

2021 K-8 ELA, SLA, ELD, WL and SL Questions About the RfA

Q: If we submitted programs to the recent structured literacy RFA, should we also submit to this call?

Q: What differences will there be between this Request for Applications (RfA) for Structured Literacy dated 10/6/20 and the one dated 8/6/20? Is there any advantage to a publisher of K-12 Structured Literacy Materials to submit to the 10/6/20 RfA if the publisher has been approved for K-2 in the previous RfA? Would the publisher be able to submit its Structured Literacy materials for Grades 3-8, resulting, if approved, in materials for Grades K-8 being approved by the end of the two RfAs (August and October)?

A: You do not need to submit SL materials again if they were submitted during the SL RFA. If you have additional materials that were not submitted because they are for higher grades, yes, you can submit those under this RFA.

Q: For a program that has a compilation of authentic texts, would you like the Lexile for the individual texts, or the Lexile range for all of the texts, or one Lexile for all of the texts?

Q: Regarding Lexile scores – Are Lexile scores required for Supplementary submissions?

A: Lexile scores are required for core submissions. If a lexile level is available for supplementary submissions, it can be listed on the Form E. If the compilation of authentic texts is being submitted as supplementary, there is not a requirement to include lexile levels.

Q: When is notice of intent due?

A: There is no specific due date. However, the sooner it is submitted, the sooner we will be able to schedule a video conference to answer specific questions.

Q: What do you mean by “approximate number of supplementary materials (includes supplementary bundles, kits, and teacher resources)”?

A: One purpose of the “Intent to Submit” form is to establish an estimate of the number of materials each publisher will be submitting; please provide as accurate an estimation as possible to the actual number of materials you might submit. Do not hold up submitting the Intent to Submit form to submit accurate numbers; the purpose is to know who will be submitting and about how many materials we can expect to be submitted.

Q: In the bid instructions, I don’t see anything about indicating alternate formats. Is the concept of alternate formats (in terms of bid fee, etc.) going away?

A: Alternate formats are not considered as part of the processing fee calculations. Please identify Spanish translations in the Material Title column (D).

Q: On the bid, what are you looking for in column K Grade Level vs. what you’re looking for in Columns L (Low Grade Level) and Column M (High Grade Level)?

A: Column K is for listing the grade level for which the material is aligned to the standards (core). The low grade and high grade is primarily for supporting districts with the selection of supplementary materials that may be appropriate for multiple grade levels.

Q: On the bid template there is a column for “provider/publisher video for website”. Can you confirm that this is for core programs only?

Q: Can you confirm when the provider/publisher video is due? It looks like the video link is due with the bid on 11/13/20. Should the provider/publisher video link only be listed on the same row as the Core SE for each grade level/program?

Q: When is the review set/citation video(s) due?

A: The video link requested on the Form E is for the core SE and should be listed in the row of the core SE only. This video is different from the citation video. This video will be posted on the HQIM Reviews website for materials designated as Recommended or Recommended with Reservations and its purpose is to support districts with information about the materials, their organization and standards alignment. It is NOT a sales video. The citation video link will be due as part of the initial Form F on February 5, 2021.

Q: When I click on the Form F Webinar Registration Link in the RFA, I’m not taken to a registration page like I was for the Publisher Call Registration Link, it actually launches a meeting and asks if I want to join with or without video. I’m assuming the link is wrong?

A: The link has been corrected in the October 6, 2020 version of the RFA.

Q: What World Languages would you like to see represented for a SIM response?

A: See the drop down menu on Form E.

Q: Can you explain what your definition of "processing fee" is?

Q: Regarding Page 14, Publisher Processing Fee – When in the submission process is this fee due?

A: All submissions are subject to a processing fee. The fees charged to vendors are for each item of instructional material submitted for adoption, not to exceed the retail price. The processing fee is due December 11, 2020.

Q: Regarding Page 15, #7 – Does every individual title need an ISBN # or can ISBN # apply to a collection?

A: Each row of the Form E must have a unique ISBN. There should not be any duplicate ISBNs. If materials are bundled together and sold at one price, that bundle must have its own ISBN.

Q: Are all vendors required to have a designated New Mexico Distribution Point/Depository even if all our materials are online/digital?

A: Yes, all adopted materials go through the Archway Depository, even digital materials.

Q: If we are submitting Supplemental materials only - Does Form D need to be completed?

A: Form D only needs to be submitted for *core* material submissions.

Q: Is the New Mexico Distribution Point/Depository something you can provide for us if we don't already have it?

A: We use Archway Depository for the adopted materials. You can contact Desa Rogers at the depository to get a publisher code for your company and ask questions you may have for her. Her contact information is in the RfA.

Q: Where on form D does it indicate if it's for SLA or ELA? She said there were two separate forms for ELA and SLA?

A: You will find two Form Ds on the publishers page of the IMB website. One is for ELA; the other is for SLA, WL, and ELD. Please be sure to submit the correct form D.

Q: How is this review process different for supplemental materials since there will not be a Form D?

Q: How do vendors know if their supplementary materials are approved or are they automatically approved?

A: The basic difference is that we do not review supplementary materials. They are automatically adopted if all the requirements of the RfA are met.

Q: Which is the earliest copyright accepted?

Q: Does our copyright have to be 2021? Or can it be 2020?

A: We cannot accept a copyright of 2023 or beyond. So, a copyright of 2022 is acceptable. The only restriction is that you can't submit a copyright of 2023 or beyond into the future. So, 2023, 2024, 2025, etc. would not be acceptable.

Q: For clarification, can publishers have pilots going after the review?

A: Pilots of submitted materials can happen after the review institute.

Q: The citation video with the Form F is different from the one due on the Form E this year, correct?

Q: The video is for Core only, correct?

A: The video submission for Form E is for our HQIM website that is in development. It is meant to provide districts with information about the core programs that have been reviewed in New Mexico. The video on Form E is only for **core** programs; the video link only needs to be inserted in the Form E in the row of the student edition submitted for review.

Q: Is the Jpeg required for supplemental materials or Core only?

A: The jpeg (image) requirement is for **core** materials only and should be inserted in the Form E in the row of the student edition submitted for review.

Q: Please name the forms one needs to complete if one is submitting supplementary IM only.

A: Submit Forms A, B, and E for supplementary IM.

Q: By supplementary on this slide, do you mean ancillary? Materials that are part of the core program rather than actual supplemental programs?

A: Supplementary materials can be both materials that support core programs, such as math manipulatives, AND supplemental programs, such as a reading intervention program.

Q: The processing fee is only a one time fee, correct?

A: Yes, it is a one time fee.

Q: Can the lexile listed in Form E be the lexile range that is found within that student text?

A: Yes, the Lexile listed in Form E can be the Lexile range found within the student text.

Q: For core materials, are you wanting a program that goes across K-8, or could the core materials be just for 6-8?

A: You may submit for any and/or all grade levels, so the core materials could be for just 6-8.

Q: I understand that there is a 35% processing fee for the items that we list of form E. If we offered tiered pricing do we need to pay 35% for each tier? For example, if we have both a \$10 tier and \$9 tier for the same product do we have to pay a 35% processing fee for each even if it is the same product?

A: Each item listed on the Form E is subject to a processing fee. Each item/ISBN must be listed only once on each Form E. Tiered pricing for the same product is not an acceptable way of listing materials.

Q: Is the purpose of this RfA to create an approved publisher list or will it result in a purchase?

A: Each district makes their own selection through a local adoption process and purchases are made at the district and school level. The purpose of the RfA is to provide the districts and schools with a list of approved and adopted instructional materials to use when making their instructional material purchase decisions.

Q: Are New Mexico districts required to only purchase products adopted through this RFA?

A: 100% of allocated instructional material funds may be used to purchase items from the Adopted Multiple List. Up to 50% of those funds may be used to purchase items not on the Adopted Multiple List and up to 25% of that 50% may be used to purchase other classroom materials.

Q: If we have an ELA program that was added to the state list in the last couple of years can we resubmit the program? If not, will said program be removed from the list when the newly selected programs are approved next summer or will it remain on the list for the entire next cycle?

A: All programs currently on the K-8 ELA multiple list are under agreements that will expire on December 31, 2021. It is necessary to submit materials you wish to be considered for adoption on the instructional materials Multiple List for the adoption cycle that begins January 1, 2022 to December 31, 2028 following the requirements of the 2021 K-8 RfA and adoption process.

Q: Is the RFA calling for materials for ELD K-6 or just for the English Language Arts ELD - Grades 6-8 course listed on p. 63? I see ELA/ELD 6-8 and ELD K-6 in the sub-category column, but I only see “English Language Arts ELD Mid” under the list of Course Codes and Descriptions on page 63 of the RfA.

For ELD K-6, can a publisher submit for a subset of the grades or do they have to submit for all grades K-6?

A: The RFA is for K-8 ELD. The course codes on p.63 may not be entirely inclusive of all ELD courses and instructional material needs. You may submit for a subset of the grades.

Q: For ELD standards, is the expectation to have correlations to the WIDA standards 2020 Edition (to be released winter 2020-2021), correlations to the WIDA Can Do Descriptors, or a WIDA Prime V2 correlation?

A: The correlations will be to the current WIDA standards. If the 2020 Edition is released in time for the IMB to use them in the Form Fs—which is certainly what we want--then they will be used. If not, the 2012 standards will be used. ELD specific criteria developed by ELD content experts in collaboration with the IMB will also be on the Form F.

Q: In the bid instructions, I don't see anything about indicating alternate formats. Is the concept of alternate formats (in terms of bid fee, etc.) going away?

A: We are no longer identifying alternate formats of materials. All items listed on the Form E are now subject to a 35% of retail price processing fee. Please identify Spanish translations in the Material Title column (D).

Q: When I had my K-2 Structured Literacy bid review call, it was mentioned that for the K-8 adoption there would be the option of providing regular ELA correlations or ELA + Structured Literacy correlations. According to the RfA it looks like there are just regular ELA standards (with the 15% state-specific standards) and Structured Literacy is going to be a supplemental option only, just like in the K-2 Structured Literacy RfA. Is that correct?

A: The state does not have adopted standards for Structured Literacy, so we will not review those materials on their own. However, there will be a way to submit core ELA materials that also support structured literacy; however, the exact citations and rubric have not been finalized at this point.

Q: If our digital SE and digital TE are submitted as the CORE components, will we be allowed to also include the print versions of those components in the Summer Review Institute samples (like we did for ELA 9-12)?

A: Additional information needs to be considered. This will be addressed in individual video conference times with IMB.

Q: What World Languages would you like to see represented for a SIM response?

A: See the drop down menu on Form E, Column F.

Q: For Structured Literacy, are you looking to include cultural literature? If so, what cultures should take precedence? Are you looking for cultural diversity as well?

A: Cultural literature should be submitted in the ELA category. The cultures indigenous to New Mexico take precedence.

Q: Can you explain what your definition of "processing fee" is?

Q: Regarding Page 14, Publisher Processing Fee – When in the submission process is this fee due?

A: All submissions are subject to a processing fee as per the Instructional Material Law (State of New Mexico, Section 22-15-1 to 22-15-14, NMSA 1978). The fees are charged to vendors for each item of instructional material submitted for adoption, not to exceed the retail price. The processing fee is due December 11, 2020.

Q: Regarding Page 15, #7 – Does every individual title need an ISBN # or can ISBN # apply to a collection?

A: Each row of the Form E must have a unique ISBN. There should not be any duplicate ISBNs. If materials are bundled together and sold at one price, that bundle must have its own ISBN.

Q: Samples/Review Sets – Could you please clarify which samples are required and if they are to be physical, digital, or both? And are samples to be representative or full sets of all materials?

A: We do not accept sample materials. If you are submitting core instructional materials, a review set for each core title will be submitted to the Summer Review Institute for review. Core review sets are also sent to each Regional Review Center after the Summer Review Institute for perusal by school and district personnel. The review sets can be print, digital, or both and must include the full teacher edition, the full student edition, and possibly the full student workbook. We will address questions about what should comprise a review set in publisher video conferences. If you are submitting supplementary instructional materials, no materials need to be submitted. Please refer to the RFA for definitions of core instructional materials, supplementary instructional materials and review sets starting on page 7.