

PURCHASING NOTES

HIGH-QUALITY INSTRUCTIONAL MATERIALS

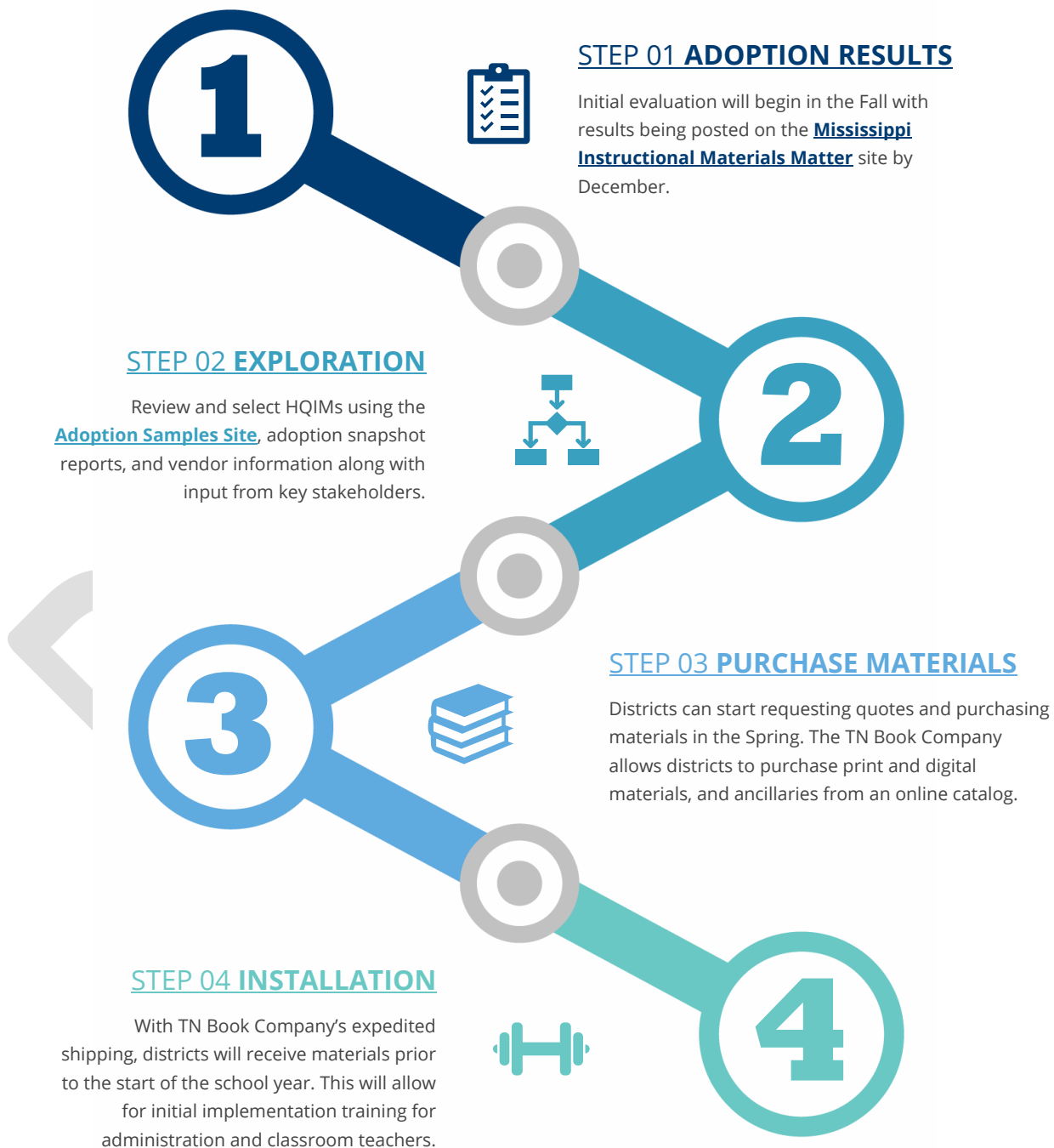


MISSISSIPPI INSTRUCTIONAL
MATERIALS **MATTER.**

OFFICE OF INSTRUCTIONAL
MATERIALS & LIBRARY MEDIA

ELEMENT 1: The school system is using High-Quality Instructional Materials (i.e., materials on the state adopted lists).

PROCUREMENT TIMELINE:



DEPARTMENT OF FINANCE AND ADMINISTRATION EXEMPTION:

- To ensure that internal controls are in place to document the most efficient use of taxpayer dollars, schools are required to follow the state bid requirements established by [Miss. Code Ann. § 31-7-13](#).
- Textbooks that are adopted and approved by the SBE are placed under state contract and are exempt from the bidding process [DFA 31-7-13\(m\)\(xxv\)](#).
- Adopted textbooks (instructional materials) are exempted from the bidding requirements therefore schools will only need one quote to purchase materials found on the state-approved list.

REGIONAL DEPOSITORY:

- Schools can use funds to purchase HQIMs from the regional textbook depository, Tennessee Book Company. To purchase from the regional textbook depository, schools can contact Kellie Dumas at ms.orders@ingramcontent.com or 1-800-509-4791.
- The Tennessee Book Company is one of the largest instructional materials warehouses in the country. Schools can purchase from multiple state-adopted publishers (e.g., HMH, SAVAAS) using one quote.
- **Additional Benefits**
 - 5% shipping on all orders
 - No Reverse Bid Process Needed (for adopted HQIM materials)
 - Purchasing efficiency: amount of time to receive materials reduced
 - Automatically update Textbook Inventory Management System (Miss. Code Ann. § 37-43-51)
 - **One Stop Shop: Adoption Samples Site, Online Ordering, and TIMS all in one location.**

TEACHER'S EDITION CLAUSE:

- Publishers/vendors with state-adopted textbooks are required to provide teacher editions, when applicable, to accompany the students' editions requisitioned by the school.
- Free teacher editions must be purchased directly from the publisher/vendor and not from the regional depository.

CORE MATERIALS:

- **English Language Arts ([HQIM Materials Link](#))**
 - Teacher's Edition
 - Student Textbooks
 - Access to Instructional Routines
 - Decodables
 - Small Group Guides
 - Manipulatives Kits
 - Assessments



- **Mathematics**

- Teacher's edition and supports
- Student textbooks and workbooks
- Instructional routines
- Centers/groups/stations materials
- Manipulatives
- Videos, interactive modules, and other technology-based resources
- Assessments

