

PURCHASING NOTES

HIGH-QUALITY INSTRUCTIONAL MATERIALS

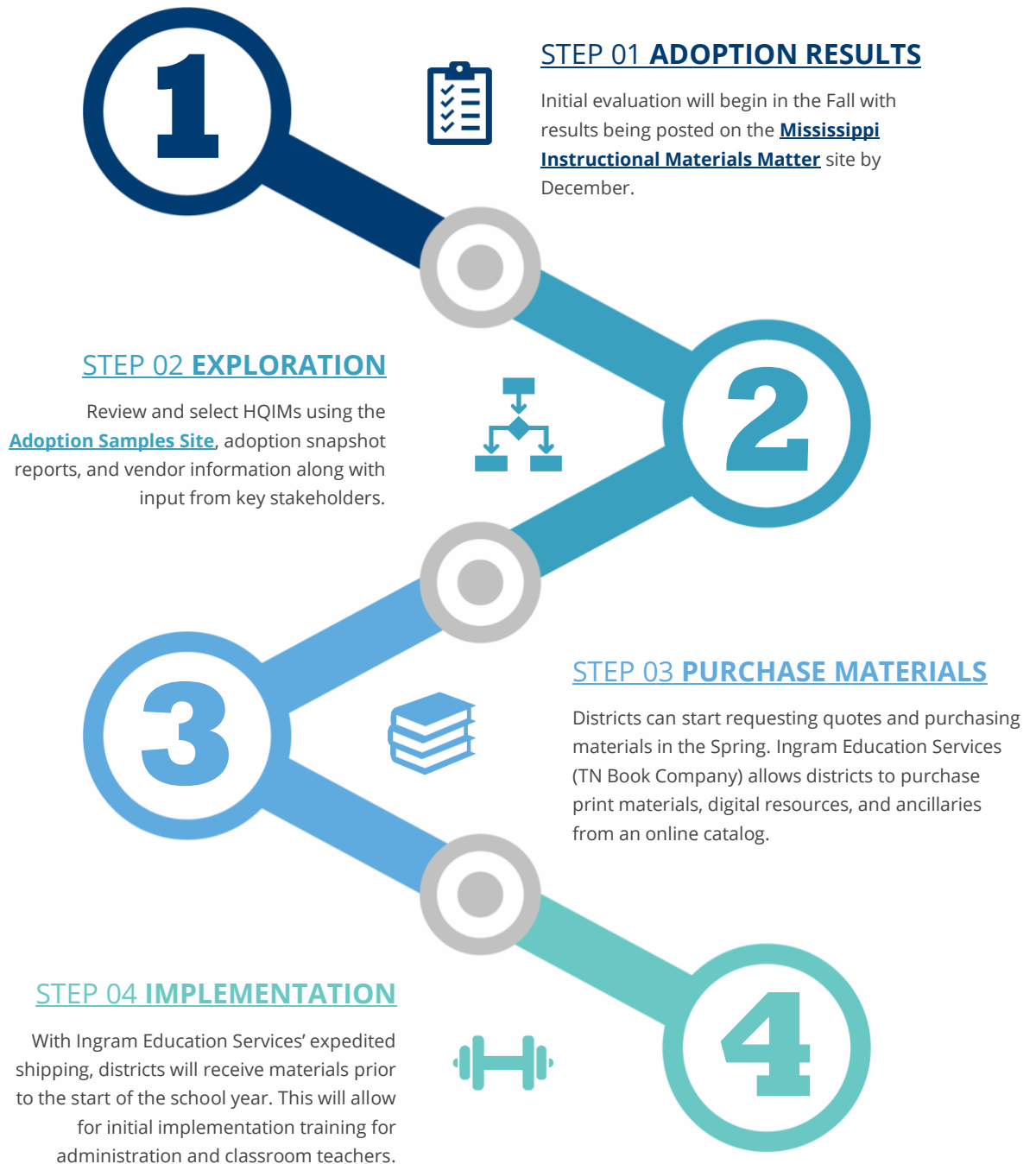


MISSISSIPPI INSTRUCTIONAL
MATERIALS **MATTER.**

OFFICE OF INSTRUCTIONAL
MATERIALS & LIBRARY SERVICES

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 established to document the most efficient use of taxpayer dollars, schools must adhere to the state bid requirements set forth by [Miss. Code Ann. § 31-7-13](#).
- Textbooks 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 high-quality instructional materials (HQIMs) from the regional textbook depository, Ingram Education Services. To buy from the regional textbook depository, schools can contact Kellie Dumas at ms.orders@ingramcontent.com, 1-800-509-4791, or log into ClassGather (TIMS) to access the online catalog.
- Ingram Education Services is one of the largest instructional materials warehouses in the country. Schools can purchase from multiple state-adopted publishers (e.g., HMH, SAVVAAS) using one quote.
- **Additional Benefits**
 - 5% shipping on all orders
 - No Reverse Bid Process Needed (for adopted HQIM materials)
 - Purchasing efficiency: the 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 and vendors with state-adopted textbooks may provide free teacher editions, when applicable, to accompany the student editions requested by the school.
- Free teacher editions are shipped 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
- **Social Studies**
 - Teacher’s edition and supports
 - Student textbooks and workbooks
 - Instructional routines
 - Manipulatives
 - Videos, interactive modules, and other technology-based resources
 - Assessments

