

New Mexico Public Education Department Instructional Material Bureau

2020 Request for Applications

Adoption of Supplementary K-2 Structured Literacy Instructional Material

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Secretary of Education**

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

August 6, 2020

The New Mexico Public Education Department (PED) announces the 2020 instructional material process for adoption consideration to the multiple list intended for Provider/Publisher bids in the category of supplementary instructional material for grades K-2 Structured Literacy.

2020 Instructional Material Adoption

New Mexico Public Education Department
Instructional Material Bureau

Request for Applications

2020 Instructional Material
Adoption of Supplementary
K-2 Structured Literacy Material

Released:
August 6, 2020

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 2020 instructional material process for adoption consideration to the multiple list intended for Provider/Publisher bids in the category of grades K-2 Structured Literacy Supplementary Instructional Material.

This Request for Applications (RfA) is authorized by the Instructional Material Law, State of New Mexico, Section 22-15-1 to 22-15-14, NMSA 1978; PED Rule 6.75.2 NMAC and all other applicable laws and regulations.

[Instructional Material Law](#) (search for “Chapter 22 Public Schools” and “Article 15 Instructional Material”) and [Instructional Material Regulation](#)

Overview

Summary of Structured Literacy:

Structured Literacy is characterized by the provision of systematic, explicit instruction that integrates listening, speaking, reading, and writing and emphasizes the structure of language across the speech sound system, the writing system, the structure of sentences, the meaningful parts of words, the relationships among words, and the organization of spoken and written discourse.

Structured Literacy materials are informed by and based on the Science of Reading evidence and competency-based learning by including differentiation for what students know and what they need to know, allowing for personalized instruction. Scaffolding for English learners to aid in their achievement of academic success is within Structured Literacy materials. The materials include all components: phonology, orthography, morphology, semantics, syntax, pragmatics and discourse.

For the purpose of this Request for Applications, Structured Literacy materials are **Supplementary Instructional Materials (SIM)**— 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. All materials submitted for this RfA will be designated as Supplementary Instructional Materials (SIM) on *Form E: List of Instructional Materials*.

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: 2020 Instructional Material Adoption
300 Don Gaspar— Room G-14
Santa Fe, NM 87501

- Via e-mail: imb.contact@state.nm.us
- Website: [NMPED IMB](#)

RfA Information Workshop 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 questions 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.

Webinar: This webinar is to provide general information on the RfA, submission requirements, and completion of required forms.

Date: August 13, 2020

Time: 9am MST

Join Zoom Meeting: <https://zoom.us/j/99565741769>

Meeting ID: 995 6574 1769

Deadline for Written Questions Prior To Workshop: August 11, 2020. In the subject of the email put "RfA webinar questions".

Deadline for Written Questions after Workshop: August 18, 2020. In the subject of the email put "RfA webinar questions".

RfA Informational Conferences for Providers/Publishers

The IMB will schedule conference calls/virtual meetings for prospective Provider/Publisher applicants regarding the requirements of the RfA and the completion of required forms. The purpose of these conferences is to give Provider/Publisher applicants individualized assistance for their unique materials and/or situations as they complete the forms. Conferences will be scheduled as necessary for each Publisher/Provider after the RfA webinar. Provider/Publishers should come prepared to ask clarifying questions about the completion of forms. All provider/publisher staff members who will take part in the completion of the RfA forms should plan to attend the scheduled conferences.

Provider/Publisher Google Drive

The IMB will create a Google shared drive for each publisher that submits material for this adoption. All forms submitted to IMB will be uploaded to the drive for ease of access and use for all involved in the adoption/review process. The publisher drive will be used solely for the purpose of the IMB adoption.

Legislative Funding

The Instructional Material Fund is established in statute to be used for the purpose of paying for the cost of purchasing instructional materials pursuant to the instructional material law. Districts, charters, state-supported, and private schools are allocated instructional material funding on a per student basis. Per Section 22-15-9.C, NMSA 1978, "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—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, adopted in New Mexico Administrative Code (NMAC).

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 (CIM)—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.

Culturally and Linguistically Relevant Materials - instructional materials that authentically and positively reflect the elements of culture such as language, customs and beliefs, traditions and norms.

Depository—an entity approved by the department that represents Provider/Publishers for the purpose of managing district or school instructional material orders. The depository is responsible for accounting, acquisition, storage, distribution and disposition of adopted instructional materials.

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 (EL)—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.

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.

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.

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.

Processing Fee—the 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—an organization or individual, including publishers, that 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 retail 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 the 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.

Structured Literacy—means systematic, cumulative, explicit, diagnostic, and multisensory instruction that includes deep content knowledge and specific teaching expertise that focuses on the elements of phonological awareness, word recognition, phonics and decoding, spelling, and syntax at the sentence and paragraph levels for the prevention of reading deficits.

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

Supplementary Instructional Materials (SIM)— 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 PROCESSING FEE SUBMISSION AND DEADLINES

Required Forms and Submission Dates

All forms can be downloaded from the PED website: [NMPED IMB](#)

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

Figure 1: Form Submission Deadlines

Form	Form Title	Submission Date	Applies To	Submit
A	Provider/Publisher Contact Information	9/15/20	SIM	1—addresses SIM
B	Certification of Instructional Materials	9/15/20	SIM	1—addresses SIM
E	List of Instructional Material	9/15/20	SIM	1—addresses SIM

Figure 2: Addition and Withdrawal Deadlines

Form	Deadline Type	Submission Date	Applies To	Submit
E	Additions to Form E deadline (Supplementary only)	9/30/20	SIM	1— addresses SIM
E	Withdrawal of titles deadline	9/30/20	SIM	1— addresses SIM
E	Addition of free material deadline	9/30/20	SIM	1— addresses SIM

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

The Provider/Publisher should compile all additions (supplementary only) and withdrawals on the consolidated **Form E List of Instructional Material**; submit one revised **Form E** by September 30, 2020 deadline.

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 (6.75.2.9, NMAC).

Provider/Publisher Processing Fee

The Provider/Publisher processing fee must be made via corporate check. The corporate check must be postmarked no later than September 30, 2020. Specific instructions for calculating the Provider/Publisher processing fee are included in this RfA under Section VI, Form E, Column I.

SECTION II: ADOPTION PROCESS AND DESIGNATIONS (Figure 3 Below)

Pursuant to 6.75.2.8, NMAC, 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 herein. Providers may submit print format, digital format, or both and shall certify that their instructional materials are 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 Section 22-23B NMSA 1978 and Section 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.

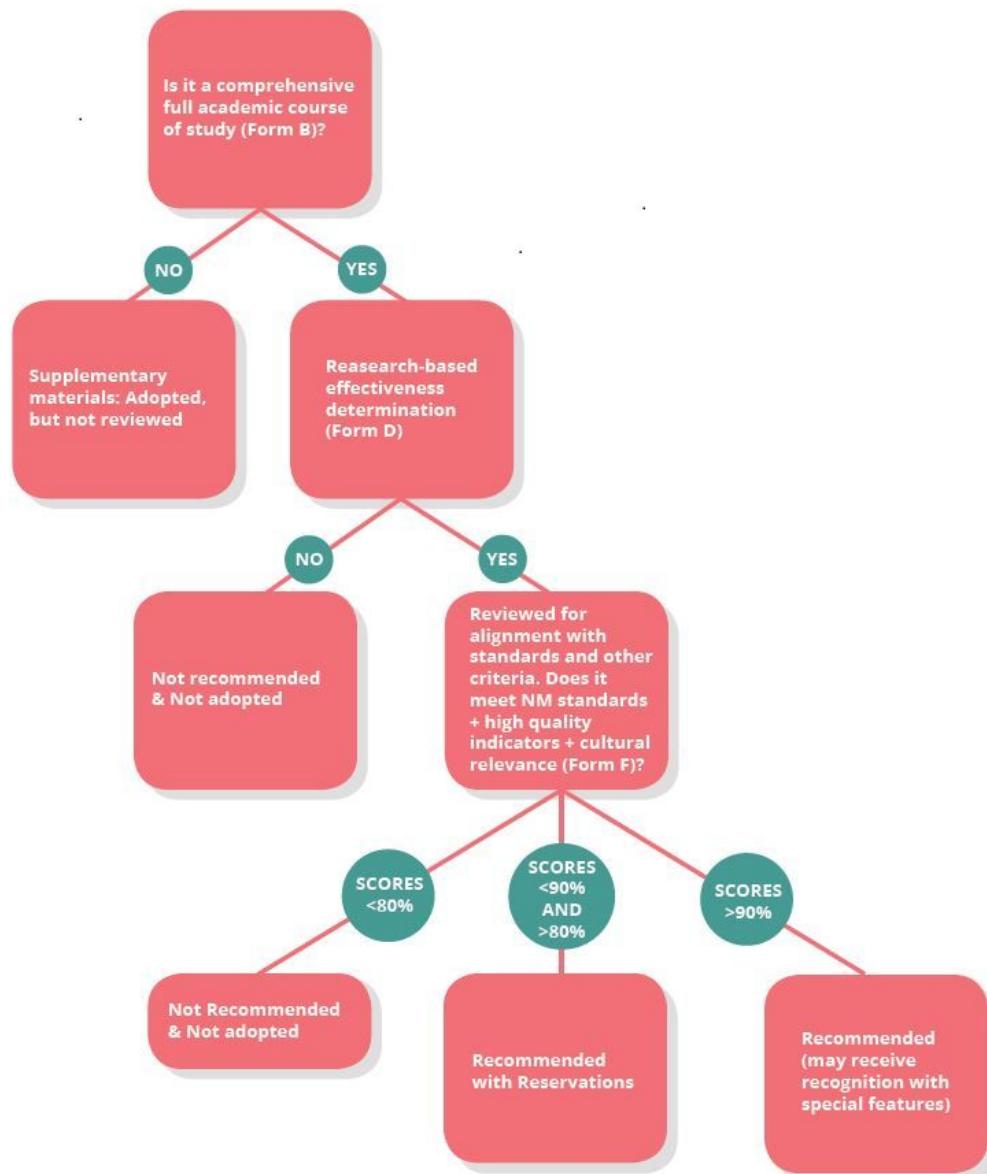
A. Certification as Supplementary

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* that their instructional materials are supplementary instructional material. (Core instructional materials may be submitted for the 2021 K-8 ELA, SLA, ELD and World Languages review if they are a full academic course of study for which the state has adopted content standards and benchmarks.) Form B will certify that all instructional materials listed as 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 Supplementary. *Form B: Certification of Instructional Materials* is due by September 15, 2020. Instructional materials submitted by the Provider/Publisher and not certified appropriately may be disqualified for adoption consideration.

B. Research-Based Effectiveness Determination

The department may accept any applications that satisfy all criteria outlined in this RFA, including criteria for determining research-based effectiveness. Structured Literacy materials found to be research-based effective will be recognized as such on the Adopted 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 timelines summarized in Figures 1 and 2, page 9.

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 Fees

Provider/Publishers must calculate the processing fee with the Form E (9/15/2020) submission and IMB will review calculations and verify the amount by September 17, 2020. Provider/Publisher then submits a corporate check made payable to New Mexico Public Education Department and delivered by United States Postal Service or common carrier, postmarked no later than September 30, 2020, and addressed to IMB. Paid fees are non-refundable, other than over-payment of fees, if identified by the PED verification of Provider/Publisher processing fees.

Fees for submission of instructional material submitted for 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 processing 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: K-2 Structured Literacy.

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 September 30, 2020 and must be in a finished format by September 30, 2020.
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 2021 will not be accepted for the current adoption.
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 into ISBNs on any of the forms.**
8. **Digital material:** All submissions consisting of, or incorporating, digital content must be compatible and readable on any platform.
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.
11. **No alteration of forms:** All forms required by this RfA and submitted to the IMB must remain in the original format (e.g. Excel) until uploaded to the publisher Google drive by the IMB staff. 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.
12. **Compliance with standards:** Instructional material submitted, as further described in this RfA, will meet specified standards.

E. Digital Material Compliance

1. All instructional material submitted that is available in an electronic format for electronic readers, pursuant to Section 22-15-13(E), NMSA 1978. 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.

F. Lowest Available Pricing

All instructional material, both print and digital, submitted by the Provider/Publisher, 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 (including any retail prices listed on publisher websites), 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. The retail price of publisher materials listed on Form E does not/shall not include shipping, handling or any other costs.

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.
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 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

J. Provider/Publisher Agreements

Pursuant to Section 22-15-13, NMSA 1978, 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 processing fees are non-refundable in this event.
3. The Provider/Publisher will include the Transfer of Title Ownership at this time if applicable. [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 seven years and two months (170 months) for submitted instructional material included on the adopted multiple list, starting November 1, 2020 and ending December 31, 2027.

K. Prohibited Activities

1. 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.
2. 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.
3. Provider/Publishers are prohibited from conducting a pilot program in the content area under review in which schools receive free material and professional development during the twelve months prior to the summer review institute.
4. 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.

SECTION IV: CORRECTIONS, ADDITIONS, AND WITHDRAWAL OF SUBMITTED MATERIAL

- A. Corrections
 - 1. Corrections to any Forms A, B and E submitted as a part of the RfA process must be submitted by September 30, 2020.
 - 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 September 30, 2020 with the exception of adding "free" material.
 - 2. The deadline for adding free material is September 30, 2020.
 - 3. New titles added to **Form E** will be subject to applicable Provider/Publisher processing fees.
- C. Withdrawal of instructional material from ***Form E List of Instructional Material***
 - 1. Provider/Publishers may withdraw material from Form E prior to October 14, 2020; however, the original processing 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 supplementary material from Form E after September 30 2020 will result in a penalty to the Provider/Publisher for each title withdrawn in the amount of \$50.00. The original submission processing fee for the title is not refundable.
 - 3. 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: CURRICULUM, AND PROGRAM REQUIREMENTS

A. Adaptive, MLSS, Special Education, and Intervention Instructional Material

1. **General Requirements for Adaptive Student Text, Provider/Publisher Options:**
 - 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-Layered Systems of Support (MLSS)– The 2019-2020 school year is a pilot year that includes RDA sites. This is our new state framework for both academic and behavioral interventions that was previously titled The Student Assistance Team (SAT) and the Three-Tiered Model of Student Intervention. The MLSS provides guidance on the statutorily mandated (Section 22-13-32 NMSA 1978) intervention framework in New Mexico and aims to be more comprehensive, target features of implementation, and to include resources available at each layer of support. The 2020-2021 school year will include the universal adoption of the MLSS framework for all LEAs and independent charter schools.
 - 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 MLSS and special education students must meet the following criteria:

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. **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: 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](#)

Form Submission

All forms must be submitted as an electronic copy via email to imb.contact@state.nm.us

Figure 1: Form Submission Deadlines

Form	Form Title	Submission Date	Applies To	Submit
A	Provider/Publisher Contact Information	9/15/2020	SIM	1—addresses SIM
B	Certification of Instructional Materials	9/15/2020	SIM	1—addresses SIM
E	List of Instructional Material	9/15/2020	CIM and SIM	1—addresses SIM

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

Figure 4: Index to Forms Section

Form	Form Title	Page
A	Provider/Publisher Contact Information	19
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FORM A: Provider/Publisher Contact Information

REQUIRED

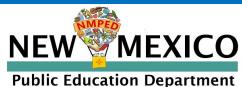
SUBMIT: One Form A

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. **Every Publisher/Provider must have a Publisher code.**
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.
4. Contact information for those needing access to the drive will be communicated to the IMB on Form A.

FORM INSTRUCTIONS:

1. Complete each field.
2. Submit an electronic copy of your form.



FORM A: Publisher Contact Information 2020 Structured Literacy 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: _____ Title: _____
Street Address: _____ City, State, Zip: _____

4. CERTIFICATION: AGREEMENT TO THE 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: _____

6. PROVIDER/PUBLISHER WEBSITE

Web address: _____

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

REQUIRED

SUBMIT: One Form B

PRINT AND DIGITAL MATERIAL

1. Certification per 6.75.2.9.B.2 NMAC that Provider/Publishers certify that each submission is 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 consideration has no cultural bias and provides an accurate representation of various ethnic groups; has no gender bias and promotes gender equality; has no factual error; has no religious affiliation or political partisanship.

PRINT MATERIAL

The *Manufacturing Standards and Specifications for Textbooks* (MSST) shall apply to all textbooks that are submitted for consideration for adoption on ***Form E List of Instructional Material*** for supplementary print material.

1. 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.
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.
3. 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.
4. 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—similar, 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.
5. Print instructional material must conform to the MSST, either at the time of bid submission or no later than October 31, 2020.
6. 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 October 31, 2020
 - 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).

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 October 31, 2020.
2. Identify titles that do not currently conform to MSST at the time of bid submission, but will conform by October 31, 2020.
3. Have the authorized representative—identified in ***Form A Provider/Publisher Contact Information***—complete the eight certifications included with ***Form B***.
4. Submit an electronic copy.



FORM B: Certification of Instructional Materials— Print and Digital Material 2020 Structured Literacy Adoption

Provider/Publisher

Name/Imprint:

Publisher Code:

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 6.75.2.9 NMAC 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 of 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 of 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 demonstrate no cultural bias and provide an accurate representation of various ethnic groups.

Certification of authorized representative for compliance

Name/Title of 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 demonstrate no gender bias and promote gender equity.

Certification of authorized representative for compliance

Name/Title of 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 contain no factual errors.

Certification of authorized representative for compliance

Name/Title of 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 are not religiously affiliated.

Certification of authorized representative for compliance

Name/Title of 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 do not ascribe to politically partisan ideologies.

Certification of authorized representative for compliance with 6.75.2.9.B.1f NMAC

Name/Title of 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 October 31, 2020. 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 October 31, 2020. 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, 2020.

FULL TITLE	IM Code	ISBN

- 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 mark 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 October 31, 2020, 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 of Authorized Representative:

Signature of Authorized Representative:

Provider/Publisher/Imprint: ____ Date:

FORM E: List of Instructional Material

REQUIRED

SUBMIT: One Form E spreadsheet for the entire list of instructional materials submitted.

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.

Definitions for Form E, Instructional Material List

Use the following definitions for identification of type of instructional material:

- **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 R, Adaptive.
 - **Supplementary Textbook:** 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.
1. **Alternative Format (AF)**—the exact duplicate version of the title submission using: (a) an alternate format such as CD ROM, web-based program, DVD, or compact disc OR (b) a Spanish-translation version It does not include bundles or kits.
 2. **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.
 3. **Classroom Bundle (CB)**— multiple items of instructional material of a curriculum program used to deliver instruction by the teacher to the students and packaged together for one retail price. *A classroom bundle includes the student edition(s) and teacher edition(s).*
 4. **Classroom Core Kit (CC)**—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.
 5. **Classroom Support Kit (CK)**—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.
 6. **eBook**—the electronic counterpart of a printed book that can be viewed on a desktop computer or a portable device such as a laptop, smartphone, or e-book reader.
 7. **Free Material**—material that is offered gratis.
 8. **Manipulatives (MN)**—three-dimensional teaching aids and visuals that teachers use to help students with core concepts. Typical tools include counting beads or bars, base ten blocks, shapes, fraction parts, rulers, flashcards, letter tiles, letter cubes and sentence building strips.
 9. **Online Courses/Programs (OL)**—instruction in which courses use the Internet 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.

10. **Online Cyber Courses/Programs (OL)**—computer-based instruction in which courses use the Internet 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.
11. **Other Bundle (OB)** -- multiple items of instructional material of a curriculum program used by students and/or teachers that are packaged together for one retail price. *The other bundle does NOT contain the student edition nor the teacher edition.*
12. **Set (ST)**—unified or chronological instructional material packaged together as a single unit, with one retail price. These would include material such as an encyclopedia.
13. **Student Bundle (SB)**— multiple items of instructional material of a curriculum program used by an individual student and/or group of students that is packaged together for one retail price. *The student bundle includes the student edition(s), but NOT the teacher edition(s).*
14. **Student Edition (SE)** – Instructional Material used primarily by the student for instruction in the content.
15. **Student Support Kit (SK)**—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.
16. **Student Workbook (SW)**– Supplementary material usually containing practice problems.
17. **Teacher Bundle (TB)** - multiple items of instructional material of a curriculum program used by the teacher that is packaged together for one retail price.
18. **Teacher Support Kit (TK)**—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.
19. **Teacher Test Package (TP)**– 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.
20. **Teacher Workbook (TW)**– Supplementary materials used to complete the alignment to the content standards or to support the teacher edition of a curriculum program.

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: “Structured Literacy”: Supplementary titles and Supplementary material. (**See example below.**)
 - i. Supplementary titles should be listed first. All material related to the primary student edition will be listed below the student edition.
 - ii. Other material submitted for supplementary consideration should follow the listing of the primary supplementary titles.
 - 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 the drop down list.
 - c. Organizing TAB 1: “Structured Literacy” (Directions are also on *Form E: List of Instructional Materials*.)
 - i. List the Primary Supplementary material first.
 - ii. List additional material such as resources, additional full program support, etc. next.

Instructions for Each Column

A. Column A—SIM (Designate as Supplementary)

Use the definition section to help determine if an item should be submitted as Supplementary, the only submissions being accepted for this adoption. Enter SIM for titles that meet the definition of supplementary material, such as student support kits.

- SIM: supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material: (1) primary supplementary titles, 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: Structured Literacy materials are eligible for submission as 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 material.**

List any other pertinent information related to this material. For example: length of a subscription, license for 20 students, contents of a bundle, etc.

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 ISBNs, 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 only 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 any ISBN from prior adoptions or from the 2020 Structured Literacy 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

The Subject category is “English Language Arts” and should be selected from the drop down menu.

F. Column F—Subject Sub-Category

The subject sub-category is “Structured Literacy” at the appropriate grade level for the instructional material and should be selected from the drop down menu.

G. Column G—Instructional Material Code

Use the pull-down menu to enter the instructional material code. See [Definitions for Form E, Instructional Material List](#) for definitions that correspond with the IM code. Below are the available codes.

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

* 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.

Format	Code		Format	Code
Compact disc/CD ROM	CD		Mixed—print and digital	MX
DVD	DV		Online; web-based	OL
eBook	EB		Print	PT

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. This column must have a digital entry only and must match the lowest price the materials are being offered anywhere (including publisher websites.)
 ***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 irrevocably 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—Processing Fee

1. Enter the retail price for each item listed on Form E, including the purchase cost for free material. **The following are exceptions for which the processing 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 OR (b) a Spanish-translation version or special education companion edition. **Bundles are not considered an alternative format.**
 - b. The 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 processing 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 processing 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

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

Examples of Retail Price and Processing Fees

Alternative Format →
Alternative Format →

Bundles with different elements have separate processing fees. For OL bundles, calculate SSC and enter as processing fee.

Title and Description	IM Code	Format Code	Retail Price	Bid Fee
Elements of Literacy	SE	PT	125.00	125.00
Elements of Literacy	TE	PT	99.00	99.00
Elements of Literacy	SE	PT	35.00	35.00
Elements of Literacy (OL, AF)	SE	OL	125.00	0.00
Elements of Literacy (Spanish AF)	SE	PT	125.00	0.00
Elements of Literacy	TP	CR	200.00	200.00
Elements of Literacy: OL yearly subscription for 20 users	SB	OL	4,500.00	1,350.00
Elements of Literacy: OL yearly subscription for 20 users plus workbooks	SB	MX	5,000.00	1,500.00
Elements of Literacy: OL 6 year subscription for one student license	CB	OL	200.00	200.00

The processing 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 Level

Enter the lowest grade level for which the material is designed.

L. Column L—High Grade Level

Enter the highest grade level for which the material is designed.

M. Column M—PDF or better

All instructional materials 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.

N. Column N—Specify Format type for PDF or better

Specify the type of format for the electronic material (e.g., PDF).

Format	Code
DjVu	djvu
EPUB (IDPF)	epub
eReader	pdb
FictionBook	fb2
HTML	html
Kindle	azw
Microsoft Reader	lit
Mobipocket	Mobi
Other	othr

Format	Code
Multimedia EBook	exe
Newton Book	pkg
OpenXPS	oxps
Plain text	txt
Plucker	pdb
Portable Document Format	pdf
PostScript	ps
Tomb Raider	tr

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 O.**

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

		IM Code	Free	Free Conditions
OK	►	TE	Yes	One TE at a ratio of one per teacher for each grade level classroom
OK	►	TE	Yes	Upon request, one TE for each teacher using material during first year of implementation
Disallowed	►	TE	Yes	One TE for each 25 student editions purchased
Disallowed	►	TE	Yes	One TE for each material purchase of \$10,000
Disallowed	►	TE	Yes	Free upon request; one per teacher user, with a minimum purchase of 50 student editions
OK	►	SE	Yes	One print edition free with each online subscription purchased
OK	►	SB	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.

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

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 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 population, choose the one that is most relevant. If none of the categories below applies to a title, leave the cell blank.

OTHER POPULATIONS	
BIL	Bilingual
EL	English Learners
MLSS	Multi-Layered System of Supports--Layer 1, 2, or 3
SP	Special education

T. Column T—Copyright Year

Enter the copyright year for the material.

U. Column U—Imprint

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FORM E: List of Instructional Material



**FORM E: List of Instructional Material 2020
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What to submit

1. One single **Form E**; must be submitted in digital copy.