

Instructional Material Bureau Staff



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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 2025 adoption/review is for: K-12 Math

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

What can be submitted?

- Grade K-12 **Math** instructional material which constitute the necessary instructional components of a full academic course of study must be submitted as **core** instructional material (CIM).
- Grade K-12 **Math** instructional material 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).

Statute 22-15-2 NMSA 1978

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.

Rule 6.75.2.7 NMAC

Key Definition

Supplementary Instructional Material – 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.

Rule 6.75.2.7 NMAC

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.

Rule 6.75.2.7 NMAC

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.
- 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.
- Provide contact information for personnel available during the Summer Review Institute via phone or email for support with Form F citations, digital access questions, and instructional material questions (core submissions only).
- 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.

RfA Reference page(s) 28-30

Certification as Core or Supplementary

- Publishers/Providers 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.
- Publishers/Providers 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 publisher/provider has appropriately categorized each submission and may reclassify material if necessary.
- Instructional materials submitted by the publisher/provider 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, 2025 and be identified on Form B.

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

- All print 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 and supplementary titles submitted in print version must be available in electronic format (PDF minimum).
- All digital materials submitted must comply with the Web Content Accessibility Guidelines (WCAG).

Overview of Review Process – Core Material

- Must meet the Form D: Research-Based Effectiveness Determination
- Reviewed by Level II and Level III teachers.
- Summer Review Institute – June 2025 (Exact dates will be communicated as we approach the Institute.)
- Core materials (CIM) 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; meet the research-based determination (Form D), 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 the purchase of math instructional materials will be made during the 2026 Legislative session.
- The state enters into agreements with adopted publishers.
- LEAs make purchase decisions at the local level for SY26/27.
- Funding for instructional materials has been \$55 million the past two years.

Deadlines

Form Submission Deadlines

- Form A - Due **September 4, 2024**
- Forms B, D (core only) & E - Due **September 27, 2024**
- Processing Fee - Due **October 24, 2024**
- Initial Form F - Due **November 19, 2024**, completed in Google Drive
 - Feedback on Form F communicated by December 13, 2023
- Final Form F - Due **January 8, 2025**
- Form C - **To be placed in publisher drive before final Form Fs are due.**

Addition and Withdrawal Deadlines

FORM E:

- Withdrawal of Titles
 - Deadline **November 6, 2024**
- Additions to Form E (supplementary only)
 - Deadline **January 8, 2025**
- Addition of Free Material
 - Deadline **January 8, 2025**

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 (recommend ACH transfer).
- General Requirements
 - Current copyright – 2026
 - 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

- Publisher/Provider must offer New Mexico lowest prices being offered anywhere (including website pricing)
- Publishers/Providers may not negotiate pricing with districts/schools for instructional materials on the adopted multiple list
- 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.

Publisher/Provider 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.
- Negotiating pricing for instructional materials on the adopted multiple list

**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. Publishers in non-compliance may have their bids rejected and may be at risk of not participating in future adoptions.*

Publisher/Provider Responsibility for the Summer Institute

June 2025

Submission of review sets:

Prior to the Institute, review sets must be shipped to a location in the Albuquerque area (exact location 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 2025 Adoption	
Official Sample Label 2025 Adoption	
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	
PUBLISHER/PROVIDER/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

- Publishers/Providers 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 publisher/provider 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 pages 22–3 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.
- The publisher/provider 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.
- Publisher/Provider is responsible for ensuring that IDs and passwords are functional.

Form D: Research-Based Effectiveness Determination

- For each core grade-level math title, the publisher/provider 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].

Form D: Research-Based Effectiveness Determination

- Complete and submit a Form D for each core grade-level title submitted.
- The instructional materials submitted for core consideration must demonstrate they are research-based. Evidence of research-based effectiveness submitted by the publisher/provider, will be reviewed by Math content experts
- If the evidence submitted does not clearly demonstrate research-based effectiveness, the title will be removed from Core (CIM) consideration, not reviewed for standards alignment, and not adopted.
- Form D Notification as to whether or not submitted materials are accepted for review will be communicated to the publisher/provider by **October 28, 2024**.
- The IMB 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 on Form E must correspond to the ISBN on Forms C, D, and F.

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

- All items are subject to a processing fee.
- The processing fee (column K) will be calculated for you as you enter the retail price (column J); 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 Y.
- 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 Z. (RfA page 23)

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.)
- Bundle Components (column E) - List each component and ISBN in the bundle.
- 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.

Questions:

Q: Are lexile levels required for a core math program?

- A: Yes, Lexile scores are required for each core title including special education and adaptive submissions. Providing a lexile range is appropriate in some content areas. Lexile for supplementary titles will be reported, if they are available.

Q: For MLSS is there some evidence citation required or just a narrative about the features of the curriculum that meet the requirements?

- A: For core instructional material, the MLSS will be addressed on the All Content Tab of the Form F under Focus Areas 5, 6, and 7. The reviewer will provide evidence about the features of the materials that align to the criteria under these Focus Areas.

Questions:

Q: Our new edition is being reviewed at this time, and won't be ready until the end of the year or early next year. If we choose to apply with our previous edition, what is the process for updating to our newest edition in the future?

- A: The RFA states, "Providers may submit formal substitution requests to the department for the in-adoption instructional material. Providers wishing to request substitutions to the department a written request along with justification for the proposed substitution. The department shall allow substitutions of instructional materials when it determines that the proposed substitution is in the best interest of students; all terms and conditions of the original contract with the provider are still being met; the proposed substitution is limited to minor revisions and contains substantially the same materials as the previous edition."

Q: If we are submitting the English and Spanish versions of a Core program, can you confirm that we only have to provide the Form D (Research), Form F (Correlations), and Form C (Samples) for the English version?

- A: You will only submit the English version of your Core program to be reviewed. You will provide the Form D, Form F, and Form C for the English version. On your Form E, you will list the Spanish version under the English Core program.

Q: When do the print materials need to be delivered to you?

- An email will be sent out in March with the specific details of the dates of when your core materials need to be shipped and the address of where to ship your materials to. Materials will need to be delivered in April.

RfA Informational Conferences for Publishers/Providers

- Thirty minute virtual conferences scheduled by IMB.
- Those submitting a completed Form A will be scheduled first.
- All members of the publisher/provider 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 [September 17, 2024](#).

Thank you

- Thank you for attending today's webinar.
- A recording of the webinar will be available on the Publishers' page of our website.
- Questions may be submitted after this webinar following the deadline below. Please submit your questions by adding them to the correct tab on the [2025 Q & A for Publishers/Providers sheet](#) by August 30, 2024. The sheet will be accessible to publishers/providers for the duration of the review and adoption process.