

Frequently Asked Questions

2019 Instructional Material Review

K-12 Math and 7-12 CTE

Q: Will the webinar slides be made available?

A: The slides are posted to the [IMB website](#).

Q: Will the webinar be recorded and shared?

A: We are recording the webinar and hope to have it posted to the website in the next several days. Please check the website often at <https://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/>

Q: Can you provide further guidance surrounding AP&E Math titles? What courses are typically taught in NM?

A: Please see [Attachment 2 of the RfA](#).

Course Codes - 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](#)

Q: Can vendors submit packages in which professional development is included in the pricing structure for math curriculum? (i.e. the cost of professional development is built into our costs)

A: IM Funds cannot be used for the Purchase of PD, so it cannot be listed as Instructional Material on Form E, however, it could be offered for free in the free column of the Form E.

Q: Do we need to have a corresponding title of Spanish to every English title?

A: No, this is not required

Q: Page 12 of your documentation states: "Free Instructional Material: Any free or reduced-cost materials 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." Am I to interpret this as stating that any resource that is provided as gratis in English must also have a Spanish equivalent?

A: No, if an item that is provided for free and there is a Spanish version of that item, it must also be offered as a free item. Each English item does not have to have a Spanish version.

Q: Do materials have to be shipped through the depository or can they be sent directly from a company warehouse? Supplementary materials?

A: The agreement with the state is that all items are available through the depository due to the purchase of materials by private schools. See RfA page 14, Section H.

Q: Where is the list of CTE courses that will be considered for adoption? If we offer programs not on the CTE course list may we submit them as supplementary?

A: Please see Attachment 2 of the RfA. Yes, programs not on the CTE course list may be submitted as supplementary.

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

Q: What is the cost to submit a supplementary program?

A: Please see RfA pages 36-44, specifically page 42.

Q: Does the publisher deliver in person the materials for the summer institute or will there be somewhere specific to ship these resources?

A: The materials must be delivered in person at the summer institute. There must be someone there to verify that all materials have been received and that they are the correct materials.

Q: Is the representative expected to attend the summer institute in-person (aside from dropping off the review sets)? If so, how much time should they expect to be there? One day, two days, etc.

A: If the representative is familiar with the citations and the access to digital material, they should plan to be present for the two days. If the representative is only responsible for checking in material, then the one day should be sufficient.

Q: If some of the core program resources are visual aids, is an electronic version required?

A: No, digital versions of visual aids are not required.

Q: Can all forms be signed digitally?

A: Yes, forms may be signed digitally. Agreements must be original signatures.

Q: If submitting digital materials only do we have to certify availability of print and digital?

A: 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.

Q: What does MSST stand for

A: Manufacturing Standards and Specifications

Q: On the synopsis of material submitted, do we list the total number of programs, the total number of grade levels for all programs, or the actual number of components within each program/grade level to be reviewed?

A: Simply the total number of core titles being submitted for review consideration and number of supplementary titles. You would get this from the Form E. If submitting grades K-5 math as core then you would put 6 in the number of titles for review field under number 7 on Form A.

Q: Will there be an appeal procedure for the decision if the products do not meet research based effectiveness by the PED?

A: No, there is not an appeal procedure if the determination is made they do not meet the research based criteria.

Q: if the program is a bundled student and teacher resources, is that listed first or separate out the student and teacher and then list the bundle?

A: Separate out the SE and list it first if you are making the SE available for purchase to the LEA's. See p.41 of the RFA.

Q: Will online curriculum that is digital only be considered for Core, or is a print option required?

A: If the digital only material is a full year comprehensive program, it will be considered for core.

Q: We do not sell print alone, we sell print and digital together; is this ok?

A: Yes, that is fine. You would list them on the Form E as "mixed print and digital" under the Format Code/Technology column.

Q: If a course on the CTE list does not have standards for alignment, then the program submitted by the publisher must be supplementary?

A: Yes, that is correct. We only review materials for which there are NM CTE standards.

Q: Are we to provide Lexile levels for student materials only?

A: **That is correct.**

Q: If we list a 6 yr price and a 1 yr price for new students entering in later years, do we have to pay a fee for 1 year or is that an alternate?

A: **That would be considered simply a different bundle which would require a separate processing (bid) fee. See language from RfA – “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.”**

Q: Please confirm copyrights must be 2020 or newer? Will items with a copyright of 2019 or older will not be accepted?

A: **We will not accept for adoption consideration copyrights after 2020. For example, we will not accept copyrights of 2021. See the language from the RfA – “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.”**

Q: Page 9 of the RfA says "the provider/publisher will submit a full set of hard copies and corresponding electronic version on a thumb drive". What deliverables are required in print?

A: **No printed forms will be required. All forms will be submitted electronically.**

Q: May districts purchase materials NOT on the approved list? If so how is their use of state funds impacted?

A: **Districts may spend no more than 50% of their Instructional Material funds on items not on the adopted multiple list.**

Q: Is the Lexile level for the CTE materials only?

A: **Lexile levels are required of both math & CTE for Student Editions submitted for consideration as core.**

Q: For Form D, for Quantitative, is the Quantitative that you have listed below, are you wanting the Lexile levels here? And if not, what are you looking for here?

“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?"

A: This question is in reference to the CTE Form D. This Form D has been revised to include qualitative measures and not quantitative measures.

Q: Would you be able to provide me with or point me in the direction for the student enrollments for each of the NM courses for all of CTE and Math?

A: New Mexico Course enrollment numbers are posted on the IMB website.

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/publishers/>

Q: Col M on Form E, PDF or better. Is this only filled out for the Core SE and not other components?

A: 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.

Q: Our teacher's text guide comes with a Flash Drive as an extra resource. Would we be required to submit the resources that come with the materials?

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.

Q: Is there a cost to the Provider/Publisher for submitting?

A: Please see the RfA page 43, "Column J – Bid Fee (processing fee)

Q: This inquiry is surrounding the CTE titles. Can we submit softcover or does

all print need to be NASTA?

“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”

A: Please follow the guidelines for hardcover or softcover according to MSST

Q: On page 10 and page 12 it references bid fees and when they are due. Page 10 indicates the check needs to be postmarked by April 15th. Page 12 indicates postmark is April 12th. Can you confirm which date the bid fee is due by?

A: Bid fees (processing fees) checks need to be postmarked by April 15, 2019 (this has been corrected in the updated RfA now posted on the IMB website.)

Q: How are companies expected to use the depository in conjunction with a digitally delivered curriculum?

A: The depository is already working with publishers of all digital material. Arrange with the depository a process where they receive the order from the LEA, the depository notifies publisher, publisher provides depository or LEA means to access the material, payment is arranged.

Q: Would a sample lesson web link be sufficient for the depository requirement?

A: No, a sample lesson is not sufficient. Access to the full review set must be made available to the Regional Review Centers.

Q: Our program is brand new but was based on an earlier program that has research and was highly recommended by EdReports. Can we use this research for form D?

A: For brand new programs, submit any documentation you believe addresses the requirements of Form D: Research-Based Effectiveness Determination. If a report or evidence is expected at a later date, please provide an expected date for that report on Form D. Materials submitted for core consideration will be reviewed and placed in a pending category until the Research-Based Effectiveness Determination can be verified.

Q: If an item submitted as core scores below the 80% level, would that item be considered as supplemental or simply not approved?

A: 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. (RfA page 11)

Q: Are supplemental resources listed on the multiple list that districts use for purchase?

A: **Materials that are certified as supplementary will be adopted as such and included on the adopted multiple list.**

Q: We supply both a digital teacher's edition and a print one. They are not exact duplicates by virtue of formatting. Would they still be considered an alternate format of each other?

A: **It is the content that must be an exact duplicate, formatting generally is different between print and digital.**

Q: Core material in digital format would be for the teacher edition, student edition, and student workbook. Would classroom support tools be considered supplemental? Do classroom resources require digital formatting?

A: **If the classroom support tools meet the definition for: *Supplementary Materials — supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material*, then they should be submitted as supplementary. Classroom resources do not require digital formatting**

Q: The RFP, page 13 Heading E, item 2c and item 2e are requirements for core materials. Do these items require 'adaptive' resources or can these capabilities be directed by the teacher?

A: **These capabilities can be teacher directed.**

Q: It was mentioned that no pilots can be in place within 12 months of the approval. Could you elaborate on this? Does it mean that a vendor cannot do business within the State during the RFA process?

A: **Explicit pilots of the material submitted for consideration for adoption are not permitted. Providers/Publishers may conduct business within the state during the RfA process for products/programs not being submitted for consideration as core and to be reviewed.**

Q: Are vendors able to submit as a digital Core and Supplemental? For example, we were thinking to submit for K-5 Core and K-8 Supplemental separately.

A: **Materials may be submitted as core or supplemental that is print, digital or both.**

Q: For the Teacher Editions, are they required to be print? Or can they be a digital submission? For a few texts, the TEs are digital only, on our Instructor Resource website.

A: **TEs may be submitted as print or digital.**