material or service described on the Provider/Publisher’s Form E List of Instructional Material—and made available at no cost or at a reduced cost to a school that adopts its instructional material—will be made available on an equitable basis to all schools that adopt its instructional material.

c. Any free or reduced-cost material or service described on the Provider/Publisher’s Form E List of Instructional Material—and made available at no cost or at a reduced cost to a school that adopts its English instructional material—will make available the Spanish version or equivalent also at no cost or at reduced cost.

d. The Provider/Publisher shall make no offer of free or reduced-price material or services that have not been designated as such on the final approved list.

10. Special Education/Adaptive Titles: Textbooks appropriate for special education students are designed to support the students’ side-by-side participation in the inclusive classroom, as well as participation in self-contained programs. The expectation of instruction is to meet state standards in developmentally appropriate ways. Adaptive titles submitted for adoption as RTI (Response to Intervention) or special education Core textbook will be subject to the same conditions and criteria of the review process at the summer institute.

11. Lexile scores: Lexile scores are required for each Core title including RTI, special education, and adaptive submissions. Lexile for Supplementary titles will be reported, if they are available.

12. No alteration of forms: All forms required by this RfA must remain in the original format (e.g. Excel). Forms that have been altered may be returned for correction, rejected, or may eliminate the Provider/Publisher from participation in the adoption review at the discretion of the PED.

13. Braille material, Provider/Publisher must submit National Instructional Materials Accessibility Standard (NIMAS)-conformant files of any printed instructional material that is submitted for Core consideration and is adopted by the PED as Core instructional material, at no additional cost, and on or before delivery of the printed instructional material, to the NIMAC repository at the American Printing House for the Blind (Reference: NMSA 22.15.26-29 Braille Access Act and NMAC 6.75.4). The PED and its agencies shall have the right to transcribe and reproduce the instructional material furnished pursuant to this agreement in Braille, large print, recordings, or other media for the use of visually disabled students unable to use the instructional material in conventional print form. Such right shall include those corrections, revisions, and other modifications as may be required by the PED or its agencies.

14. Compliance with standards: Instructional material submitted, as further described in this RfA, will meet specified standards.

15. Ownership of submitted instructional material: All instructional material submitted in response to the RfA shall remain the property of the PED. Review sets will not be returned to the Provider/Publisher. Adopted Core Instructional Material submitted by the Provider/Publisher to the New Mexico Regional Review Centers shall remain the property of the Regional Review Centers. Distribution or disposal shall be at the discretion of the IMB and the Regional Review Centers.

E. Digital Material—e-Reader Compliance

1. All instructional material submitted for Core consideration must also be available in an electronic format for electronic readers, pursuant to New Mexico Statute 22-15-13(E). At a minimum, the electronic version must be in Portable Document Format (PDF). Electronic materials must meet the following requirements:
   a. Provider/Publishers may not offer electronic equipment with the purchase of an e-book.
   b. Provider/Publishers may exceed the required PDF format with additional formats for purchase.
   c. At a minimum, the e-books must be delivered as a PDF copy of the adopted textbook.
   d. Updates to online programs will be without cost to the consumer.
   e. The duration of site licenses for online programs (annual, by semester, by month, by student, etc.) is determined by the Provider/Publisher.
   f. Provider/Publishers must provide contingency plans and site support for schools when online subscriptions are inconsistent or not deliverable.
   g. Prices for digital material are not to exceed the lowest price(s) for which the material is sold elsewhere in the United States, including trust territories.

2. Core digital bid for adoption must meet these additional criteria:
   a. Platform-neutral, including configurations for networking
   b. Graphical user interface (GUI) appropriate for content and grade level: (1) appealing for user; (2) easy to use and understand; (3) interactive, allows user control
c. Program flexibility and support: (1) supports differentiated or personalized learning through style, pace, or needs; (2) can be adapted or configured by teacher to meet evolving needs; (3) provides adaptive instructional content, timely and appropriate feedback to student; (4) allows student work and progress indicators to be saved and retrieved.

d. Lexile scores for each Core title

e. Accountability: (1) classroom management tools; (2) student work and progress indicators can be saved and retrieved.

F. Lowest Available Pricing

All instructional material, both print and digital submitted by the Provider/Publisher for both Core and supplementary, will have a price that does not exceed the lowest price(s) for which the material is sold elsewhere in the United States (including trust territories), during the term of the Provider/Publisher agreement. If a price reduction occurs elsewhere resulting in a price lower than that currently in place in New Mexico, such price reduction shall be communicated to the PED IMB and applied at any time during the dates of the Provider/Publisher agreement. The Provider/Publisher shall provide written notification to the IMB and the Depository of any decreases to prices of instructional material.

G. Quality of Material

1. Hardcover textbooks, instructional material, and related educational material must meet the official minimum Manufacturing Standards and Specifications (MSST) of the State Instructional Material Review Association https://bomi.memberclicks.net/msst.

2. All material submitted for adoption and sale in the state of New Mexico must conform to the requirements of the Consumer Product Safety Improvement Act and all new requirements therein.

H. Designation of Depository

The Provider/Publisher must designate a state-authorized instructional material depository. At the time of this RFA, Archway is the sole state-authorized instructional material depository. The Provider/Publisher will include such designation as part of Form A Provider/Publisher Contact Information. Provider/Publishers that submit either Core or Supplementary materials pursuant to this RFA are required to offer all such materials through the state-authorized instructional material depository (currently Archway). All such materials include print, digital, and online products; no exemptions will be made for online products. Provider/Publishers must enter into a separate contract/agreement with the state-authorized instructional material depository and may contact the current depository, as follows:

Archway
Account Representative: Desa Rogers
4525 Paseo Del Norte NE
Albuquerque, N.M. 87113
Toll Free: 888-223-2665
Phone: 505-766-9721 x 3957
Fax: 505-766-9781
E-Mail: desa_Rogers@archway.com

I. New Mexico Regional Review Centers

The Provider/Publisher shall provide a copy of adopted Core Instructional Material to the New Mexico Regional Review Centers. Specifically, within thirty (30) days of the finalization of a Provider/Publisher agreement, the Provider/Publisher shall provide copies of Core student and teacher instructional material, as well as other material they deem necessary to provide adequate information to the authorized regional review centers and provide proof of delivery to the IMB. At a minimum, print editions—where available—or digital versions must be provided. A list of the New Mexico Regional Review Centers is included as Attachment 1.
1. The Provider/Publisher shall provide a sample of the teacher’s edition and a sample of the student edition of each Core adopted title to each New Mexico Regional Review Center below:
   - Eastern New Mexico University Instructional Resource Center (Portales)
   - New Mexico Highlands University Curriculum Library (Las Vegas)
   - New Mexico State University Learning Resource Center (Las Cruces)
   - University of the Southwest Scarborough Memorial Library (Hobbs)
   - Western New Mexico University School of Education (Silver City)
   - University of New Mexico College of Education (Albuquerque)

2. **Form C Official Sample Label** must be attached to the samples sent to the New Mexico Regional Review Centers.

3. For digital instructional material, all access information must be included, such as web links, access codes, and passwords.

### J. Provider/Publisher Agreements

Pursuant to NMSA 22-15-13, the PED may enter into a contract with a provider/publisher or authorized agent for the purchase and delivery of instructional material on the multiple list adopted by the department. OER, OSC, or instructional material for which there is not a provider/publisher, vendor, or agent to fulfill the requirements, including instructional materials developed by a district/school, may be exempt from the contract or may have an alternate contract. The Provider/Publisher agreement process begins after the Secretary of Education approves the adopted multiple list, after the review institute.

1. The PED will send the Provider/Publisher agreement(s) to Provider/Publishers within thirty (30) days following authorization of the multiple list by the Secretary of Education.

2. The Provider/Publisher must sign and return the Provider/Publisher agreement(s) within 30 calendar days after certified receipt date. Failure to return the signed agreement may result in the rejection of the Provider/Publisher's application. Provider/Publisher submission fees are non-refundable in this event.

3. The Provider/Publisher will include the Transfer of Title Ownership at this time. [SEE Section II.B].

4. The Provider/Publisher agrees that services will be performed within applicable federal and state laws and applicable standards and regulations of the PED.

5. The contract period is six (6) years for submitted instructional material included on the adopted multiple list, starting January 1, 2020 and ending December 31, 2025.

### K. Prohibited Activities

1. Provider/Publishers may not contact the summer institute reviewers of record, content leaders, facilitators of record, and the officer of record before or during the institute. Reviewers, content leaders, facilitators, and the officer of record will be instructed not to contact or discuss review procedures with Provider/Publishers at any time. Any inquiries related to the summer institute are to be directed to the IMB at imb.contact@state.nm.us

2. Provider/Publishers, and/or their representatives, and/or authors shall not contact the Secretary of Education, and the secretary will not accept samples sent by Provider/Publisher agents, representatives, and/or authors.

3. Instructional material shall be submitted solely through the process set forth in this document. Textbooks and materials submitted to individuals, or in a method not prescribed by this document, will be donated or otherwise disposed of at the discretion of the IMB.

4. Provider/Publishers are prohibited from conducting a pilot program in which schools receive free material and professional development during the twelve months prior to the summer review institute.

5. Provider/Publishers are prohibited from selling, or providing in conjunction with the sale of instructional material, any electronic media, computer hardware, delivery systems, computers, equipment, laptops, iPods, e-Readers, LCD projectors, electronic student response system, Interwrite school pad, test scanner, or any like items with the purchase of either print or digital Core and Supplementary material.

6. Provider/Publishers may not provide reviewers or other participants in the summer institute with free gifts, brochures, candy, or complimentary items at any time or in any location.
SECTION IV: CORRECTIONS, ADDITIONS, AND WITHDRAWAL OF SUBMITTED MATERIAL

A. Corrections
   1. Corrections to any document submitted as a part of the RfA process must be submitted by April 8, 2019.
   2. Errors identified after the deadline in paragraph A.1, above, should be reported to the IMB. The IMB will make a determination as to whether corrected documents will be allowed. Minor errors, typos, incorrect ISBN, etc. will generally be allowed.

B. Additions to Form E List of Instructional Material
   1. Additions to Form E will not be allowed after April 8, 2019, with the exception of adding “free” material.
   2. The deadline for adding free material is June 14, 2019.
   3. New titles added to Form E will be subject to applicable Provider/Publisher bid fees.

C. Withdrawal of instructional material from Form E List of Instructional Material
   1. Provider/Publishers may withdraw material from Form E prior to April 8, 2019; however, the original bid fees are not refundable. Requests to withdraw material from Form E after the above-stated deadline is subject to a monetary penalty for each title removed to cover the expense to the state of altering paperwork and forms.
   2. Withdrawal of Core titles from Form E after April 8, 2019 will result in a penalty to the Provider/Publisher for each Core title withdrawn from the review process. If the Provider/Publisher’s Core bid fee for the withdrawn title exceeded $1500.00, there will be no further penalty other than the forfeiture of the original bid fee. If the Provider/Publisher’s Core bid fee for the withdrawn title is less than $1500.00, there will be a penalty of the forfeiture of the original bid fee plus the difference between the bid fee and $1500.00.
   3. Withdrawal of supplementary material from Form E after April 8, 2019 will result in a penalty to the Provider/Publisher for each title withdrawn in the amount of $50.00. The original submission bid fee for the title is not refundable.
   4. Withdrawal of “Free” items from Form E will not be allowed. If the free item is no longer available, the Provider/Publisher is required to provide a substitution of like kind in educational value for the duration of the Provider/Publisher agreement.

SECTION V: STANDARDS, CURRICULUM, AND PROGRAM REQUIREMENTS

A. Math Standards for Grades K–12
   View standards at: https://webnew.ped.state.nm.us/bureaus/instructional-materials/new-mexico-content-standards/
   Click the link: K-12 Math Common Core State Standards

B. Career and Technical Education Standards for Grades 7–12
   View standards at: https://webnew.ped.state.nm.us/bureaus/instructional-materials/new-mexico-content-standards/
   Click the link: 7-12 Career and Technical Education Standards

C. Adaptive, RtI, Special Education, and Intervention Instructional Material
1. **General Requirements for Adaptive Student Text, Provider/Publisher Options**: (1) companion version, (2) Core, and (3) supplementary
   a. For the purpose of this adoption, adaptive textbooks are instructional material designed to assist in meeting the educational needs of identified students. The textbook builds students’ knowledge in critical content areas with accessible reading levels and a research-based instructional design.
   b. Multi-level Prevention System; Response to Intervention (RtI) Tiers 1, 2, 3. A multi-level prevention system includes three levels of intensity or prevention. The primary prevention level includes high-quality core instruction. The secondary level includes evidence-based intervention(s) of moderate intensity. The tertiary prevention level includes individualized intervention(s) of increased intensity for students who show minimal response to secondary prevention.
   c. At all levels, attention should be on the fidelity of implementation, with consideration for cultural and linguistic responsiveness and recognition of student strengths.
   d. Adaptive textbooks bid for adoption for RtI and special education students must meet the following criteria:

   The adaptive title should accommodate the learner with specific considerations to research-based instructional design, such as:
   - Developmentally appropriate, sheltered instruction
   - High-interest and low reading level
   - Students’ knowledge in critical content areas is built with accessible reading levels.
   - Slower pacing
   - Simpler vocabulary and more accessible reading level
   - Lessons prepared for readers performing at least two grade levels below their same age peers
   - Shorter passages
   - More illustrations
   - Age-appropriate graphics
   - Same scope and sequence of lessons for that grade level
   - Contains lessons as well as reinforcement practice in a format that developmentally builds upon the student’s skills

   The adaptive title should accommodate the learner with specific considerations to the following formats, such as:
   - Spacing between print lines is wider.
   - Visual distractions for the reader are kept at a minimum, such as sidebars, text wrap with illustrations.
   - Double column print is avoided when possible. Single column is preferable.
   - Vocabulary words are **bolded** or **highlighted** when they are presented within the content.
   - A glossary of terms and vocabulary words is provided.

2. **Companion Version**. If the original Core submission is adopted, stand-alone, supplementary, companion editions will also be adopted and will not be reviewed. The adaptive title submitted as the supplementary companion version of the Provider/Publisher’s original Core textbook (print or digital) must follow the same scope and sequence of lessons for that grade level with the emphasis on high-interest and low reading level and should
   a. accommodate the student’s comprehension by using appropriate research-based instruction/interventions, such as:
   - slower pacing, simpler vocabulary, lessons prepared for readers performing at least two grade levels below their same age peers, shorter passages, more illustrations and age appropriate graphics;
   b. contain lessons as well as reinforcement practice in a format that developmentally builds upon the student’s skills;
   c. align sequence of curriculum instruction and lessons to the regular textbook;
   d. present in a format that makes it easy to engage the student;
   e. be designed for students who are participating in an inclusive setting with same-age peers;
   f. meet the same manufacturing requirements as all Core textbooks; and
   g. have the same appearance as the original text; the binding and cover cannot differ from the Provider/Publisher’s original textbook. The expectation is that the Provider/Publisher’s special education textbook will not appear different from the original edition.

3. **Core Version**. The adaptive title submitted as a Core textbook (print or digital) must follow the scope and sequence of lessons for the specific grade level as described in the subject and grade level course descriptions and should
   a. be designed with the emphasis on high-interest and low reading level;
b. accommodate the student’s comprehension by using appropriate research-based instruction/interventions, such as: slower pacing, simpler vocabulary, lessons prepared for readers performing at least two grade levels below their same age peers, shorter passages, more illustrations, and age appropriate graphics; and
c. meet the same criteria as other Core submissions: alignment to curriculum standards and other relevant criteria as determined by a special education review committee. The Provider/Publisher must submit a Form F Citation Alignment and Scoring Rubric specific to the content and grade level. Core adaptive textbooks and digital programs must be submitted on Form E List of Instructional Material; indicate YES in Column “Suitable for Struggling Learners—Adaptive Textbooks”.

4. **Adaptive Title Submitted as a Supplementary Text** (print or digital) refers to material used to reinforce, enrich, and/or extend the basic program of instruction, including ancillary items referenced as bundles, packages, student support kits, classroom support kits, teacher support kits, sets, libraries, and collections. Such adaptive supplementary material must be listed on Form E List of Instructional Material, and the Provider/Publisher must indicate YES in Column “Suitable for Struggling Learners—Adaptive Textbooks,” and the title will automatically be adopted and added to the state supplementary adoption list.

**SECTION VI: PROVIDER/PUBLISHER REQUIREMENTS FOR THE SUMMER INSTITUTE**

A. **Submission of Review Sets Of Core Material:**

1. Provider/Publishers must submit for each Core title a boxed review set consisting of six (6) copies of the teacher edition/guide, student edition and student workbook if available.
2. Each title submitted for Core review should have a review set containing (6) teachers editions, (6) student editions, and (6) student workbooks (if available), Form C Official Sample Labels, and should be bound together.
   a. For each review set, there should be a total of (6) separate packages bound together for each of the six Reviewers. Each bound package should contain (1) teacher edition, (1) student edition, and (1) student workbook (if available), Form C Official Sample Labels, ONLY.
   b. **Form C Official Sample Label** must be affixed to the back of the instructional material. See Section VII, Form C instructions for detailed directions.
3. Review sets of the Core titles must be submitted and registered at the summer institute on Monday, June 3, 2019 by the Provider/Publisher’s agent. Review sets that are not registered by the deadline, or are incomplete at the time of registration, will not be reviewed and not adopted.
4. No samples, review sets, or titles are to be shipped to the PED. The PED is not responsible for material shipped to the location of the summer institute and is not responsible for loss or damage of Provider/Publisher’s material if the Provider/Publisher makes those arrangements independently.
5. Supplementary material is not submitted to the summer institute, is not included in the review sets, and cannot be included with the Core submissions for the review.

B. **Review Set and Citation Videos:** Provider/Publishers submitting Core material are required to create a short video presentation, approximately 20 minutes, for each grade level review set. Each video should inform reviewers how each specific grade level review set submitted is structured so that the reviewers can gain a basic understanding of the materials. Secondly, each video should include basic instructions about the Provider/Publisher’s general citation strategies used in completing the Form F Citation Alignment and Scoring Rubric. Each video will inform the reviewers of the Provider/Publisher’s notations, acronyms, abbreviations, headings, and features that were used to indicate where evidence of the standards and indicators can be located within the textbook or digital material. Provider/Publishers may also provide instructions on how to access online or digital material necessary for the review. IMB will provide explicit instructions to Provider/Publishers specifying the software to utilize in order to create each video.

C. **Guidelines for Provider/Publisher Video Presentations**

1. Video presentations are limited to twenty minutes per Core review set submitted for review.
2. This is not a sales presentation, and the Provider/Publisher may not address pricing, free material, promotional information, pilot programs, professional development, or any other information not germane to understanding the structure of the material or the Form F citations.

3. Introduce your citation format.

4. Be specific with examples. When necessary, because of various page formats, the Provider/Publisher should explain additional location information regarding acronyms, abbreviations, heading, or feature, such as:
   
   - **FQ** = Focus Questions
   - **CT** = Chapter Test
   - **GP** = Guided Practice
   - **SA** = Section Assessment
   - **DI** = Differentiated Instruction
   - **SB** = Side Bar insert

   Example: [123-FQ-4] would refer the reviewer to page 123, focus question #4 to find the evidence of the indicator.
   
   Example: [123-5] would refer the reviewer to page 123, paragraph 5 to find the evidence of the indicator.

**D. Specialty Equipment and Technology Support for Review of Digital Material**

1. Reviewers may utilize varying devices/computers for their reviews of Provider/Publisher-submitted electronic instructional material. Your materials must be accessible from any device/computer.

2. If the Provider/Publisher’s digital material requires equipment other than a PC-based computer, it is the Provider/Publisher’s responsibility to provide and set up such technology for reviewer use.

3. It is the Provider/Publisher’s responsibility to provide technology support for technology provided during the review.

4. The Provider/Publisher is responsible for providing links, passwords, user IDs, and any other required access information needed to review electronic and online material. Provider/Publisher-specific requirements for digital review will be included on Form C Official Sample Label.

5. The IMB may require the Provider/Publisher to assist with the set-up of computers—such as ensuring that specific software, browsers, etc. (required by the Provider/Publisher) are installed on each computer and that necessary IDs and passwords are functional.
SECTION VII: REQUIRED FORMS AND INSTRUCTIONS FOR COMPLETION

Specified Forms
The IMB provides a specific bid format to be completed for each required form. No alterations, additions, or substitutions to the prescribed bid forms will be accepted. Charts, brochures, catalogs, or the like will not be accepted. Provider/Publishers that fail to submit the required forms will have their bid, or affected parts of their bid, eliminated from the adoption process. SEE Section I, Submission Deadlines, for due dates. Forms are available at: http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

Form Submission—Digital and Hard Copy
All forms must be submitted as an electronic copy. The electronic copy must be on digital media such as a flash drive. Bids will not be accepted via e-mail.

Figure 1: Form Submission Deadlines

<table>
<thead>
<tr>
<th>Form</th>
<th>Form Title</th>
<th>Submission Date</th>
<th>Applies To</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Provider/Publisher Contact Information</td>
<td>02/25/2019</td>
<td>CIM and SIM</td>
<td>1—addresses both CIM &amp; SIM</td>
</tr>
<tr>
<td>B</td>
<td>Certification of Instructional Materials</td>
<td>02/25/2019</td>
<td>CIB and SIM</td>
<td>1—addresses both CIM &amp; SIM</td>
</tr>
<tr>
<td>C</td>
<td>Official Sample Label</td>
<td>06/03/2019</td>
<td>CIM</td>
<td>1—each CIM TE*, SE**, WB# title</td>
</tr>
<tr>
<td>D</td>
<td>Research-Based Effectiveness Determination</td>
<td>02/25/2019</td>
<td>CIM</td>
<td>1—include all CIM titles</td>
</tr>
<tr>
<td>E</td>
<td>List of Instructional Material</td>
<td>02/25/2019</td>
<td>CIM and SIM</td>
<td>1—combined CIM &amp; SIM</td>
</tr>
<tr>
<td>F</td>
<td>Citation Alignment and Scoring Rubric</td>
<td>04/08/2019</td>
<td>CIM</td>
<td>1—CIM digital</td>
</tr>
<tr>
<td></td>
<td>(initial)</td>
<td>05/13/2019</td>
<td>CIM</td>
<td>1—CIM digital</td>
</tr>
<tr>
<td>G</td>
<td>Summer Institute: Representative Contact Information</td>
<td>02/25/2019</td>
<td>CIM</td>
<td>1</td>
</tr>
</tbody>
</table>

See the form sections below for requirements, directions, and examples.

Figure 4: Index to Forms Section

<table>
<thead>
<tr>
<th>Form</th>
<th>Form Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Provider/Publisher Contact Information</td>
<td>23</td>
</tr>
<tr>
<td>B</td>
<td>Certification of Instructional Materials</td>
<td>25</td>
</tr>
<tr>
<td>C</td>
<td>Official Sample Label</td>
<td>29</td>
</tr>
<tr>
<td>D</td>
<td>Research-Based Effectiveness Determination</td>
<td>31</td>
</tr>
<tr>
<td>E</td>
<td>List of Instructional Material</td>
<td>33</td>
</tr>
<tr>
<td>F</td>
<td>Citation Alignment and Scoring Rubric</td>
<td>44</td>
</tr>
<tr>
<td>G</td>
<td>Summer Institute: Representative Contact Information</td>
<td>48</td>
</tr>
</tbody>
</table>
FORM A: Provider/Publisher Contact Information

REQUIRED FOR: Core and Supplementary
SUBMIT: One Form A for both Core and Supplementary materials

OTHER INFORMATION:
1. New Mexico Publisher Code: The publisher code is a unique number assigned by the New Mexico book depository (Archway) on behalf of the IMB. If your publishing house does not have a New Mexico publisher code, contact the Archway office at 505-766-9721 ex. 3957 and request a code. Do not assign your own code or use multiple codes.
2. The authorized representative must have the authority to make the required certification.
3. The designated contact representative will be the primary person IMB contacts regarding questions relating to the bid submission, deadlines, forms, and other issues relating to the bid submission.

FORM INSTRUCTIONS:
1. Complete each field.
2. For the synopsis of material submitted, list the number of discrete titles submitted for Core and supplementary. Do not include supplementary items such as individual pieces of literature, support kits, and the like. Next, enter the number of those titles for which the primary student edition version is available only in a digital format (online, software, etc.).
FORM A: Provider/Publisher Contact Information 2019 Adoption

1. PROVIDER/PUBLISHER CONTACT INFORMATION

   Provider/Publisher Name: ____________________________________________________________

   Imprint: ________________________________________________________________________

   NM Provider/Publisher Code: ___________________ City and State of Publishing Business: ___________________

2. DESIGNATION OF DISTRIBUTION POINT/DEPOSITORY

   New Mexico Distribution Point/Depository: ____________________________________________

3. AUTHORIZED REPRESENTATIVE INFORMATION

   Name: __________________________________________________________________________

   Street Address: ____________________________________________________________________ City, State, Zip: ________________________________

4. CERTIFICATION: AGREEMENT TO TERMS AND CONDITIONS

   Certification of Authorized Representative for Agreement Purposes: The authorized representative for the publisher named above agrees to the terms and conditions, outlined in the bid instructions, and certifies that all information submitted in response to this RfA is true and accurate.

   Signature of Authorized Representative: _____________________________________________

5. PROVIDER/PUBLISHER STAFF CONTACTS

   CORPORATE BIDS/CONTRACTS AGREEMENT MANAGER
   Contact Name: ____________________________________________________________________ Title: ________________________________

   Street Address: ____________________________________________________________________ City, State, Zip: ________________________________

   Telephone/Ext: ____________________________________________________________________ E-Mail: ________________________________

   DESIGNATED CONTACT REPRESENTATIVE
   Contact Name: ____________________________________________________________________ Title: ________________________________

   Street Address: ____________________________________________________________________ City, State, Zip: ________________________________

   Telephone/Ext: ____________________________________________________________________ E-Mail: ________________________________

   NEW MEXICO REPRESENTATIVE
   Contact Name: ____________________________________________________________________ Title: ________________________________

   Street Address: ____________________________________________________________________ City, State, Zip: ________________________________

   Telephone/Ext: ____________________________________________________________________ E-Mail: ________________________________

   OTHER – Additional information or comments

6. PROVIDER/PUBLISHER WEBSITE

   Web address: ________________________________

   RfA (12/31/18)
7. SYNOPSIS OF MATERIAL SUBMITTED FOR ADOPTION

<table>
<thead>
<tr>
<th>CORE</th>
<th>SUPPLEMENTARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Titles for review</td>
<td>Number of Titles</td>
</tr>
<tr>
<td>Number Digital Only</td>
<td>Number Digital Only</td>
</tr>
</tbody>
</table>

FORM B: Certification of Instructional Materials—Print and Digital Material

REQUIRED FOR: Core and Supplementary
SUBMIT: One Form B for both Core and Supplementary material

PRINT AND DIGITAL MATERIAL: CORE AND SUPPLEMENTARY
1. Certification per New Mexico Administrative Code 6.75.2.9.B.2 that Provider/Publishers certify whether each submission is core or supplementary as reflected on their Form E: List of Instructional Materials.
2. Certification that all materials submitted for adoption and sale in the state of New Mexico conform to the Consumer Product Safety Improvement Act (CPSIA) and all new requirements therein.
3. Certification that the material under review has no cultural bias and provides an accurate representation of various ethnic groups; has no gender bias and promotes gender equity; has no factual error; has no religious affiliation or political partisanship.

PRINT MATERIAL: CORE AND SUPPLEMENTARY
1. The Manufacturing Standards and Specifications for Textbooks (MSST) shall apply to all textbooks that are submitted for adoption on Form E List of Instructional Material for both Core and supplementary print material.
2. The current MSST shall apply to all textbooks, which may be submitted for adoption without reference to the number that may be circulated during the period of agreement, provided that these standards shall not apply to subject classifications, which may be specifically exempted by the adopting agency prior to the call for bids.
3. All material submitted for adoption and sale in the state of New Mexico must conform to the requirements of the Consumer Product Safety Improvement Act and all new requirements therein.
4. The Provider/Publisher’s submission of Form B Certification of Standards—Print and Digital Material guarantees the durability of textbooks for the six-year adoption cycle.
5. All material used in the manufacture of texts supplied under this adoption shall be tested in their original condition as furnished to book manufacturers and shall be subject to all trade tolerances recognized by the respective industries affected. Provider/Publishers are required to file (upon notification that their bid has been accepted) samples of material and to furnish to the state—when requested during the six-year life of this adoption—samples, adequate, and complete specimens of such material used in any subsequent printing and/or binding manufactured and delivered to the state under this adoption. Such tests shall be made upon material in finished books as is necessary to establish that such materials are identical to material submitted or exceed the requirements of these specifications. Tests to establish adherence to mechanical specifications will be made on the finished books.
6. Print instructional material must conform to the MSST, either at the time of bid submission or no later than December 31, 2019.
7. Required certification for print material. The authorized representative for the Provider/Publisher—named above—certifies that all print material submitted either (1):
   • currently conforms to MSST standards during the contract period, including any future substitutions
   • ensures that all copies furnished under the agreement will be identical to, or the equivalent of, the official sample
   • ensures that all copies conform to, or exceed, these same specifications
or all print material (2):
   • conforms to MSST standards no later than December 31, 2019
   • ensures that all copies furnished under the agreement conform to, or exceed, every specification
New Mexico Administrative Code (NMAC 6.75.2)

All items that do not currently conform to MSST standards are listed by title and ISBN. The authorized representative further certifies that all print material complies with Consumer Product Safety Improvement Act (CPSIA).

DIGITAL MATERIAL: CORE
1. NMSA 1978, Section 22-15-13(E) requires that Provider/Publishers of instructional material on the multiple list shall be required to provide those materials in both written and electronic formats. The PED has established that, at a minimum, the electronic version must be in PDF format.

Required certification for digital material. The authorized representative for the Provider/Publisher, named above, certifies that all digital material submitted for Core consideration is available in electronic format and, at a minimum, the digital material is in PDF format. The authorized representative further certifies that all digital material complies with CPSIA.

**FORM INSTRUCTIONS:**

1. Identify material submitted on the exception-based **Form E List of Instructional Material** that does NOT currently conform to Manufacturing Standards and Specifications for Textbooks (MSST) at the time of bid submission. Each item listed on Form B must conform to the standard for print or digital material no later than December 31, 2019.

2. Identify titles that do not currently conform to MSST at the time of bid submission, but will conform by December 31, 2019. List the title and ISBN of the student edition in the table included in the form.

3. Have the authorized representative—identified in **Form A Provider/Publisher Contact Information**—complete the nine certifications included with **Form B**.

4. Submit an electronic copy.
FORM B: Certification of Instructional Materials—Print and Digital Material 2019 Adoption

Provider/Publisher
Name/Imprint: 

The undersigned Provider/Publisher agrees that the following conditions will be met.

1. For Print and digital material: Core and Supplementary
All material submitted for adoption consideration must be categorized accurately by the Provider/Publisher on all forms as defined in NMAC 6.75.2.9 as either Core or Supplementary.

Certification of Authorized Representative for Categorization of Core and Supplementary: The authorized representative, for the Provider/Publisher named above, certifies that all print and digital material submitted for adoption consideration are accurately categorized on all forms as Core and Supplementary, as defined in NMAC 6.75.2.9. Core instructional material means "the comprehensive print or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks." Supplementary instructional material means "supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material."

Name/Title Authorized Representative: __ ________________________________
Signature of Authorized Representative: ________________________________________
Provider/Publisher/Imprint: __ ___________________________________________ Date: __________

2. For Print and digital material: Core and Supplementary
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico conform to the Consumer Product Safety Improvement Act (CPSIA) and all new requirements therein.

Certification of authorized representative for compliance with CPSIA
Name/Title Authorized Representative: __ ________________________________
Signature of Authorized Representative: ________________________________________
Provider/Publisher/Imprint: __ ___________________________________________ Date: __________

3. For Print and Digital Material: Core and Supplementary
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico demonstrates no cultural bias and provides an accurate representation of various ethnic groups.

Certification of authorized representative for compliance
Name/Title Authorized Representative: __ ________________________________
Signature of Authorized Representative: ________________________________________
Provider/Publisher/Imprint: __ ___________________________________________ Date: __________
4. **For Print and Digital Material: Core and Supplementary**
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico demonstrates no gender bias and promotes gender equity.

**Certification of authorized representative for compliance**

Name/Title  Authorized Representative:  

Signature of Authorized Representative:  

Provider/Publisher/Imprint:  Date:  

5. **For Print and Digital Material: Core and Supplementary**
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico contains no factual errors.

**Certification of authorized representative for compliance**

Name/Title  Authorized Representative:  

Signature of Authorized Representative:  

Provider/Publisher/Imprint:  Date:  

6. **For Print and Digital Material: Core and Supplementary**
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico is not religiously affiliated.

**Certification of authorized representative for compliance**

Name/Title  Authorized Representative:  

Signature of Authorized Representative:  

Provider/Publisher/Imprint:  Date:  

7. **For Print and Digital Material: Core and Supplementary**
All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico does not ascribe to politically partisan ideologies.

**Certification of authorized representative for compliance with NMAC 6.75.2.9.B.2f**

Name/Title  Authorized Representative:  

Signature of Authorized Representative:  

Provider/Publisher/Imprint:  Date:  
8. **For Print Material: Core and Supplementary**

Print instructional material conforms to the Manufacturing Standards and Specifications for Textbooks (MSST), either at the time of bid submission OR will conform no later than December 31, 2019. The Provider/Publisher shall furnish to the state for appropriate testing, when requested, samples of material used in the publication of any print material included in the bid submission.

a. **Currently non-conforming material will conform by December 31, 2019.** Identify by title, IM Code (SE, TE, etc.), and ISBN each item submitted on **Form E List of Instructional Material** that does not meet MSST standards at the time of bid submission and that will meet MSST standards no later than December 31, 2019.

<table>
<thead>
<tr>
<th>FULL TITLE</th>
<th>IM Code</th>
<th>ISBN</th>
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b. **Conforms at time of bid submission.** The Provider/Publisher will certify that all titles, not identified as currently non-conforming (chart 3.a, above), do meet MSST standards at the time of the bid submission and will meet MSST standards during the contract period. **Please check on the line provided here to certify:** ☐

**Certification of Authorized Representative for Compliance with MSST and CPSIA:** The authorized representative, for the Provider/Publisher named above, certifies that all print material submitted, either (1) currently conforms to MSST standards during the contract period, including any future substitutions; and that all copies furnished under agreement will be identical to or the equivalent of the official sample; and will likewise conform to or exceed these same specifications; or (2) will conform to MSST standards no later than December 31, 2019, and that all copies furnished under agreement will conform to, or exceed, every specification. All items that do not currently conform to MSST standards are listed by title and ISBN in Chart 3.A, above. The authorized representative further certifies that all print material complies with CPSIA.

Name/Title Authorized Representative: __________________________________________________________

Signature of Authorized Representative: _____________________________

Provider/Publisher/Imprint: ______ ___________________________ Date: __________

9. **For Digital Material: Core**

NMSA 1978 Section 22-15-13(E) requires that Provider/Publishers of instructional material on the multiple list shall provide those materials in both written and electronic formats. The PED has established that, at a minimum, the electronic version must be in PDF format.

**Certification of authorized representative for compliance with NMSA 1978 Section 22-15-13(E) and CPSIA:** The authorized representative, for the Provider/Publisher named above, certifies that all digital material submitted for core consideration is available in electronic format, and, at a minimum, the digital material is in PDF format. The authorized representative further certifies that all digital material complies with Consumer Product Safety Improvement Act (CPSIA.)

Name/Title Authorized Representative: __________________________________________________________

Signature of Authorized Representative: _____________________________

Provider/Publisher/Imprint: ______ ___________________________ Date: __________
FORM C: Official Sample Label

REQUIRED FOR: Core submitted to the Summer Review Institute and samples submitted to the Regional Review Centers

SUBMIT: Affix one Form C for each Core item submitted to the Summer Review Institute and for each sample submitted to the Regional Review Centers.

OTHER INFORMATION:
1. The official sample label must be filled out in its entirety and attached to the following:
   a. each item submitted as Core for review at the Summer Review Institute
   b. each item accepted by the PED as Core and submitted by the Provider/Publisher to the Regional Review Centers
2. The sample label may be reduced in size to accommodate the item.
3. Labels must be securely attached or imprinted and placed on the backside of the material above the ISBN, if applicable.
4. For digital material:
   a. Affix Form C to the physical material (CD ROM, flash drive, etc.) or, if the content is online only and has no physical form, affix Form C to a representation of the material (brochure, print out of identifying information from the digital version, etc.).
   b. Include all instructions needed for reviewers to access digital material such as access codes, passwords, IDs, and URLs for online material.
5. Material submitted at the Summer Review Institute that is incorrectly labeled or does not have a label will be the responsibility of the designated representative to correct, on-site.
6. Official sample labels must be attached to samples sent to the New Mexico Regional Review Centers.
7. The item must be an exact copy and of the same quality as material furnished under the agreement with the PED.

FORM INSTRUCTIONS:
1. Complete a Form C for each item to be submitted at the Summer Review Institute and affix it to the corresponding instructional material.
2. For digital-only material, access instructions must be included.
3. Complete a Form C for each item to be submitted to the New Mexico Regional Review Center and affix it to the corresponding instructional material.
NEW MEXICO PUBLIC EDUCATION DEPARTMENT  
Official Sample Label 2019 Adoption  
K–12 MATH AND  
7-12 CAREER AND TECHNICAL EDUCATION  
Contract Period 2020–2025

This item is an exact copy of the material to be furnished under our agreement with the New Mexico Public Education Department. Material furnished pursuant to the agreement shall be of the SAME quality in all components as this copy. The student edition meets the established minimum standards for such material as recognized by the National Association of State Textbook Administrators. The agreement price is not to exceed the lowest price for which this item is being proposed or offered for sale elsewhere in the United States.

PROVIDER/PUBLISHER/IMPRINT: ____________________________________________

COURSE: ____________________________________________

TITLE: ____________________________________________

ISBN SE: ____________________________________________

PACKAGE ISBN(s) If applicable ____________________________________________

GRADE LEVEL: ________ LEXILE MEASURE: ________

PRICE: ________ COPYRIGHT DATE: ________

EQUIPMENT AND TECHNOLOGY SPECIFICATIONS  
Identify any equipment, technology support, log-on information, IDs, passwords, browser requirements, URL for any material that must be reviewed in digital format (no print edition).
FORM D: Research-Based Effectiveness Determination

REQUIRED FOR: Core
SUBMIT: One Form D for each Core submission

OTHER INFORMATION: “Research-based effectiveness” means the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico’s content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include an independently conducted experimental or quasi-experimental research study, or review by nationally-recognized, independent experts in curricula review. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency, as measured by the state assessment.

Form D Notification as to whether or not submitted materials are found to be research-based will be communicated to the Provider/Publisher by March 11, 2019.

For each Core Math title, the Provider/Publisher must submit documentation of the following:

A. Independently conducted experimental or quasi-experimental research study [complete Option 1]; OR
B. Review by nationally recognized, independent experts in curricula review [complete Option 2]; OR
C. LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment [complete Option 3].

For each Core CTE title, the Provider/Publisher must submit documentation of the following:

Quantitative and Qualitative Assessments: The materials exhibit evidence that research-based quantitative measures and qualitative analysis have been used in the selection of complex texts/instructional materials that align to the standards.

The instructional materials submitted for Core consideration must demonstrate they are research-based in order to be reviewed for alignment to the New Mexico standards and other criteria. The evidence submitted by the Provider/Publisher will be reviewed by the PED and content specialists. In the event the evidence submitted by the Provider/Publisher does not clearly demonstrate research-based effectiveness, the title will be removed from Core consideration, will not be reviewed for standards alignment, and will not be adopted.
FORM D: Research-Based Effectiveness Determination (Core only) 2019 MATH Adoption

REQUIRED for Core Math titles submitted for adoption consideration. Cells expand for your response.

Available online at: https://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

Provider/Publisher: ________________________________________________________________
Grade(s): _________________________________________________________________
Title: _________________________________________________________________
ISBN: ______________________________________________________________________

Form D must accompany any submission of core instructional materials for New Mexico’s review.
Notification as to whether or not submitted materials are found to be research-based will be communicated to the Provider/Publisher by March 11, 2019.

According to New Mexico regulation: “Research-based effectiveness” means the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico’s content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include an independently conducted experimental or quasi-experimental research study, or review by nationally-recognized, independent experts in curricula review. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency, as measured by the state assessment.

We are submitting this core instructional material with the following type of evidence of research-based effectiveness:

[ ] Independently conducted experimental or quasi-experimental research study [complete Option 1]; OR
[ ] Review by nationally recognized, independent experts in curricula review [complete Option 2]; OR
[ ] LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment [complete Option 3].

Certification that the information contained in this submission is accurate:

Signature of authorized Provider/Publisher representative: ________________________________________________________________
Name: ________________________________________________________________
Title: ________________________________________________________________
Date: ______________________________________________________________________
### OPTION 1: Submitting results of independently conducted experimental or quasi-experimental research study

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response by Provider/Publisher</th>
<th>For State Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Study</td>
<td><img src="image" alt="Image" /></td>
<td>Both certifications must be made, or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image" /></td>
<td>Study must meet Tier 1 or Tier 2 level of evidence -- as substantiated by the appropriate certifications, below, and by the study itself -- or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
<tr>
<td>Level of Evidence</td>
<td><img src="image" alt="Image" /></td>
<td>Study must meet Tier 1 or Tier 2 level of evidence -- as substantiated by the appropriate certifications, below, and by the study itself -- or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
<tr>
<td>Tier 1: Strong Evidence</td>
<td><img src="image" alt="Image" /></td>
<td>All three certifications must be made -- and substantiated by a review of the study -- or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image" /></td>
<td>All three certifications must be made -- and substantiated by a review of the study -- or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
<tr>
<td>Tier 2: Moderate Evidence</td>
<td><img src="image" alt="Image" /></td>
<td>All three certifications must be made -- and substantiated by a review of the study -- or this set of core instructional materials is “Not Recommended and Not Adopted.”</td>
</tr>
</tbody>
</table>
### OPTION 2: Review by nationally recognized, independent experts in curricula review

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response by Provider/Publisher</th>
<th>For State Use Only</th>
</tr>
</thead>
</table>
| **Curriculum Review** | Link to Curriculum Review: [insert link]  
Date Curriculum Review Conducted: [fill in]  
Curriculum Review’s Determination of Standards Alignment: [fill in -- for example “Meets,” or “Partially Meets” or “Does Not Meet” expectations]  
[ ] Certification that study was performed using New Mexico’s current content standards (or similar national standards that reflect New Mexico’s standards) | If Curriculum Review Determination is “Meet Expectations,” continue. Otherwise, this set of core instructional materials is “Not Recommended and Not Adopted.”  
Certification must be made, or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| **Certification that Review is Independent** | Certification that review is Independent:  
[ ] No compensation was provided to the reviewer(s) for or by the Provider/Publisher or anyone affiliated with the Provider/Publisher (for the review or for any other purpose) for the last three years;  
AND  
[ ] No reviewer(s) and no affiliate organization conducting the review have any connection to Provider/Publisher(s) (i.e., authorship, reviewers, advisors) nor do they receive any type of support from Provider/Publisher(s) (i.e., sponsorships with affiliated meetings or organizational groups);  
AND  
[ ] The curriculum review is freely available and not proprietary. | All three certifications must be made -- and substantiated by “Evidence Regarding Reviewers” -- or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| **Certification that Review is Expert** | Certification that review is Expert:  
[ ] Reviewers demonstrate knowledge of New Mexico (or similar) content standards and implementation of these standards through curriculum in K-12 settings;  
AND  
[ ] The team of reviewers includes a minimum of three people;  
AND  
[ ] Reviewers have conducted multiple previous reviews of materials for alignment to college and career readiness standards for core instructional materials; OR  
[ ] Reviewers have experience in designing instructional materials in K-12 settings; OR  
[ ] Reviewers are educators experienced in utilizing instructional materials in K-12 settings. | At least one certification must be made in each of the three categories -- and substantiated by “Evidence Regarding Reviewers” -- or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| **Certification that Review is Nationally Recognized** | [ ] Reviewer(s) have produced reviews that have been utilized within and/or outside of New Mexico to support state and district adoption of instructional materials. | Certification must be made -- and substantiated by “Evidence Regarding Reviewers” -- or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| **Evidence Regarding Reviewers** | To support the certifications made above regarding reviewer expertise and national recognition:  
- Describe the selection, training, and experience of reviewers, highlighting information that supports the claims you made in the above certifications: [Insert relevant data or links to such data]*  
- Provide information on the organization conducting the review (if any), highlighting information that supports the claims you made in the above certifications: [Insert relevant data or links to such data] | Information provided must substantiate the above certifications, or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| **Evidence of Research Basis for Review** | Describe the review process, mindful of the determination the State will make regarding the research basis for this review (see “For State Only” column): | Information provided must substantiate the following two claims, or this set of core instructional materials is “Not Recommended and Not Adopted.” |

*Insert relevant data or links to such data*
OPTON 3: LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response by Publishing LEA</th>
<th>For State Use Only</th>
</tr>
</thead>
</table>
| Study of LEA-Created Materials | Link to Study: [insert link]  
Date Study Conducted: [fill in]  
[ ] Certification that study was performed using New Mexico’s current content standards.  
[ ] Certification that students using these core instructional materials meet or exceed grade-level proficiency.  
[ ] Certification that study was performed using New Mexico’s state assessment. | All three certifications must be made -- and substantiated by the evidence provided and by the study itself -- or this set of core instructional materials is “Not Recommended and Not Adopted.” |
| Evidence                  | Summarize the findings of your correlation showing that students using these core instructional materials meet or exceed grade-level proficiency, as measured by the state assessment: [Insert summary] |
Publisher Name/Imprint: ____________________________________________________________
SE Title
SE ISBN: ________________________________________________________________

Notification as to whether or not submitted materials are found to be research-based will be communicated to the Provider/Publisher by March 11, 2019.

Quantitative and Qualitative Assessments:

The materials exhibit evidence that research-based quantitative measures and qualitative analysis have been used in the selection of complex texts/instructional materials that align to the standards.

Do the materials:

a. provide specific evidence that they have been analyzed with at least one research-based quantitative measure?

   Description of quantitative measure(s):

   Other information:

   Attachment(s):

b. provide specific evidence that they have been analyzed for their qualitative features indicating an alignment to industry technical and employability skills?

   Description of qualitative measure(s):

   Other information:

   Attachment(s):

Attach to this form evidence of the (a) quantitative measure and the (b) qualitative features as specified above. Ensure that each is identified by publisher/imprint, title, SE ISBN, and source of documents.

What Works Clearinghouse

The listed title has been the subject of a "What Works Clearinghouse" review:

☐ Yes Enter URL:

☐ No
FORM E: List of Instructional Material

REQUIRED FOR: Core and Supplementary
SUBMIT: One Form E spreadsheet for the entire list of instructional materials submitted. The spreadsheet will include all material organized on tabs by subject area.

OTHER INFORMATION:

Items That Cannot be Bid
1. Equipment, hardware, electronics, etc., are not eligible for adoption and cannot be included on Form E as either CIM or SIM.
2. Provider/Publishers are prohibited from selling or including any electronic media, computer hardware, delivery systems, computers, equipment, laptops, iPods, e-Readers, LCD projectors, electronic student response systems, Interwrite school pads, test scanners, or any like items with the purchase of either print or digital Core and supplementary material.
3. Material that is currently adopted shall not be submitted for this adoption cycle, as material may only be listed once in the multiple list database. An item may not be listed under two (2) separate codes. The database system will default to the previous code if an ISBN or stock number appears twice in the database.

Items for Core Review
The PED reviews ONLY research-based Core material. Core material is defined for the purpose of the review as the student edition, teacher edition, and student workbook of each title submitted. Titles listed on Form E as Core (CIM) will be scheduled for review at the Summer Review Institute. Titles listed on Form E as supplementary (SIM) will not be reviewed at the summer institute but will be included on the multiple list.

Definitions for Form E, Instructional Material List
Use the following definitions for identification of (1) type of instructional material and (2) direction on whether the instructional material should be designated as Core or Supplementary on Form E. These directions are preceded by the following symbol: ☑.

1. Adaptive Title—Instructional material designed to assist in meeting the educational needs of identified students. An adaptive title should be indicated by a YES in Column Q, Struggling Learners/Adaptive.
   - Companion Version: the special education edition of the Provider/Publisher’s original student textbook that has been submitted for Core consideration. The companion edition follows the same scope and sequence of lessons, is developmentally appropriate for learning disabled students, and the overall appearance of the textbook or material is a facsimile of the original student textbook. ☑ Designate as Core and list on Form E with the corresponding title/program.
   - Special Education Core Textbook: a special education stand-alone title that is submitted for Core review. Such titles are reviewed using the same criteria as other Core submissions, alignment to curriculum standards, and other relevant criteria by a special education review committee. ☑ Designate as Core and list on Form E as the primary title.
   - Supplementary Textbook: refers to material used to reinforce, enrich, and/or extend the basic program of instruction, including ancillary items referenced as bundles, packages, student support kits, classroom support kits, teacher support kits, sets, libraries, and collections.

2. Alternative Format—the exact duplicate version of the title submission using: (a) an alternate format such as CD ROM, web-based program, DVD, or compact disc and (b) a Spanish-translation version or special education companion edition. It does not include bundles or kits. ☑ The alternative format should be designated as Core or supplementary, consistent with the designation of the title submission for the student edition and teacher edition. That is, if the title for the student edition has been submitted for Core consideration, the alternative format should be designated as Core on Form E.

3. Bundle—multiple items of instructional material of a curriculum program that is packaged together for one retail price. A bundle may include both print and digital material. ☑ A bundle that includes the student edition and/or the teacher edition of a title that has been submitted for Core consideration should be designated as Core. All other bundles should be designated as supplementary.

4. Classroom Bundle—multiple items of instructional material of a curriculum program used primarily to deliver instruction by the teacher to the students and packaged together for one retail price. ☑ If all items in the bundle were submitted as Core, designate as Core; all other classroom bundles designate as supplementary.
5. **Classroom Core Kit** – a collection of Core Instructional Material that has been certified and submitted as core material for review and is packaged for one retail price. Each piece of the collection must be presented at the summer review institute as a review set. Designate all classroom core kits as Core.

6. **Classroom Support Kit** – a collection of Supplementary Instructional Material that supports classroom instruction by providing students with academic assignments and curricular activities, such as reference material, modular lessons, and/or units of study and packaged for one retail price. Designate all classroom support kits as supplementary.

7. **eBook** – the electronic counterpart of a printed book that can be viewed on a desktop computer or a portable device such as a laptop, PDA, or e-book reader. Designate the eBook as Core or supplementary, consistent with the designation of the print student edition.

8. **Free Material** – material that is offered as gratis.

9. **Manipulatives** – three-dimensional teaching aids and visuals that teachers use to help students with math and other concepts. Typical tools include counting beads or bars, base ten blocks, shapes, fraction parts, flashcards and rulers. Designate as supplementary.

10. **Online Courses/Programs** – instruction in which courses use the worldwide web as the primary delivery method of information. An on-site instructor provides instructional support and all other resource material. A print textbook or student curriculum guide is required. Designate as Core or supplementary, consistent with the designation of the print student edition.

11. **Online Cyber Courses/Programs** – computer-based instruction in which courses use the worldwide web as the primary delivery method of information. These courses are taught to students who are separated by time and/or space from the instructor. The cyber instructor provides direct instruction to the student. A textbook may or may not be required, and all other material, as well as communication with the instructor, is provided through the course website. These courses are not accepted for Core consideration. Designate as supplementary.

12. **Set** – unified or chronological instructional material packaged together as a single unit, with one retail price. These would include material such as an encyclopedia. Designate as supplementary.

13. **Student Bundle** – multiple items of instructional material of a curriculum program used primarily by an individual and/or group of students that is packaged together for one retail price. If all items in the bundle were submitted as Core, designate as Core; all other student bundles designate as supplementary.

14. **Student Edition** – Core Instructional Material used primarily by the student for instruction in the content. Designate as Core.

15. **Student Support Kit** – Supplementary Instructional Material organized for individual and/or group instruction containing exact *duplicate item(s) per student* and sold at a single retail price. Contents may include activity books, manipulatives, calculators, measuring cups, charts, rulers, and the like. Designate as supplementary.

16. **Student Workbook** – Core or Supplementary material usually containing practice problems. Designate as Core if used to complete the alignment to the content standards or to support the student edition of a curriculum program submitted as Core. Designate as Supplementary in all other cases.

17. **Teacher Bundle** – multiple items of instructional material of a curriculum program used primarily by the teacher that is packaged together for one retail price. If all items in the bundle were submitted as Core, designate as Core; all other student bundles designate as supplementary.

18. **Teacher Edition** – Core Instructional Material used primarily by the teacher for instruction in the content. Designate as Core.

19. **Teacher Support Kit** – a collection of Supplementary Instructional Material for a specific program that provides instructional resources and curriculum support for the teacher. It is packaged for one retail price. Designate as supplementary.

20. **Teacher Test Package** – the program’s assessment and testing material developed for students instructed with the accompanying curriculum. These include assessments such as pre- and post-tests, chapter tests, and unit tests. Designate as supplementary.

21. **Teacher Workbook** – Supplementary materials used to complete the alignment to the content standards or to support the teacher edition of a curriculum program. Designate as supplementary.
FORM E INSTRUCTIONS

How to Organize Form E

1. A single Form E Excel spreadsheet must be submitted for all titles and items as follows:
   a. **TAB 1: “Math & CTE”, Core titles, Supplementary titles, and Supplementary material.**
      i. Core titles should be listed first. All material related to the primary student edition will be listed below the student edition; corresponding material may be either CIM or SIM.
      ii. Supplementary titles should be listed after Core. All material related to the primary student edition will be listed below the student edition; corresponding material will be designated as SIM.
      iii. Other material submitted for supplementary consideration should follow the listing of supplementary titles. These items are not part of a title/program. Examples are reading material (Across Five Aprils, Romeo and Juliet, La Casa en Mango Street, dictionaries, manipulatives, charts, etc.). All such items will be listed as SIM.

   b. **TAB 2: “Codes and Drop Down List”**
      i. This tab contains the lists for the columns for Form E.
      ii. Refer to “Definitions for Form E, Instructional Material List” from this section to determine exact abbreviation to be used from drop down list.

   c. **Organizing TAB 1: “Math & CTE”**
      i. Organize first by Core and then by title/program/series.
      ii. All titles/series submitted for Core consideration should be listed first, starting with the default Core SE. The default Core SE should be **bold typeface** and **highlighted in yellow**. The default SE is the print version, if available. Otherwise, the default is what the Provider/Publisher considers the primary version of the SE to be.
      iii. The TE should be listed second. The default TE is the print version, if available. Otherwise, the default is what the Provider/Publisher considers the primary version of the TE to be, including wraparound versions.
      iv. The SW should be listed third. List the SW as Core if it is being used to complete the alignment to the content standards or to support the student edition of a curriculum program. Otherwise list the SW as Supplementary.
      v. Alternate SE versions, such as Online (OL) or Spanish versions, should be listed after the TE and SW and not bolded.
      vi. Next list Supplementary material related to the primary program clustered by title/program/series.
      vii. Leave a blank row between clusters/grade level titles/programs/series.
      viii. Finally list all supplementary material such as resources, additional full program support, etc.
### Example for TAB 1 Math & CTE:

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<td>1234567891011</td>
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<td>SK</td>
<td>PT</td>
</tr>
<tr>
<td>SIM</td>
<td>Elementary Math &amp; CTE Grades 1-2 Trade Books TE</td>
<td>9976540983673</td>
<td>TK</td>
<td>PT</td>
</tr>
</tbody>
</table>

**CB SE first, in bold & highlighted**

**TE next**

**Student workbook third**

**Then everything else**

**Bundle that includes SE**

**Classroom bundle**

**Blank line at end of series**

**Start second title/series**

**Blank line at end of series**

LIST ALL CIM THEN LIST SIM TITLES. Remember, the SE determines whether a title series is listed as CIM or SIM.
Instructions for Each Column

A. Column A—CIM/SIM (Designate as Core or Supplementary)
Enter CIM for titles that are being submitted for Core consideration. Use the definition section to help you determine which items should be listed as Core and which items should be listed as supplementary. Enter SIM for titles that are not being submitted for Core consideration OR that meet the definition of supplementary material, such as student support kits.

- Core: for titles being submitted for Core review. These include the student and teacher edition, companion student workbook, alternative formats for the student edition (see definition section), bundles that include the student version and/or the teacher version.
- Supplementary: supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material. (1) titles/series not being submitted for review and all related items in the title/series, and (2) ancillary items, teacher resources, student support kits, classroom support kits, teacher support kits, sets, collections, libraries, etc.

SEE Section VI—definitions—for guidance on whether an item is CIM or SIM.
Note: Math & CTE materials are eligible for submission as Core or supplementary.

B. Column B—Provider/Publisher Name
Insert the name of the Provider/Publisher

C. Column C—Material Title
Insert the title of the material being submitted. List the title exactly as it appears on the cover of the student edition.

D. Column D—International Standard Book Number (ISBN)
All items submitted for bid must have an identifying number entered in Column C. Items submitted without this field will not be included in the database of instructional material available for purchase.

1. ISBN: Instructional material that qualifies for an ISBN must have a 13 digit ISBN entered in this field. Do not enter hyphens, spaces, or special characters. See item number 3, Unique Identifier below for exceptions.

2. Additional information: For additional information regarding obtaining and using ISBN’s, visit ISBN.org by Bowker (http://www.isbn.org/)

3. Unique identifier: A unique identifier may be assigned by the Provider/Publisher for individual items that do not qualify for an ISBN, such as an online-only program or bundles created specifically for New Mexico. Unique identifiers must be 13 characters. Characters must be numeric only. The unique identifier CANNOT contain hyphens, spaces, or special characters. Unique identifiers may be used as follows:
   a. Online only material. If the Provider/Publisher does not choose to have an ISBN for online-only material, the Provider/Publisher must assign a 13-digit number, beginning with the Provider/Publisher code. If the publisher code is 5678, then assign a 13-digit number such as 5678000000001 or 5678 + the product code (not to exceed 13 characters).
   b. Bundles, packages, variations of online subscriptions.
      i. A unique identifier may be used for: (a) packages or bundles that consist of material that already have an ISBN for each individual item and is part of the package/bundle; (b) variations of online subscriptions, such as 25 SE for 6 years, 25 SE for 1 year, 100 SE for 6 years; (c) various subscriptions that contain other instructional material components that are already individually listed on Form E; or (d) bundles or packages created specifically for New Mexico.
      ii. In these cases, use the last four digits of the SE ISBN and then add a number suffix for each different package, bundle, or variation associated with that SE. This option can be used when the SE has an ISBN or when the SE has a Provider/Publisher-generated unique identifier.
         EXAMPLE: SE is 1234567891234
         Package, bundle, variation 1: 1234000000001
         Package, bundle, variation 2: 1234000000002

4. Special Notes about an ISBN on Form E:
- No duplication of numbers is permitted. You may list an ISBN or unique identifier once for any item submitted on any Form E. If you use the same ISBN or unique identifier more than once (either intentionally or inadvertently), the
depository's purchasing system will accept the first occurrence and ignore any subsequent occurrences, resulting in some of the submitted material not being included in the purchasing system. The number cannot duplicate an ISBN from prior adoptions or from the 2019 adoption.

- No blank cells. If the ISBN cell is left blank, the material in that line will not be included in the purchasing system and will be unavailable. If a Provider/Publisher chooses to assign a self-generated, unique identifier, the Provider/Publisher accepts sole responsibility for ensuring that a unique identifier is not used for more than a single item. Neither IMB nor the depository is responsible for assigning or tracking unique identifiers generated by Provider/Publishers.

E. Column E—Subject Category
Select the subject category that most closely aligns to the material. Subject category is:
1. Math
2. CTE

F. Column F—Subject Sub-Category
Select the subject sub-category that most closely aligns to the material. Sub-categories correspond to New Mexico course codes, which are included in their entirety as Attachment 2 of this RfA.

G. Column G—Instructional Material Code
Use the pull-down menu to enter the instructional material code. See above for definitions. Below are the available codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Student Material</th>
<th>Teacher Material</th>
<th>Code</th>
<th>Other Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE</td>
<td>Student edition</td>
<td>TE Teacher edition, wraparound version, or equivalent</td>
<td>OB</td>
<td>Other bundle****</td>
</tr>
<tr>
<td>SW</td>
<td>Student workbook</td>
<td>TW Teacher workbook</td>
<td>CH</td>
<td>Chart</td>
</tr>
<tr>
<td>SK</td>
<td>Student support Kit</td>
<td>TK Teacher support kit</td>
<td>MP</td>
<td>Map</td>
</tr>
<tr>
<td>SB</td>
<td>Student bundle*</td>
<td>TP Teacher test packet</td>
<td>MN</td>
<td>Manipulative</td>
</tr>
<tr>
<td>CB</td>
<td>Classroom bundle**</td>
<td>TB Teacher Bundle</td>
<td>ST</td>
<td>Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CC Classroom Core kit***</td>
<td>TR</td>
<td>Transparencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CK Classroom support kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TB Teacher bundle****</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- SB any bundle that includes the student edition, but not the teacher edition
- CB any bundle that includes the student edition and teacher edition
- CC any bundle that includes the student edition and teacher edition and student workbook
- **** TB any bundle that includes the teacher edition, but not the student edition
- *****OB any bundle other than SB, TB, or CB

H. Column H—Format Code/Technology
Use the drop-down menu for the appropriate 2-letter designation. See below to identify the type of material for each item. You may select only one code. Use the mixed code (MX) for items that have both print and digital material.

<table>
<thead>
<tr>
<th>Format</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact disc/CD ROM</td>
<td>CD</td>
</tr>
<tr>
<td>DVD</td>
<td>DV</td>
</tr>
<tr>
<td>eBook</td>
<td>EB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed—print and digital</td>
<td>MX</td>
</tr>
<tr>
<td>Online; web-based</td>
<td>OL</td>
</tr>
<tr>
<td>Print</td>
<td>PT</td>
</tr>
</tbody>
</table>

I. Column I—Retail Price
1. Enter the retail price for each item, package, bundle, or other purchase option. Every item listed on Form E must have a retail price at which the item may be purchased for the term of the Provider/Publisher agreement, including free material.

***Why do we require a price for free material? It is required so schools may purchase replacement items in the event the original free item has been lost or irreversibly damaged. If there is no purchase price established, replacement items cannot
be procured. If the Provider/Publisher enters a below retail price for free material (such as $0.01), this is the price that will prevail throughout the contract period, allowing purchasers to procure unlimited copies of the item at the listed price.

2. Any item that does not have a retail price will be unavailable for purchase.

J. Column J—Bid Fee (processing fee)
1. Enter the retail price for each item listed on Form E for both Core and Supplementary, including the purchase cost for free material. The following are exceptions for which the bid fee is not equal to the retail price:
   a. Alternative formats. An alternative format is the exact duplicate version of the title submission using: (a) an alternate format such as CD ROM, web-based program, DVD, or compact disc and (b) a Spanish-translation version or special education companion edition. Bundles are not considered an alternative format.
   b. Single student cost (SSC) 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.
      (i) 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.
      (ii) 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.

Determining Single Student Cost (SSC) for Online Subscriptions

<table>
<thead>
<tr>
<th>Subscription</th>
<th>Formula for SSC</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole School</td>
<td>Yearly subscription (or two semesters) cost multiplied by 6 and divided by 100</td>
<td>$16,000 yearly subscription for whole school use x 6 = $96,000 ÷ 100 = $960 SSC (bid fee)</td>
</tr>
<tr>
<td>Classroom</td>
<td>Yearly subscription (or two semesters) cost multiplied by 6 and divided by 20</td>
<td>$4,000 yearly subscription for a classroom x 6 = $24,000 ÷ 20 = $1,200 SSC (bid fee)</td>
</tr>
<tr>
<td>Subscription—number specified by Provider/Publisher</td>
<td>Yearly subscription (or two semesters) cost multiplied by 6 and divided by number specified by Provider/Publisher [number of students the subscription will cover]</td>
<td>$4,500 yearly subscription for 25 students x 6 = $27,000 ÷ 25 = $1,080 SSC (bid fee)</td>
</tr>
<tr>
<td>One student desk workstation</td>
<td>Yearly subscription (or two semesters) cost multiplied by 6</td>
<td>$175 yearly subscription x 6 = $1,050 SSC (bid fee)</td>
</tr>
</tbody>
</table>

Examples of Retail Price and Bid Fees

<table>
<thead>
<tr>
<th>Title and Description</th>
<th>IM Code</th>
<th>Format Code</th>
<th>Retail Price</th>
<th>Bid Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements of Math &amp; CTE</td>
<td>SE</td>
<td>PT</td>
<td>125.00</td>
<td>125.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE</td>
<td>TE</td>
<td>PT</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE</td>
<td>WB</td>
<td>PT</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE (OL AF)</td>
<td>SE</td>
<td>OL</td>
<td>125.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE (Spanish AF)</td>
<td>SE</td>
<td>PT</td>
<td>125.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE</td>
<td>TP</td>
<td>CR</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE: OL yearly subscription for 20 users</td>
<td>SB</td>
<td>OL</td>
<td>4,500.00</td>
<td>1,350.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE: OL yearly subscription for 20 users plus workbooks</td>
<td>SB</td>
<td>MX</td>
<td>5,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Elements of Math &amp; CTE: OL yearly subscription for 1 user for 6 years</td>
<td>CB</td>
<td>OL</td>
<td>200.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

Alternative Format ➔
Alternative Format ➔
Bundles with different elements have separate bid fees. For OL bundles, calculate SSC and enter as bid fee.
1. The bid fee is not refundable, in the event of the Provider/Publisher’s failure to satisfactorily execute the adoption process and/or the Provider/Publisher agreement.

K. Column K—Low Grade
Enter the lowest grade for which the material is designed.

L. Column L—High Grade
Enter the highest grade for which the material is designed.

M. Column M—PDF or better
All instructional material submitted for Core consideration must also be available in an electronic format for electronic readers, pursuant to New Mexico Statute 22-15-13(E). At a minimum, the electronic version must be in Portable Document Format (PDF).
1. Use the drop-down menu to select Yes or No indicating whether the material is available in electronic format and is, at least, in PDF format.
2. Instructional material that does not meet this requirement cannot be submitted for Core consideration.

<table>
<thead>
<tr>
<th>CB/SU</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>Yes</td>
</tr>
<tr>
<td>CB</td>
<td>No</td>
</tr>
<tr>
<td>SU</td>
<td>Yes</td>
</tr>
<tr>
<td>SU</td>
<td>No</td>
</tr>
</tbody>
</table>

N. Column N—Specify Format type for PDF or better
Specify the type of format for the electronic material (e.g., PDF).

<table>
<thead>
<tr>
<th>Format</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DjVu</td>
<td>djvu</td>
</tr>
<tr>
<td>EPUB (IDPF)</td>
<td>epub</td>
</tr>
<tr>
<td>eReader</td>
<td>pdb</td>
</tr>
<tr>
<td>FictionBook</td>
<td>fb2</td>
</tr>
<tr>
<td>HTML</td>
<td>html</td>
</tr>
<tr>
<td>Kindle</td>
<td>azw</td>
</tr>
<tr>
<td>Microsoft Reader</td>
<td>lit</td>
</tr>
<tr>
<td>Mobipocket</td>
<td>Mobi</td>
</tr>
<tr>
<td>Other</td>
<td>othr</td>
</tr>
</tbody>
</table>

O. Column O—Free
1. Is this material offered gratis under any circumstances? Indicate Yes or leave the cell blank if the material is not offered for free.
2. 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 implementation.

P. Column P—Free Conditions
Describe the circumstances under which this material will be provided without charge. This field must be completed for each item that is designated as free in column P.
1. Teacher Editions: 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 1 per teacher for each grade-level classroom, at least in the first year of implementation. The quantity of free material shall be calculated according to the number of teachers using the material and not according to the amount of material purchased or the number of students.
2. **Other free material**: Free material, other than teacher editions and material, should be indicated with a yes in the free column with a description of free conditions that must be met.

### Examples of Free Conditions

<table>
<thead>
<tr>
<th>IM Code</th>
<th>Free</th>
<th>Free Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>TE</td>
<td>Yes One TE at a ratio of one per teacher for each grade level classroom</td>
</tr>
<tr>
<td>OK</td>
<td>TE</td>
<td>Yes Upon request, one TE for each teacher using material during first year of implementation</td>
</tr>
<tr>
<td>Disallowed</td>
<td>TE</td>
<td>Yes One TE for each 25 student editions purchased</td>
</tr>
<tr>
<td>Disallowed</td>
<td>TE</td>
<td>Yes One TE for each material purchase of $10,000</td>
</tr>
<tr>
<td>OK</td>
<td>TE</td>
<td>Yes Free upon request; one per teacher user, with a minimum purchase of 50 student editions</td>
</tr>
<tr>
<td>OK</td>
<td>SE</td>
<td>Yes One print edition free with each online subscription purchased</td>
</tr>
<tr>
<td>OK</td>
<td>SB</td>
<td>Yes With purchase of this item, free teacher access is included which includes an online teacher-annotated edition, an online teacher manual, and additional course management resources—including PowerPoints, lesson plans, test banks, and professional development. Teacher access also includes the ability to create, assign, and auto-grade homework.</td>
</tr>
</tbody>
</table>

### Q. Column Q—Lexile Measure

Insert the Lexile measure for the material being submitted. Lexile measures are mandatory for Core student editions for the category. Enter the Lexile measure, if available, for any other category and for Supplementary material.

### R. Column R—Adaptive Title Suitable for Struggling Learners

Use the drop-down menu to select Yes if the title is suitable for struggling learners or is an adaptive title. Leave the cell blank if the title is not suitable.

### S. Column S—Additional Populations

Use the drop-down menu for the appropriate 2-letter designation to identify the type of material for each item. This column should be completed for all titles for which it is applicable. If the title is suitable for more than one other population, choose the one that is most relevant. If none of the categories below applies to a title, leave the cell blank.

<table>
<thead>
<tr>
<th>OTHER POPULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIL</td>
</tr>
<tr>
<td>ESL</td>
</tr>
<tr>
<td>RtI</td>
</tr>
<tr>
<td>SP</td>
</tr>
</tbody>
</table>

### T. Column T—Copyright Year

Enter the copyright year for the material.

### U. Column U—Imprint

Enter the imprint name under which this material is published. Do NOT use this column for any other purpose, such as specifying internal Provider/Publisher identification information. This column is for the official imprint as identified in the book or instructional material. For example, do NOT enter “My Provider/Publisher Name AM LIT” to designate American Literature; or “My Provider/Publisher Name DIV X” to designate a division within the publishing house, or the like.

### V. Column V—Provider/Publisher Code

Enter publisher code. See instructions for **Form A Provider/Publisher Contact Information** if you do not have a publisher code.
FORM E: List of Instructional Material

FORM E is available online at the PED IMB website
http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/

What to submit

1. One single Form E; must be submitted in digital copy.
FORM F: Citation Alignment and Scoring Rubric

REQUIRED FOR: Core
SUBMIT: Final Version to IMB digitally

Form F Notification as to whether or not submitted materials are found to be research-based will be communicated to the Provider/Publisher by March 11, 2019. Materials must be found to be research-based to be reviewed for alignment with standards and other high quality criteria.

OTHER INFORMATION:
1. Each title submitted for Core review at the Instructional Material Summer Review Institute must have a completed Form F Citation Alignment and Scoring Rubric.
2. Core materials bid for adoption must meet the identified standards and other relevant criteria set forth in Form F by 90 percent compliance to be recommended for Core adoption.
3. Use the Form F that correlates with the submitted material. Refer to the course codes in Attachment 2 for guidance on which form to use.
4. Each criterion on Form F that calls for a Provider/Publisher citation must have a citation entered. Do not enter not applicable as a response. Do not skip criteria—a citation must be entered for each criterion. At the discretion of the IMB, F Forms that are submitted by the Provider/Publisher and exhibit multiple occurrences of not applicable and/or criteria with no citation may be eliminated from consideration.
5. Completed Form F with citation for each criteria (initial) submission is due by 4/08/19 for IMB review and changes will be returned to Provider/Publisher by 4/22/19. This (initial) Form F submission is for IMB to review your citations to ensure they are complete and can be understood by a Reviewer at the Instructional Material Summer Review Institute.
6. (Final) Form F due to IMB 5/13/19

FORM INSTRUCTIONS
Avoid these common errors in completing Form F; they will result in a downgraded or zero (0) score.
1. Using the same citation in the text multiple times to demonstrate compliance with different criteria. Reviewers will score repeat citations as zero. Your citations should provide the reviewer the broadest exposure to the entire content of your title.
2. Citing an entire chapter or a significant number of pages. Your citation should point the reviewer to targeted language and information that supports compliance with the criteria.
3. Entering long explanatory statements after the citation. Reviewers are tasked with volumes of materials to analyze and determine their accuracy. For results most favorable to your product, please be brief and concise.

The Provider/Publisher is required to submit a Form F Citation Alignment and Scoring Rubric for each discrete publication submitted for Core review. The citations of standards and criteria on Form F are meant to be a demonstration by the Provider/Publisher that a standard is addressed within the submitted texts and of work a student must complete to master a specific standard or skill. Reviewers are instructed to evaluate the text content cited by the Provider/Publisher and determine whether the citation does or does not align with the standard.
Due to form length, **Form F** is not included in the RfA. The different versions of **Form F** will be available at:

http://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/
FORM G: Summer Institute Representative Contact Information

REQUIRED FOR: Core
SUBMIT: One Form G

OTHER INFORMATION:
The IMB will provide a laptop and digital projector for the Provider/Publisher citation presentations. Provider/Publisher representatives should have their presentation on a flash drive or other digital media.

FORM INSTRUCTIONS:
1. Identify the individuals who will be available to the PED during the institute. The contacts identified should be those individuals who are knowledgeable regarding the submission, particularly the submitted Forms F.
PART 1 SUMMER INSTITUTE PUBLISHER CONTACT INFORMATION

Three contacts who will be available during the Summer Institute to answer questions about Form F Citation Alignment and Scoring Rubric above and beyond what can be answered by reviewing the submitted instructional video about the material.

Contact Name: ___________________________ Title: ___________________________
Office Phone: ___________________________ Cell Phone: ___________________________
E-mail: ________________________________

Contact Name: ___________________________ Title: ___________________________
Office Phone: ___________________________ Cell Phone: ___________________________
E-mail: ________________________________

Contact Name: ___________________________ Title: ___________________________
Office Phone: ___________________________ Cell Phone: ___________________________
E-mail: ________________________________
## ATTACHMENTS

### ATTACHMENT 1: New Mexico Regional Review Centers for Instructional Material

<table>
<thead>
<tr>
<th>University of New Mexico</th>
<th>University of the Southwest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joyce Singer</strong></td>
<td><strong>Cyndi Garrison</strong></td>
</tr>
<tr>
<td>Curriculum Library</td>
<td>Tech Services</td>
</tr>
<tr>
<td>MSC 05 3040—College of Education</td>
<td>Scarborough Memorial Library</td>
</tr>
<tr>
<td>Travelstead Hall Basement Bldg. #65</td>
<td>6610 Lovington Hwy. T30</td>
</tr>
<tr>
<td>1 University of New Mexico</td>
<td>Hobbs, NM 88240</td>
</tr>
<tr>
<td>Albuquerque, New Mexico 87131-0001</td>
<td>Phone: 505-492-2139</td>
</tr>
<tr>
<td>Office phone: 505-277-1997</td>
<td>Fax: 505-392-6006</td>
</tr>
<tr>
<td>Fax: 505-277-2395</td>
<td>E-mail: <a href="mailto:cgarrison@usw.edu">cgarrison@usw.edu</a></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jsinger@unm.edu">jsinger@unm.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eastern New Mexico University</th>
<th>New Mexico Highlands University</th>
<th>New Mexico State University</th>
<th>Western New Mexico University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Susan Asplund</strong></td>
<td><strong>Alice Menzor, PhD</strong></td>
<td><strong>Dr. Susan Brown, Dean of Students</strong></td>
<td><strong>Arminda Sandoval</strong></td>
</tr>
<tr>
<td>Circulation/IRC/Reference</td>
<td>Victoria D. Sanchez</td>
<td>Amanda Romero, Administrative Assistant</td>
<td>Head of Public Services</td>
</tr>
<tr>
<td>ENMU Golden Library, 1500 S. Ave. K Station 32 Portales, NM 88130</td>
<td>Teacher Education Center</td>
<td>Direct line: 575-646-5858</td>
<td>WNMU Miller Library</td>
</tr>
<tr>
<td>Office: 575-562-2629</td>
<td>Education Building—Curriculum Library</td>
<td>Fax: 575-646-5436</td>
<td>1000 W. College Ave</td>
</tr>
<tr>
<td>Fax: 575-562-2647</td>
<td>1031 11th St.</td>
<td>E-mail: <a href="mailto:susanbro@ad.nmsu.edu">susanbro@ad.nmsu.edu</a></td>
<td>Silver City, NM 88061</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:susan.asplund@enmu.edu">susan.asplund@enmu.edu</a></td>
<td>Las Vegas, NM 87701</td>
<td><a href="mailto:amromero@nmsu.edu">amromero@nmsu.edu</a></td>
<td>Phone: 575-538-6055</td>
</tr>
<tr>
<td></td>
<td>Phone: 505-426-2204</td>
<td>Website: <a href="http://education.nmsu.edu/lrc">http://education.nmsu.edu/lrc</a></td>
<td>E-mail: <a href="mailto:arminda.sandoval@wnmu.edu">arminda.sandoval@wnmu.edu</a></td>
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<tr>
<td></td>
<td>Fax: 505-454-3384</td>
<td></td>
<td>Mailing address:</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:Menzor_alice@nmhu.edu">Menzor_alice@nmhu.edu</a></td>
<td></td>
<td>P.O. Box 680</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Silver City, NM 88062</td>
</tr>
</tbody>
</table>

Mailing address:
NMSU Learning Resource Center
PO Box 30001, MSC 3LRC.
Las Cruces, NM 88003

Shipping address:
NMSU Learning Resource Center
1220 Stewart, #46 O'Donnell Hall
Las Cruces, NM 88003

Mailing address:
P.O. Box 680
Silver City, NM 88062
Course codes that apply to the **Math** adoption are highlighted in green
Course codes that apply to the **CTE** adoption are highlighted in yellow

## Course Codes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>1. Elementary Course Codes</td>
<td>0129-0199</td>
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<tr>
<td>2. Agriculture, Food and Natural Resources</td>
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<td>3. Athletics</td>
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<td>5. Computer and Information Sciences</td>
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<td>6. Construction Trades</td>
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<td>7. Cosmetology</td>
<td>0204-0299</td>
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<td>8. Drafting</td>
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<td>9. Elective Activities</td>
<td>0206-0299</td>
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<tr>
<td>10. Energy, Power, Transportation Technology</td>
<td>0207-0299</td>
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<tr>
<td>11. English Language and Literature</td>
<td>0208-0299</td>
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<tr>
<td>12. Family and Consumer Science</td>
<td>0209-0299</td>
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<tr>
<td>13. Fine and Performing Arts</td>
<td>0210-0299</td>
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<tr>
<td>14. Foreign Language and Literature</td>
<td>0211-0299</td>
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<tr>
<td>15. Graphic and Printing Communication</td>
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<td>16. Health Care Sciences</td>
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<td>18. Life and Physical Sciences</td>
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<td>19. Marketing</td>
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<td>20. Mass Communication</td>
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<td>21. Mathematics</td>
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<td>22. Military Science</td>
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<td>23. Multi/Interdisciplinary Studies</td>
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<td>24. Physical Education</td>
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<td>25. Precision Metalwork</td>
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<td>26. Public, Protective, and Social Services</td>
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<tr>
<td>27. Religious Education and Theology</td>
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<tr>
<td>28. Social Sciences and History</td>
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<tr>
<td>29. Special/Exceptional Education</td>
<td>0226-0299</td>
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<tr>
<td>30. Technology Education</td>
<td>0227-0299</td>
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</tbody>
</table>

For the courses listed on the left hand side above, you may use the ranges of codes to reference the full course descriptions provided in the link below.

**Click Here for:** [School Year 2018-2019 Course Codes (xlsx) with full course descriptions](#)