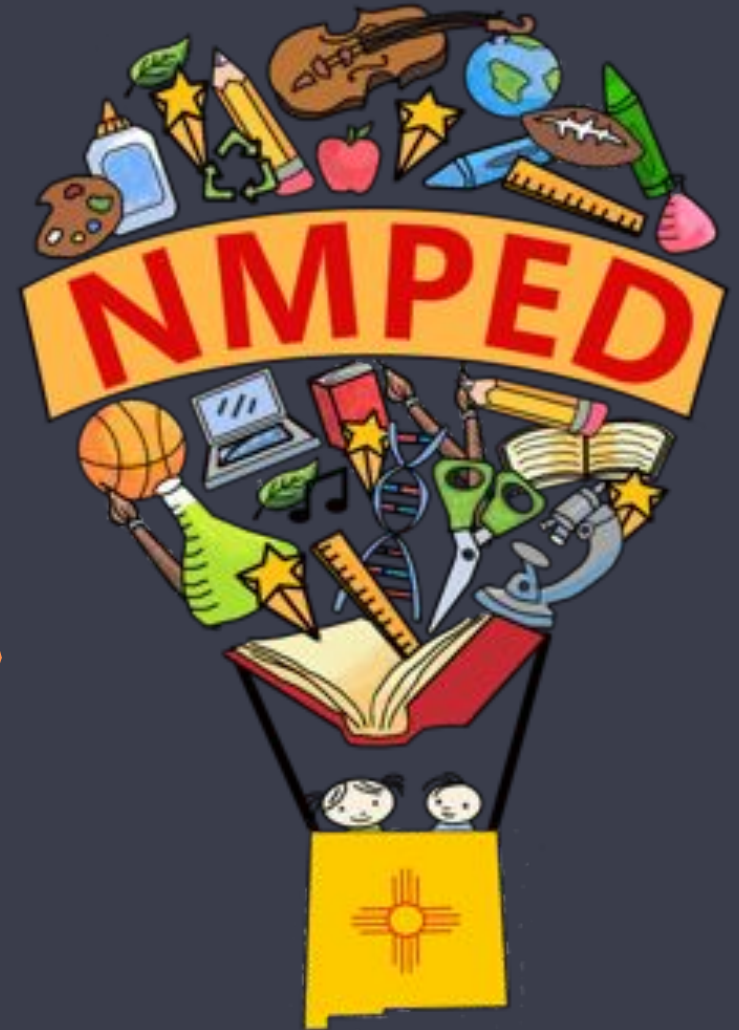


Request for Applications (RFA) Informational Webinar

Core and Supplementary
Instructional Material

Investing for tomorrow, delivering today.



Instructional Material Bureau Staff

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All provider/publisher correspondence should be addressed to:

IMB.contact@hprec.org

Today's Agenda

- ❖ What can be submitted with this RFA?
- ❖ Overview of the Adoption Process
 - Forms A and B
- ❖ Deadlines
- ❖ Important Items from the RfA
- ❖ Publisher Responsibilities
 - Forms C, D, and E
- ❖ Q & A

What can be submitted?

The 2023 adoption/review is for:

- ❖ K-12 Computer Science
- ❖ K-12 Health Education
- ❖ K-12 Physical Education
- ❖ 7-12 Career and Technical Education (CTE)

➤ *Reference Attachment 2 Link for NM Course Codes and Descriptions in this RFA.*

What can be submitted?

- ❖ Grade K-12 **Computer Science, Health Education, and Physical Education** and grade 7-12 **Career and Technical Education (CTE)** instructional materials which constitute the necessary instructional components of a full academic course of study must be submitted as **core** instructional material. (CIM)
- ❖ Grade K-12 **Computer Science, Health Education, and Physical Education** and grade 7-12 **Career and Technical Education (CTE)** instructional materials used to reinforce, enrich, or enhance instruction driven by core instructional material may be submitted as **supplementary** instructional materials. (SIM)

Overview of the Adoption Process

- ❖ Definitions
- ❖ Form A
- ❖ Certification of material
 - Certification as core and supplementary
 - Form B
- ❖ Adoption Process and Designation
- ❖ Overview of Review Process

Key Definition

- ❖ 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).

Key Definition

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

Key Definition

- ❖ Supplementary Instructional Materials – supporting instructional material used to **reinforce, enrich, or enhance** instruction driven by core instructional material. Pursuant to Section 22-15-8 NMSA 1978, the department may choose not to review supplementary materials.

Key Definition

- ❖ 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 a review by nationally-recognized, independent experts in curricula review or an independently conducted experimental or quasi-experimental research study. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency as measured by the state assessment.

Form A: Publisher Contact Information

- ❖ Authorized representative must have authority to make the required certifications.
- ❖ The *Designated Contact Representative* (#5) will be the primary contact for IMB to correspond with relating to bid submissions, deadlines, forms and other issues. Please provide direct email addresses, not a group/generic email address.
- ❖ Contact information for personnel available during the dates of the Summer Review Institute via phone or email for support with Form F citations, digital access questions, and instructional material questions. (core submissions only)
- ❖ Please complete the [Intent to Submit Form](#) and submit it to inform the IMB of your intent to submit core and/or supplementary instructional materials under the current RfA. The submission of this form is not a commitment to submit an application. The link to this form is #6 on Form A.
- ❖ Submission of your Form A to IMB.contact@HPREC.org will signal our team to create/open your publisher Google drive & schedule a virtual meeting.

Certification as Core or Supplementary

- ❖ Providers/Publishers shall certify on *Form B: Certification of Instructional Materials* whether their instructional materials are:
 - core instructional materials *(See definitions on pages 6-8 of this RFA)*
 - supplementary instructional materials *(See definitions on pages 6-8 of this RFA)*
- ❖ Form B will certify that all instructional materials listed as core and/or supplementary on *Form E: List of Instructional Materials* comply with the definitions as defined within this RfA.
- ❖ Providers/Publishers may submit instructional material for adoption consideration in print format, digital format or both.

Certification as Core or Supplementary (cont'd)

- ❖ The department shall determine whether the provider/publisher has appropriately categorized each submission and may reclassify material if necessary.
- ❖ OER and OSC instructional material may be considered for adoption by the department as either core or supplementary.
- ❖ Instructional materials submitted by the provider/publisher and not certified appropriately may be disqualified for adoption consideration.

Form B: Certification of Instructional Materials

- ❖ Authorized representative must complete all certifications for core and supplementary submissions.
- ❖ All submitted material (print and digital) must be certified as core or supplementary.
- ❖ All print material must meet Manufacturing Standards and Specifications for Textbooks (MSST).
- ❖ Titles currently not conforming to MSST must conform by December 31, 2023 and be identified on Form B.

Form B: Certification of Instructional Materials (cont'd)

- ❖ All material submitted must conform to requirements of the Consumer Product Safety Improvement Act (CPSIA).
- ❖ All materials submitted must demonstrate no cultural or gender bias.
- ❖ All materials submitted must demonstrate no factual errors, no religious affiliation and no politically partisan ideologies.
- ❖ All core titles submitted in print version must be available in electronic format.
- ❖ All digital materials submitted must comply with the Web Content Accessibility Guidelines (WCAG).

Overview of Review Process – Core Material

- ❖ Reviewed by Level II and Level III teachers.
- ❖ Summer Review Institute – June 2023 (Exact dates will be communicated as we approach the Institute.)
- ❖ Materials are scored for alignment with all standards and other criteria for determining high-quality.

Classification of Adopted Instructional Materials

- ❖ Instructional material submitted for adoption as core; verified by the department to meet the definition of core; and reviewed for alignment with state academic standards and other criteria as specified in the appropriate Form F, shall be classified as follows:
 - Recommended
 - Recommended with Reservations
 - Not recommended; Not adopted
- ❖ Based upon the results of the review, the department will make adoption recommendations to the secretary using the classification guidelines.

Classification of Adopted Instructional Materials (cont'd)

- ❖ Recommended
 - Core instructional material that scores at 90% or higher on all identified criteria may be designated as Recommended and may also receive recognition for special features identified by the department.

Classification of Adopted Instructional Materials (cont'd)

- ❖ Recommended with Reservations
 - Core instructional material that scores 80-89% on all identified criteria may be designated as Recommended with Reservations.

Classification of Adopted Instructional Materials (cont'd)

- ❖ Not Recommended; Not Adopted
 - Core instructional material that scores less than 80% on all identified criteria will not be recommended, will not be adopted and will not be included on the multiple list.

Funding for Instructional Materials

- ❖ Annual appropriation made by legislature for districts and charter schools to purchase instructional materials.
- ❖ The appropriation for this adoption will be made during the 2024 Legislative session.
- ❖ The state enters into agreements with adopted publishers.
- ❖ LEAs make purchase decisions at the local level for SY24/25.

Deadlines

Form Submission Deadlines

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- ❖ Form A - Due **November 4, 2022**
- ❖ Forms B, D (core only) & E - Due **November 28, 2022**
- ❖ Processing Fee - Due **December 16, 2022**
- ❖ Initial Form F - Due **February 1, 2023**, completed in Google Drive
 - Feedback on Form F communicated by February 22, 2023
- ❖ Final Form F - Due **March 8, 2023**
- ❖ Form C - Due **March 8, 2023** (subject to change)

Addition and Withdrawal Deadlines

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- ❖ Withdrawal of Titles
 - Deadline **January 13, 2023**
- ❖ Additions to Form E (supplementary only)
 - Deadline **March 8, 2023**
- ❖ Addition of Free Material
 - Deadline **March 8, 2023**

Important Items from the RFA

Important Items from the RfA

- ❖ Materials that conform to all requirements in the RfA will be included in Publisher Agreement
- ❖ Transfer of Title Ownership – If submitted material is sold to new publisher during 6 year adoption
- ❖ Processing Fee – all submissions subject to processing fee, auto-calculated in Form E
- ❖ General Requirements
 - Current Copyright - 2024
 - ISBN – 13 digits only (no dashes)
 - Digital Material must have an ISBN or a 13 digit unique identifier
 - Digital Material accessible and readable on any platform

Lowest Available Pricing

- ❖ Provider/Publisher must offer New Mexico lowest prices being offered anywhere (including website pricing)
- ❖ All price reductions must be communicated to PED and then we will inform the Depository.
- ❖ All price reductions are communicated to the depository and posted to the Adopted Multiple List once a month when time allows. Please keep this in mind when submitting price changes.

Provider/Publisher Responsibilities

Form A Submission

❖ Form A Submissions are to be sent to:

IMB.CONTACT@HPREC.ORG

Prohibited Activities

- ❖ Contact with reviewers, review team leaders or facilitators of record.
- ❖ Contact with Secretary of Education or designate(s).
- ❖ Submitting material through method other than review and adoption process.
- ❖ Conducting a pilot program for core instructional material in which schools receive free material and/or professional learning less than 12 months prior to Institute.
- ❖ Selling or providing electronic “delivery systems”* with purchase.

**Publishers may not offer such items as part of the RfA, and may not offer such items as an incentive to school districts or schools to purchase the publisher’s material.*

Provider/Publisher Responsibility for the Summer Institute June 2023

- ❖ Submit Review Sets – prior to the Institute shipped to a location in the Albuquerque area that will be communicated at a later date.
 - Each title submitted for core consideration should have six (6) review sets.
 - Each review set must contain exact items used for citations on Form F.
 - Each review set must have the same Form C attached.
 - Each review set should be bound together.
 - Three review sets should be accompanied with a prepaid return shipping label. Unused review sets will be returned to the publisher.
 - Each review set should contain a printed copy of the final Form F.
 - Each review set should contain a printed document that reflects any citation abbreviations, acronyms, digital access information, etc.

Form C: Official Sample Label

- ❖ Each item in each review set will have the same Form C affixed to it if the review set is not shrink wrapped or boxed as a full set.
- ❖ Affix to all core material submitted to be reviewed. (No pricing included)
- ❖ Affix to all core material submitted to the Regional Review Centers. (Pricing included)
- ❖ Label may be resized to fit material.
- ❖ If instructional material does not have physical form, affix to representation of the material.
- ❖ Include all access information for digital material.

Form C: Official Sample Label

FORM C: Official Sample Label 2023 Adoption	
NEW MEXICO PUBLIC EDUCATION DEPARTMENT Official Sample Label 2023 Adoption Grades 7-12 Career and Technical Education, Grades K-12 Computer Science, Grades K-12 Health Education and Grades K-12 Physical Education Contract Period 2024-2029	
This item is an exact copy of the material to be furnished under our agreement with the New Mexico Public Education Department (NMPED). Material furnished pursuant to the agreement shall be of the SAME quality in all components as the copy. The student edition (SE) meets the established minimum standards for such material as recognized by the National Association of State Textbook Administrators (NASTA). The agreement price is not to exceed the lowest price for which this item is being proposed or offered for sale elsewhere in the United States.	
PROVIDER/PUBLISHER/IMPRINT:	
SUBJECT CATEGORY:	
SE MATERIAL TITLE (FROM FORM E):	
STUDENT EDITION ISBN (FROM FORM E):	
GRADE LEVEL/SUBJECT SUB-CATEGORY:	
LEXILE LEVEL:	
COPYRIGHT DATE:	
NUMBER OF ITEMS IN REVIEW SET:	
PRICE OF THIS ITEM (for Regional Review Center only):	
EQUIPMENT AND TECHNOLOGY SPECIFICATIONS:	
Identify any equipment, technology support, log-on information, IDs, passwords, browser requirements, URL for any material that must be reviewed in digital format (not print edition).	

Review Set & Citation Video Presentation

- ❖ Provider/Publishers submitting core material are required to create a short informational video presentation, no more than 20 minutes.
 - If there are multiple grades with similar features, a single video to cover those grades is acceptable.
 - Each video must be hosted by the provider/publisher on a website with easy access by Institute reviewers and IMB staff.
 - Each video must be complete and accessible by the initial Form F deadline and the link provided on the cover page of the Form F.
 - See RfA page 24 regarding guidelines for video presentations.

Specialty Equipment and Technology Support for Review of Digital Material

- ❖ Digital materials must be accessible and useable from any device/computer/web browser.
- ❖ If additional technology is required during the Institute, it is the responsibility of the provider/publisher to provide and set up that technology.
- ❖ The provider/publisher is responsible for providing links, passwords, usernames and access needed to review online materials. This information must be on the Form C and Form F.
- ❖ Provider/Publisher is responsible for ensuring that IDs and passwords are functional.

Form D: Research-Based Effectiveness Determination

- ❖ For each core CTE, Computer Science, Health Education, and PE title, the provider/publisher must submit documentation of the following:
 - ◆ *Please choose only ONE option on each Form D.*
 - Review by nationally recognized, independent experts in curricula review [complete Option 1]; OR
 - Independently conducted experimental or quasi-experimental research study [complete Option 2]; OR
 - LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment [complete Option 3]; OR
 - No evidence of research-based effectiveness is available.

Form D: Research-Based Effectiveness Determination

- ❖ Complete and submit a Form D for each core title submitted.
- ❖ The instructional materials submitted for core consideration may demonstrate they are research-based. If evidence of research-based effectiveness is available and submitted by the provider/publisher, it will be reviewed and may be provided to LEAs for their adoption consideration if the core materials are adopted (80% or higher).
- ❖ If evidence of research-based effectiveness is **not** available, please select “**No evidence of research-based effectiveness is available**”.
- ❖ Form D Notification as to whether or not submitted materials are accepted for review will be communicated to the provider/publisher by **December 5, 2022**.
- ❖ The Instructional Material Bureau reserves the right to accept or reject any submission for core review regardless of evidence of research-based effectiveness.

Form E: List of Instructional Material for Adoption

- ❖ Submit a single consolidated Form E.
- ❖ Core material should be listed first, then supplementary by title.
- ❖ The core student edition submitted for review and listed on the Form F should be listed first, bolded and highlighted.
- ❖ The default SE is the print version; all document tracking is based on this ISBN. (If you do not have print materials, the default then becomes the digital SE.)
- ❖ The core TE should be listed second.
- ❖ The highlighted core instructional material ISBN must correspond to the ISBN on the Form F.

Form E: List of Instructional Material for Adoption (cont'd)

- ❖ All items are subject to a processing fee.
- ❖ The processing fee (column J) will be calculated for you as you enter the retail price (column I); it is calculated based on items identified as core or supplementary in column A.
- ❖ The total processing fee will be calculated in row 1 as each item is entered into the form.
- ❖ Instructional materials submitted for consideration as core will require a jpeg image of the student edition (SE) cover. Provide a link to the image in the SE row in column X.
- ❖ Instructional material submitted for consideration as core require a publisher informational video (different from publisher citation video). Provide a link to the video in the SE row in column Y.

Form E: List of Instructional Material for Adoption

- ❖ Add necessary detail to the material title column (column C) that will provide information to districts/schools about what is being offered. (For example: individual items in a bundle, number of student digital subscriptions, number of items in a package, etc.)
- ❖ Detailed directions for each column can be found on pages 46-56 of the RfA.
- ❖ Please refer to the RfA for questions about how to fill in the spreadsheet.

RfA Informational Conferences for Providers/Publisher

- ❖ Thirty minute virtual conferences scheduled by IMB.
- ❖ Those submitting a completed Form A will be scheduled first.
- ❖ All members of the provider/publisher team that will be responsible for filling out ANY of the forms should attend the virtual conference.
- ❖ Be sure you have read through the RFA before the virtual conference. It is a large document and contains important details.
- ❖ Forms must be started prior to the conference and team members should come with specific questions.
- ❖ Form F virtual conferences will be scheduled after the Form F webinar on [December 7, 2022](#).

Questions:

Q: Can Advanced Placement instructional materials be submitted?

- A: Yes, Advanced Placement instructional materials may be submitted as supplementary instructional materials. Since the state does not have adopted AP standards, the AP materials would likely fall under the definition of supplementary instructional materials.

Q: There are delays and supply chain issues with such items as paper. Will there be allowances and/or waivers for submissions due to supply chain issues?

- A: We will work with each submission/publisher depending on the issues. It will be important to communicate any issues to IMB and keep us in the communication loop. Do not wait until the shipment deadlines have passed to let us know about delays.

Questions:

Q: Are all CIM materials required to have edition(s) for Adaptive, Special Education, and Intervention Instructional Material?

- A: No, you are not required to have editions for adaptive, special education, and intervention for core materials.

Q: Our product is digital. Should we still provide the prepaid shipping labels for the Summer Institute?

- A: No, you do not need to provide prepaid shipping labels for digital only materials.

Q: We have requested an NM Publisher Code but have not yet had one assigned. Is there a process to update this section after Friday, 11/4?

- Yes, you will be able to update the publisher code on Form A after 11/4/22. The submitted Form A will be placed in your publisher drive so that you may add that information.

Thank you

- ❖ Thank you for attending today's webinar.
- ❖ A recording of the webinar will be available on the Publishers' page of our website.
- ❖ Please submit in writing any further questions you have regarding the RfA to imb.contact@hprec.org by November 9, 2022. We will answer those questions in a Q & A document and upload it to the Publishers' page of our website.