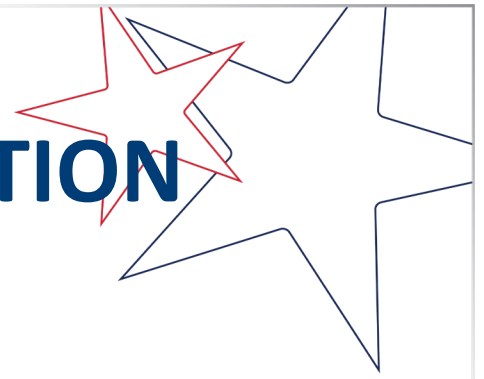


# 24-25 TEXTBOOK ADOPTION

## Frequently Asked Questions



### Academic Courses

**Q:** For math submissions, how will the update(s) to the math standards impact this adoption process? With an update to the state standards, the state has introduced new standards to a grade or perhaps moved some standard and content expectations to a different grade level. If coverage of that content is in a different grade level than the MS standards, can it be used? How do the new standards updates impact the expectation of meeting 100% of the standards and 80% of the major work of the grade?

**A:** The updated math standards will not impact the math adoption. The updates include the clarification of language, but it does not include a change from grade to grade. Please follow the current math standards and the included rubrics for this math adoption.

**Q:** Are we required to submit all three courses for Algebra I, II, and Geometry for the high school band or can we submit for individual courses?

**A:** You can submit individual courses based on the scope of work listed in the Call for Bids.

**Q:** Since there will be an update to our math curriculum that will gradually be rolled out during the review period (partially complete now), can we submit the current version along with the updated version as one instructional material?

**A:** According to the Textbook Administration Handbook, if the finished textbook or instructional material is not available by August 27, then a publisher may submit a manuscript/galley proof. However, a bound official sample shall be filed with the Office of Instructional Materials and Library Services by 5:00 p.m. on Wednesday, December 18. Failure to meet this deadline will result in the textbook being removed from consideration for adoption. When a manuscript/galley is submitted for review by the committee, no substantive changes may be made in the content. (Minimum changes may be made that do not affect the compatibility of textbooks.) The MDE reserves the right to review and grant permission before any change can be made.

**Q:** Can complementary items be turned in for 9-12 Social Studies? If so, will there be a different rubric for complementary materials for these grades?

**A:** No. Only those content areas, on pages 3-8 in the Call for Bids, with “Complementary” listed under the Instructional Category can have instructional materials that are aligned to at least 50% of the standards.

**Q:** When the Review Site needs to be live? For SS, we are setting up a Review Site for our official copy of the SE and TE that would be used for our official copy to the DoE and for the Reviewers. We will have final print SE and TEs at a later date before the State Board meeting in December. Is there a must arrive by date in December? We believe at that point; you only need one copy of each SE and TE but please confirm?

**A:** The digital access or review site needs to be ready by August 27<sup>th</sup> since it is part of Phase I of the evaluation process. According to the Textbook Administration Handbook, if the finished textbook or instructional



material is not available by August 27, then a publisher may submit a manuscript/galley proof. However, a bound official sample shall be filed with the Office of Instructional Materials and Library Services by 5:00 p.m. on Wednesday, December 18. Failure to meet this deadline will result in the textbook being removed from consideration for adoption. When a manuscript/galley is submitted for review by the committee, no substantive changes may be made in the content. (Minimum changes may be made that do not affect the compatibility of textbooks.) The MDE reserves the right to review and grant permission before any change can be made.

**Q: Can the state provide the publisher with past adoption sales from the last AP Social Studies and Drama adoptions? (entire adoption for all publishers)- Quantities sold and districts who purchased?**

**A:** A Public Records Request will need to be completed to receive this information. Please visit, the Public Records Request site: <https://www.mdek12.org/OPR/Reporting/Request>.

**Q: Does the state have course enrollments, and can those be provided?**

**A:** A Public Records Request will need to be completed to receive this information. Please visit, the Public Records Request site: <https://www.mdek12.org/OPR/Reporting/Request>.

**Q: For courses like Photography I and Photography II, can we submit the same material (same textbook program) for these two courses?**

**A:** Yes, since the adopted textbook titles are connected to the Course Codes then a textbook can be submitted for Photography I and Photography II.

**Q: Where can we find the standards for the CTE Course: Graphic and Web Design 500169?**

**A:** Graphic and Web Design 50019 is a K-12 Media Arts course. Link: <https://www.mdek12.org/sites/default/files/MS%20CCR%20Arts%20Learning%20Standards%20for%20Media%20Arts%202017%20FINAL.pdf>

**Q: Are districts required or encouraged to procure a core curriculum and a complementary material for Social Studies, or can they choose one or the other?**

**A:** Since the Mississippi Social Studies standards are very different than the national standards, districts will be encouraged to pair a core curriculum with complementary instructional materials. If you are a complementary social studies vendor, then it would be beneficially to include information on how your product pairs with a core curriculum.

**Q: Will they be awarding for K-6 and 7-12 grade bands only for Social Studies, or will they award for specific grades or smaller grade bands (K-2, 3-6)?**

**A:** Each grade will be awarded with a curriculum. For example, there will be instructional materials awarded for kindergarten, first grade, second grade and so forth.



## Advanced Placement Courses

**Q: Do you know which standards AP Social Studies Curriculum should be correlated to? Mississippi Social Studies standards or the CED?**

**A:** Publishers/vendors need to follow the Advanced Placement Standards for the AP Math and Social Studies courses. Here is the link to those courses: <https://apstudents.collegeboard.org/courses>.

**Q: Is AP Social Studies considered 1 rating committee?**

**A:** There will be one state rating committee that will review all the submitted AP Social Studies submissions. Please review page 4 in the Call for Bids for all AP Social Studies courses.

## Career Technical Education Courses

**Q: Do you know where I can find CTE standards for the CTE titles that up for adoption this year?**

**A:** Link: <https://www.rcu.msstate.edu/curriculum>

**Q: What are the Course Codes for Software Development? Can you provide a link to the computer science standards document?**

**A:** Web and Programming Concepts – Course Code 9021472; Client-side Programming – Course Code 9021483; SQL Programming – Course Code 9021054; Python I – Course Code 902110 Here is the link to the standards: <https://www.rcu.msstate.edu/software-development>

**Q: For CTE Software Development: 2018 MS CS Standards cover 9-12 but the MS CTE Curriculum Framework for Software Development only shows AP.3A.1-AP.3A.11. Please clarify if all 9-12 standards should have citations or only the few listed in the framework. If a standard has a sub concept, such as CS.3A.1 to CS.3A.1a to CS.31.1b, do each of the items need a citation or only the main standard?**

**A:** Please use the standards found using the link in the above question/answer. Use the Unit descriptions to help show correlations between the curriculum and Software Development Curriculum Framework.

## Contract Terms and Pricing

**Q: What is the length of adoption in years?**

**A:** See page 29 of the Call for Bids. In Part 1 of the Standard Terms and Conditions, the length of adoption is five (5) years with an option to renew for two (2) additional years on a one (1) year basis.

**Q: As and when we define the price, should that be the cost of adoption for one year or multiple years? Our materials have multiple optional components: should we list detailed pricing or suggest two or three popular bundles?**

**A:** Bundles should include all components with unique identifiers/ISBN and price. List all a la carte items with ISBN and price. Note “recurring” next to items that recur on a yearly basis. All subscriptions/bundles should have 1–5-year options. Bundles/subscriptions should include all core or key materials such as teacher’s edition, student textbooks, workbooks, manipulatives, assessments, and instructional routines.

**Q: If we are awaiting a few new ISBNs for some new product and we don’t have them by the bid deadline, are we able to list TBA for the ISBN and include the product title and price and then update when we get the ISBNs?**



**A:** Yes, all ISBNs and prices will need to be ready at the time of signing the contract if adopted.

**Q:** If we submit three pricing options for grade 1 are these considered 3 titles regarding the bond?

**A:** No, pricing options are not the same as titles. A title is “ABC Math,” but pricing options could be the Gold or Silver bundles.

**Q:** Will 3<sup>rd</sup> party partnerships be accepted?

**A:** Yes, please read through the Standard Terms and Conditions regarding third parties.

**Q:** If we are listing a digital license, do we need to include “recurring” in the title? Our product is completely digital, and pricing is based on the license length (access for 1 year, 2 years, etc.) We plan to list out all of our pricing options for each grade level. Each grade level will have its own ISBN, but do the ISBNs need to differ for each license length option?

**A:** You will need to list pricing options for the length of licenses from 1 to 5 years. Each license should have a unique ISBN or identifier.

**Q:** Is attaining a Supplier # via MAGIC required (digital/online only materials) for online curriculum platform? Is Paymode registration required for online curriculum platform?

**A:** Yes, the Mississippi Department of Education purchases adopted materials for accredited nonpublic schools.

**Q:** Are we permitted to submit one digital ISBN that reaches across all the great bands (i.e., K-5; 6-8; 9-12) or does each grade have to have a unique ISBN?

**A:** Each item will need to have either a separate ISBN or unique identifier.

## Digital Instructional Materials and Digital Access

**Q:** Will our digital materials need to be accessible during the review process (i.e., reflowable e-reader)?

**A:** Yes, any and all textbooks and instructional materials, either print or digital, should be made available during the review process. See Other Required Documents on page 13 – “Digital access to student and teacher content (for the length of the contract)”. There are three types of digital access that must be submitted: demo site, limited access, and full access.

**Q:** Are entirely digital instructional materials evaluated? If so, how would that work for digital resources?

**A:** See page 3 of the Call for Bids. Digital/virtual formats of textbooks/instructional materials will be considered for review. Digital/virtual instructional materials will be added to the textbook depository online catalog. If ordered, then the depository sales team will conduct the vendor/publisher to request digital access for schools/districts.

**Q:** Is there a definition for "Limited" in the phrase "limited digital access"? “Digital access” states it has to be available for the length of the contract, but the demo site indicates it is to be used for the digital caravan. Can that access be limited to the time of the caravan?

**A:** The **Demo Site** will be located on the Adoptions Sample Site and used by districts during the length of the contract to help with local adoption. This should include basic information regarding the curriculum, teacher supports, and other essential information. The **Limited Access** for the Institutes of Higher Learning will help



pre-service teachers learn how to use high-quality instructional materials prior to starting their first year of teaching. The Limited Access should allow Mississippi universities and colleges to use at least two complete units on the digital platform. Previously, vendors/publishers would have to provide full classroom sets to each of the eight (8) universities and colleges; however, adopted vendors/publishers will now provide limited digital access. The **Full Access** will be used by the State Textbook Rating Committee and the Mississippi Department of Education. Each of the three digital accesses should be available for the length of the contract.

**Q: Does "digital only" also include intervention and/or supplemental programs? Is digital defined as online resources or purely digital version of printed textbook? Are print copies required for products submitted digitally? If a publisher only has a digital product, no print materials at all, the publisher will provide the MDE with a sheet that contains curriculum access instructions and a list of the digital ancillary materials.**

**A:** "Digital only" does not include intervention and/or supplemental programs. Intervention and/or supplemental programs go through a different office's evaluation process. Digital can be defined as a digital resource or a digital version of a printed textbook. If the digital resource is a digital version of a print textbook, then a print version must be submitted as part of the Official Submission packet. If the digital resource is a 100% digital product, then the vendor/publisher will only need to provide the required documents listed in Section 4.

**Q: If final print and final digital with eText are ready for submission, do we have to provide a separate digital eText (Flipbook) on a review website or do we just provide the Flipbook if final print is not ready?**

**A:** The digital access or review site needs to be ready by August 27<sup>th</sup> since it is part of Phase I of the evaluation process. According to the Textbook Administration Handbook, if the finished textbook or instructional material is not available by August 27, then a publisher may submit a manuscript/galley proof. However, a bound official sample shall be filed with the Office of Instructional Materials and Library Services by 5:00 p.m. on Wednesday, December 18. Failure to meet this deadline will result in the textbook being removed from consideration for adoption. When a manuscript/galley is submitted for review by the committee, no substantive changes may be made in the content. (Minimum changes may be made that do not affect the compatibility of textbooks.) The MDE reserves the right to review and grant permission before any change can be made.

**Q: May we email the digital samples login to you and the committee members, or does it need to be mailed? Do we know how many reviewers we will need to provide access to the full access site? For submission samples to the MDE, if our product is digital do we only need to submit the login information for the student & teacher editions? What if ancillary materials are digital only as well?**

**A:** The digital access needs to be uploaded to the SharePoint folder. It would be helpful if there was one generic login and password for reviewers instead of several different logins. The login should allow reviewers access to student and teacher editions as well as any digital ancillary materials.

**Q: Are publishers who submit digital curriculums required to send hardware?**

**A:** Only if the digital curriculum has to have specialized hardware to work.

**Q: Do NIMAC or NIMAS apply to online-only products?**

**A:** No but be sure to point out the accessibility features for students with vision or hearing disabilities.



**Q: Are there specific cartridge requirements for digital platforms?**

**A:** No, there are no specific cartridge requirements for digital platforms. The main requirement is to ensure that student data is safe.

**Q: Referencing Section D (page 51/52) of the 2023 Textbook Handbook and edition updates: would online platforms that regularly add new content (lesson plans, supporting student resources, teacher guidance resources) be acceptable? Content is added twice a year and user access is immediate.**

**A:** Yes, you will need to let the Office of Instructional Materials and Library Services as well as the district that have purchased your product regarding the update. If there is a cost associated with the update, then please follow the direction in Section D: Substitutions During Contract Period.

**Q: If a program is flexible digitally to where cross-level content from one grade can easily be accessed and implemented in a different grade level, are reviewers able to use that content as evidence towards meeting any grade level standard and the major work of the grade?**

**A:** Yes, then make sure that it is very clear in your scope and sequence document. If the State Textbook Review Committee members cannot see the cross-level content, then you run the risk of not scoring enough points to be adopted.

## Presentation Video

**Q: Regarding the presentation video, are we only allowed one video, or can we present three videos (elementary, middle and high school)? We will be submitting 9 titles, does this indicate that one video should cover all 9 titles?**

**A:** Each publisher/vendor will upload to the SharePoint site one (1) pre-recorded presentation to be viewed by the State Textbook Rating Committee and will be used as part of the virtual caravan. The presentation should be limited to 15 minutes for presenting the components of the curriculum, 10 minutes for teacher supports, and 5 minutes for additional materials – 30 minutes. If you have an elementary, middle, and high school products, then you can send videos for each grade-band. OR if you have multiple titles within a grade-band such as AP Social Studies, then you can submit a video per title. Remember that these videos will be used during the state review process as well as uploaded to the “virtual caravan” platform.

## Print Textbook Samples

**Q: The DOE samples are due the same day as the bid Aug 27<sup>th</sup>, with the committee samples due on September 16. Is that correct?**

**A:** Yes, the DOE samples and bid packets are due on August 27<sup>th</sup>. The committee samples are due to committee members by September 16<sup>th</sup> if necessary.

**Q: Can we submit examples of materials but not all the materials (i.e., a subset of lesson PowerPoint slides)? Are we required to submit digital materials for all titles and prints? Or is it acceptable to send reviewers prints only, without the digital materials?**

**A:** No, based on *Miss. Code § 37-43-25*, specimen copies of all textbooks should be housed at the MS Department of Education to be open for inspection by the public. PowerPoint slides or part of a lesson plan will not allow the State Textbook Rating Committee to ensure the textbook or instructional materials meet



the requirements listed in that particular rubric. See pages 14 and 15 in the Call for Bids regarding the Official Examination Submission Requirements and State Textbook Rating Committee examination requirements.

**Q: Will we need to note any and all changes to the program from what we submit to what will actually be implemented? Is less than final format acceptable? if so, when are hardbound / final copies due to the state.**

**A:** According to the Textbook Administration Handbook, if the finished textbook or instructional material is not available by August 27, then a publisher may submit a manuscript/galley proof. However, a bound official sample shall be filed with the Office of Instructional Materials and Library Services by 5:00 p.m. on Wednesday, December 18. Failure to meet this deadline will result in the textbook being removed from consideration for adoption. When a manuscript/galley is submitted for review by the committee, no substantive changes may be made in the content. (Minimum changes may be made that do not affect the compatibility of textbooks.) The MDE reserves the right to review and grant permission before any change can be made.

**Q: Is a print copy of the full submission required to be shipped along with print samples? RE: "The official examination packet shall be shipped/mailed and received in a sealed box no later than Tuesday, August 27, 2024, by 2:00 PM Central Standard Time (CST)."**

**A:** Only the print materials need to be mailed since the required documents will be uploaded in SharePoint.

**Q: Are submitting manipulative kits optional? Are they considered ancillary materials?**

**A:** Manipulative kits are considered ancillary materials and are not optional. A set of ancillary materials will need be sent for each grade level. If you are submitting for K-8 math, then you should send a print student textbook, print teacher book, and set of ancillary materials for K, 1, 2, 3, 4, 5, 7, 8. You do not have to send ancillary materials to the State Textbook Rating Committee.

**Q: For math manipulatives, the packaging and supplier of some materials may change given availability, do the sample boxes need to look identical to the adopted materials?**

**A:** No, but please make a note stating that the sample boxes do not reflect the final packaging due to supply.

## Procedures

**Q: Handbook states: All bids for textbooks shall be submitted to the MDE by 5:00 p.m. on the date designated on the CALL FOR BIDS; Timeline states 2p.m.**

**A:** Please follow the dates and times listed in the Call for Bids.

**Q: Can we submit materials on a rolling basis as they become available of if the publisher/vendor does not submit during the initial call for bids? If so, what would be the added time period that we could submit additional materials?**

**A:** No, the adoption is based on the price list that included in the Textbook Bid Submission Packet. The adoption cycle is every five years with no mid-cycle evaluation unless an already adopted instructional material has an updated version that needs to be added to the state-adopted list.





**Q: Do we include all possible Courses and Grade levels, or a list of to-be-proposed materials? If course names are needed, is there a master list available?**

**A:** The courses, grade levels, and course codes can be found on pages 3 – 9 in the Call for Bids.

**Q: We do have a number of books; however, some will be older than 2018 - is that date a firm cutoff for publication dates?**

**A:** See page 2 in the Call for Bids. Materials with a copyright of 2018 or older will not be reviewed.

**Q: Are you planning to make more than one recommendation in each subject area? Is there a maximum number of programs that can make list?**

**A:** Please review the listings and grade levels regarding the instructional materials that are up for adoption. The full list can be found on pages 3-8 in the Call for Bids. There is not a maximum number of programs that a publisher/vendor can submit textbooks for.

**Q: What percentage to MS standards does content need to be aligned to?**

**A:** See page 9 of the Call for Bids document. Comprehensive Materials must meet 100% of the Mississippi College- and Career-Readiness Standards. Complementary Materials must meet at least 50% of the Mississippi College- and Career-Readiness Standards. Please check the Instructional Category column of Part C Deliverables in Section 2 Plan to Achieve the Scope of Services.

**Q: During the Publisher Orientation, you stated there cannot be competing products. However, if we are submitting two different product lines for K-6 and 6-HS, do we submit them separately? Can one curriculum be submitted for more than one course?**

**A:** If a product is very different grade levels, then that is not considered competing. It would only be a problem if you had two separate products for the same grade. If a textbook or digital platform covers more than one course, then it will need to be made very clear in the required documents how the curriculum covers more than one course.

**Q: Will there be an appeal process if a publisher doesn't make the cut scores?**

**A:** No, there is no appeal process. Publishers/vendors can complete a Public Records Requests (link: <https://www.mdek12.org/OPR/Reporting/Request>) to request score reports and committee comments.

**Q: What month will the SBOE approve the recommended publisher materials?**

**A:** SBE will approve the recommended titles in December.

**Q: Is there a textbook adoption schedule for out years (beyond this year's call)?**

**A:** Science and additional CTE courses are slated for 2025-2026 Textbook Adoption Cycle, but English Language Arts is still pending.

## Regional Textbook Depository

**Q: Is the depository required or optional?**

**A:** It is required. See Parts 6 and 10 in the Standard Terms and Conditions (pages 29 and 30 of the Call for Bids document). "That the said Company/Publisher shall establish a depository at the procured regional depository; and the said Company/Publisher shall keep a supply of the said books in the regional depository





sufficient to meet the promptly the demands of the MDE..."A signed contract and an initial stock should be in place with the TN Book Company no later than April 1<sup>st</sup>.

**Q: Will the depository charge a separate shipping fee back to customers upfront or annually? If yes, what is the rate?**

**A:** The depository has a predetermined shipping fee as part of their contract with the Mississippi Department of Education. Each order will include a shipping fee.

## Required Documents

**Q: Please define Comprehensive and Complementary.**

**A:** Please see page 9 in the Call for Bids. Comprehensive or Core Materials: Core student or teacher materials that are 100 percent aligned to the Mississippi College-and Career- Readiness Standards for a particular course or subject area (e.g., English Language Arts). The materials are validated externally and contain knowledge-building complex texts, problems, and assessments. Complementary Materials: Student or teacher materials that are aligned to at least 50 percent of the Mississippi College-and Career-Readiness Standards in a particular course or subject area (e.g., cursive handwriting) that may contain knowledge-building complex text, problems, and assessments.

**Q: Are the additional documents due with committee samples? i.e. Features and benefits; Free with Order brochure; scope and sequence, etc? Can we submit less than final documents?**

**A:** Required documents, listed on pages 11 – 13 of the Call for Bids, are due in final format to the SharePoint folder on August 27, 2024, by 2:00 p.m. Please remember that the required documents are part of Phase I of the evaluation process. If you are missing any of the required documents, then you will not move forward to Phase II. This is explained on page 17 of the Call for Bids and in the webinar which is located on the MS Instructional Materials Matter site: <https://msinstructionalmaterials.org/resources/adoption/>.

**Q: Is a bid packet needed for each individual program submitted by a company? I believe we heard on the publisher call 1 packet per publisher with all programs being submitted. Correct?**

**A:** Yes, you do not have to complete a packet per content area. One packet per publisher is fine.

**Q: The Call for Bids handbook mentions that State Rating Committee members are to receive digital (or hardcopy, if digital is not available) samples of the Student and Teacher Editions. Does any documentation need to be shipped to the Committee members? Last year, publishers were required to print a customized packet that included standards alignments, pacing guides/scope and sequences, and other information.**

**A:** The documents uploaded into SharePoint will be shared in the State Textbook Review Committee's TEAMS folders. You do not need to create individual packets for each of the committee members.

**Q: Do you have a sample of the letter that you need regarding securing a bond? Do we need amounts on it? Does it need to be signed by the bond company?**

**A:** The bond letter is on the vendor/publisher's letterhead, and it states that the company can secure a potential bond if the instructional materials are adopted. The Intent to Award letter will include the bond form that will need to be signed by the bond company. Please see page 9 for the performance bond formula.



**Q: Is there a copy of the scope and sequence template you showed in the Publishers meeting? When completing our correlations, do we provide citations for just the main standard or the standards AND sub concept? Are correlations the same as scope and sequence? When are correlations to the standards due?**

**A:** The scope and sequence (or correlations) can be as simple as a document with two columns. The left column can be information about your material and the right column can be connection to the MS College- and Career-Readiness Standards. The scope and sequence document is due by August 27, 2024, by 2:00 p.m. The scope and sequence document can be in any format that the company wishes.

**Q: We have a list of materials needed for classroom implementation. Does that address the needs for List of Features and Benefits?**

**A:** The list of materials needed for classroom implementation should be part of the Implementation Guide. The Implementation Guide should give a list of the materials that are required and a brief description of how to use those materials in the classroom. Think about what classroom teachers would need to know when opening the box of materials for the first time.

**Q: Is Form B for each grade level apart of the curriculum? Are Form B for ALL print materials (student & teacher) or just print SEs? For Form B, do we need to affix it to the front cover of the print samples or upload to SharePoint?**

**A:** Form B is for student textbooks and teacher guides. Please upload Form B to SharePoint.

**Q: Can we create a packet of Form M materials with the signature page signed once? Alternatively, could we create a table at the bottom of Appendix F with the ISBNs that apply?**

**A:** Yes, you can create a packet of Form M and only sign once. A table with all applicable ISBNs will work.

**Q: The Intent to Submit Form indicates that a representative must be in MS. Is that correct?**

**A:** No, representatives do not need to be from Mississippi. We would like to have an updated list of MS publisher/vendor representatives for our districts.

**Q: Will we need to fill out the rubric to submit to the reviewers?**

**A:** No, you will not need to complete the rubric. However, it would be beneficial for you to use the rubric to create the required documents.

**Q: If needed, can we add more rows to Appendix C?**

**A:** Yes, you can add more rows to Appendix C.

## SharePoint Access

**Q: Section 4 of the Call for Bids provides instructions for uploading the official bid packet to SharePoint and for shipping to the MSDE. Could you clarify if publishers need to submit the bid packet via both delivery methods, SharePoint, and mail?**

**A:** The required documents listed in Section 4 should be uploaded to your company's folder in SharePoint. Only print samples and ancillary materials should be mailed to the Office of Instructional Materials and Library Services.



**Q: Who do we contact if we don't see our vendor's name in the State Textbook Vendor Access Request form (step 3 of the instructions)?**

**A:** If your company is not listed on the SharePoint site, then please let me know as soon as possible. I will need to know the company's name, contact's name, contact's email, and the content folders (math, social studies, art, CTE).

**Q: Will you be able to communicate with us regarding SharePoint access after the question deadline?**

**A:** If you are having SharePoint issues, then let me know as soon as possible as not to cause any issues with uploading materials by the August 27<sup>th</sup> deadline.

## State Funding

**Q: What are the primary benefits for schools to purchase materials from the state adoption as opposed to directly from suppliers. Researching, it appears state-adopted textbooks are purchased on schools' behalf and therefore funded for them; is that an accurate interpretation? If our materials are approved or adopted, does that lead to any actual sales, or is it simply that our materials would be considered worthy of adoption by districts? On page 31 of the Textbook Handbook, it states that non-adopted textbooks could be purchased with state funds in item #3 in the petition section. Is there new legislation and/or rules passed that we should review?**

**A:** The Textbook Handbook is under review; however, *Miss. Code § 37-43-31* requires districts to purchase state-adopted materials if using state funds to purchase textbooks. The Mississippi Department of Education does not purchase the books for the district/schools; however, districts will use the state-procured contract to purchase the state-adopted textbooks.

**Q: Are there dedicated State Funds for the Fine Arts?**

**A:** Districts receive instructional cost funds to purchase textbooks and classroom resources. Districts can use them as they see fit.

## State Textbook Rating Committee

**Q: For the math textbook adoption, will a list of reviewers be provided on the *instructional materials adoption* page?**

**A:** Once the State Superintendent of Education and the Governor of Mississippi have reviewed and approved the State Textbook Rating Committee, then a list will be posted on the Mississippi Instructional Materials Matter website. An email will be sent out to publishers/vendors regarding the list of reviewers and no contact period with the review committee.

**Q: How many print copies (if any) will be required for the review? Are we required to submit digital materials for all titles and prints? Or is it acceptable to send reviewers prints only, without the digital materials?**

**A:** There can be anywhere between 5-7 print copies that will need to be shipped out. The names and addresses will be listed on the HQIM Adoption webpage: [msinstructionalmaterials.org/resources/adoption](https://msinstructionalmaterials.org/resources/adoption). Previous State Textbook Rating Committees have stated their preference for digital access versus print copies.



**Q: Could you please confirm that based on the July 17 call, we can submit access to our all-inclusive digital platform (course content plus digital SE and TE) and do not need to ship the committee print books? If we decide to ship print SEs and TEs, we have to provide postage to their schools and return postage back to our company.**

**A:** Yes, you can submit all-inclusive digital platform and do not need to ship the committee print books. If a publisher/vendor sends print materials to the State Textbook Rating Committee, it should be at no cost to the committee members. Also, the publisher/vendor should provide return postage for the print materials. The committee members cannot keep samples from vendors.

**Q: If digital/online platform is acceptable, what are the expectations in regard to submitting materials to the State Rating Committee by 9/16 (noted expectation for printed materials)? Login credentials?**

**A:** Full digital platform will only need to submit login information to the SharePoint site. Nothing will need to be sent to the State Textbook Rating Committee.

**Q: Is there a Public Review?**

**A:** The Mississippi State Textbook Rating Committee, comprised of current classroom teachers, will review the initial adoption submissions which will make up of the state-adopted High-Quality Instructional Materials list. Once the state-adopted list has been developed, then the State Board of Education (SBE) reviews and approves the list before it is made public. After the SBE approval, then each school district will conduct their individual local adoption process to select and purchase textbooks from the state-adopted High-Quality Instructional Materials list.

## Textbook Bond

**Q: Can we go through our own bonding company, or do we need to obtain it through the State of Mississippi? If the bond must be obtained through the State, what is the procedure Mississippi would like us to follow to obtain the proper signature and put the bond in place?**

**A:** You can use your own bonding company; however, if you are unsure if your bonding company is accepted in Mississippi then contact the Mississippi Insurance Department at 601-359-3569.

**Q: Can you confirm any detail about the size in \$\$ of the BOND that would be ultimately required by any of the textbook bidders?**

**A:** Please review page 9 in the Call for Bids. Section 3, number 4 explains how the bond will be calculated. Awarded Publisher/Vendor must agree to secure a performance bond for \$2,500 plus \$500 per title/grade level according to Miss. Code Ann. §37-43-25. The performance bond is due within ten (10) days of execution of the contract and prior to commencement of services.

## Virtual Caravan/MS Instructional Materials Matter Website

**Q: Is there any more information about the “virtual caravan”, during which I assume there is a chance to present and answer questions.**

**A:** The virtual caravan starts on December 20 and runs through February 14. During this time, districts will work through their local adoption procedures. Local adoption committees will review materials and videos located on the Mississippi Instructional Materials Matter website as well as have access to the adoption publisher/vendors’ digital platforms to help make their decisions. If districts need to reach out to



publishers/vendors, then communication should start from the district and not the publisher/vendor. Districts will upload their Intent to Purchase by February 15 to help with the available stock at the depository. Publishers/vendors can begin open communication with districts after February 15. Districts will be trained on how to conduct Local Adoption and complete Intent to Purchase in December.

**Q: Looking at the timeline, the virtual caravan runs from 12/20 to 2/14 with no communication with districts. Do we need to send samples before 12/20, or after 2/14/25. Is the “no communication period” only on materials we submitted or for anything we may want to sell outside of the adoption?**

**A:** If districts need samples, then they will reach out to vendors to request those samples during the virtual caravan time period. It would be helpful to reach out to districts regarding other state-adopted materials prior to the start of the “no communication period”.

**Q: Will publishers receive a FORM C document as indicated in the Handbook? We have participated in the last few MS adoptions and have not received the FORM C following the official adoption by the SBE to help us plan district sampling.**

**A:** FORM C has been replaced with the Intent to Purchase form. The goal is to have the Intent to Purchase information posted on the Mississippi Instructional Materials Matter website by February 15. This will help adopted publishers/vendors know the amount of stock that should be made available to the TN Book Company.

**Q: If a vendor is not accepted, do you publish who DIDN'T make the list? Are the publisher scores and reviews made public?**

**A:** Only the adopted publishers/vendors will be posted on the Mississippi Instructional Materials Matter website: <https://msinstructionalmaterials.org/>. Score reports will be made available for those materials that were adopted. The reports list the breakdown of scores and comments from the State Textbook Review Committee.