

TEXTBOOK SELECTION FORM

FORM for PROCUREMENT of NON-ADOPTED TEXTBOOKS



MISSISSIPPI
DEPARTMENT OF
EDUCATION
2023

To procure non-adopted textbooks, **public schools** must document the selection process for non-adopted textbooks. Multiple vendors must be considered along with the costs of products and services offered by those vendors. If the local selection committee selects a textbook that is at a higher cost than others considered, the committee must justify that selection (i.e., content concerns, technology needs, professional development system, etc.). If the textbook is selected because of lower cost, indicate “lower cost” in the justification section for that vendor¹.

District Name	_____	School Name	_____
Contact Name	_____	Contact e-mail	_____
Contact Phone	_____	Date	_____

TEXTBOOK VENDORS CONSIDERED ▼

Vendor Name	Textbook Title	Course Title	Unit Cost	Quantity Needed
Cost Consideration		Selection Decision (Y/N)		Ranking
Justification of Selection/Non-selection of this Vendor:				

¹ The regional textbook depository must provide two (2) competitive quotes for textbook orders for non-adopted textbooks. **Competitive quotes must come from at least two (2) different publishers.**

Vendor Name	Textbook Title	Course Title	Unit Cost	Quantity Needed
Cost Consideration		Selection Decision (Y/N)	Ranking	
Justification of Selection/Non-selection of this Vendor:				

SELECTION COMMITTEE SIGNATURES ▼

Signature

Signature

Signature

Signature

Signature

Signature

TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR AND DISTRICT TEXTBOOK COORDINATOR

I have reviewed this request to award specified vendor and have determined that the award complies with the district's procurement policies and procedures.

School Administrator Signature

Date

District Textbook Coordinator

Date