**TEXTBOOK ADOPTION**

Instructions and General Information

**IMPORTANT NOTES:**

* Complete the [Caravan Survey](https://docs.google.com/forms/d/e/1FAIpQLScn1bH6dP588_bbYZQ2YhBFCbt_HAuEK4X3_21ngKu-fpztkg/viewform) by Friday, August 1, 2025, by 2:00 p.m.
* All information and videos must be submitted through the IMPL@mdek12.org email.

**Academic Courses**

**Q: Is it allowed to submit one (1) title for two (2) different subject areas?**

A: Yes. For example, the same title can be submitted for Biology and Foundations of Biology.

**Q: If only part of a grade band for a subject is covered, can materials still be submitted?**

A: Yes. For example, if materials are only for grade 6 within the 6-8 grade band, submission is possible—ensure it is clear.

**Q: How will standards alignment be determined? The standards are grade-specific. The rubrics are organized by grade span. For example, if a first-grade standard is covered in second grade, is that acceptable?**

A: The alignment will be based on the Mississippi College- and Career-Readiness Standards only. No differentiation will be allowed. All grade bands and courses must submit the MCCR Standards Correlation.

**Q: As Mississippi aligns with NGSS, would correlations document using NGSS be acceptable?**

A: The alignment will be based on the Mississippi College- and Career-Readiness Standards only. No differentiation will be allowed.

**Q: Part of our core package includes sets of selected content readers to support coverage of the Mississippi standards. If the readers are included in the science kit program, can this be considered a single program?**

A: You will need to ensure that you list the readers as either part of a science kit or as a separate ancillary.

**Advanced Placement Courses**

**Q: Can two (2) titles be submitted for an AP course?**

A: Yes. For instance, the AP Physics course can include one (1) Algebra-based textbook and one (1) Calculus-based textbook, since schools may teach either curriculum.

**Q: Will we need to submit state correlations (MCCRS) for AP titles?**

A: You will need to submit correlations to the Advanced Placement course. Here is the link: [apstudents.collegeboard.org/courses](https://apstudents.collegeboard.org/courses).

**Q: If the scope and sequence follow the College Board's (for AP titles), will it still be required?**

A: You will need to submit the scope and sequence compared to the Advanced Placement course. Here is the link: [apstudents.collegeboard.org/courses](https://apstudents.collegeboard.org/courses).

**Q: If we do not have a traditional teacher’s edition for Advanced Placement, is there special consideration that needs to be made?**

A: No special considerations need to be made. However, please include information regarding any teacher’s guides or aids available.

**Q: What are the estimated enrollments for courses, including Advanced Placement?**

A: As of last year, we had 12,442 public schools enrolled in Advanced Placement courses.

**Contract Terms and Pricing**

**Q: Can districts purchase off-list from an approved publisher? For example, if a publisher added a new product, can districts purchase it? Or does every possible purchase need to be listed to use state funds?**

A: All items must be listed on the price option spreadsheet to be considered “adopted” and purchased with state funds. However, please refer to pages 54-55 in the Textbook and Instructional Materials: Administration Handbook. If new materials need to be added to the list, a publisher can follow the substitution process to have them included in the price options spreadsheet.

**Q: Is registration with MAGIC for vending to “nonpublic” schools only, or is this system used for all districts/schools that purchase from publishers?**

A: It is a requirement for “nonpublic” schools to purchase, but it is a requirement of the Standard Terms and Conditions of the Contract.

**Q: What does a vendor register in MAGIC?**

A: If the vendor is a new supplier and wishes to do business with the State of Mississippi, visit  [Vendor Services](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100).  Listed below is a link that provides step-by-step instructions for registering or assisting the vendor in completing the entire registration process. The [LOG800 Supplier Registration Course](https://uperform.magic.ms.gov/gm/folder-1.11.8539?originalContext=1.11.8507) will explain how to register as a supplier for the State of Mississippi. Payment cannot be issued for NEW contractors until the supplier registration process is completed in MAGIC.

**Q: What does a vendor register in Paymode?**

A: Here is the link to the Paymode information: <https://www.dfa.ms.gov/paymode>.

**Q: Our Complementary program requires a single purchase, and there are no Free with-order items. How should we indicate this on our bid?**

A: You do not have to include Free with Order (FWO) options on the price spreadsheet.

**Q: May we submit volume-based pricing?**

A: Yes, this can be based on either the number of years, sites, or students.

**Q: Must each component of the bundles be priced individually? Or is a separate price required for “replacement” components?**

A: You do need to price each item in the bundles, but make sure that the individual items are listed on the price spreadsheet so that schools can replace individual items if necessary. For example, if you have a “6th-grade workbook library” in a bundle, then the “6th-grade workbook library” should be listed as an individual item for replacement purposes.

**Q: If a publisher is developing a curriculum, for example, OpenSciEd is still releasing elementary units, may the publisher submit the completed units to ensure a K-5 option is available for local adoptions? OpenSciEd Elementary is scheduled for completion by early 2026. A district may wish to pilot.**

A: Please refer to “Petition Process” on pages 28 – 31 in the *Textbook and Instructional Materials: Administration Handbook.* This can be found here: [msinstructionalmaterials.org/resources/adoption](https://msinstructionalmaterials.org/resources/adoption).

**Q: Can a cashier’s check replace the requirement of a bid bond?**

A: No, the insurance bond is required.

**Q: Will you require pricing for one-year and five-year adoptions, or one year through five-year adoptions (including two-, three-, and four-year terms)?**

A: The pricing options should include one-year, two-year, three-year, four-year, and five-year.

**Q: Is there a copyright rule for these materials? We use content readers to support our coverage; however, the copyright dates are from before 2019. Although we update the science content as needed, it's usually not sufficient to necessitate a copyright change.**

A: Unfortunately, all printed materials must have a copyright date of 2019 or newer.

**Q: How are class kits of science equipment (manipulatives for hands-on activities described in the teacher guide and consumable equipment) categorized in Column M – User Role?**

A: They can be listed as “teacher” since they are designed to be used by educators to facilitate learning and engagement in the classroom.

**Q: Items per unit – for an item that is a “class” component, like a science manipulative kit, do we put the unit as the number of students it supports?**

A: A manipulative kit is considered one item even though it contains multiple individual manipulatives.  It's a collection of tools intended for use in learning activities, and it's treated as a single unit for ordering, inventory, and classroom management purposes.

**Q: Do Physical Items require a subscription term?**

A: Not unless they are considered a consumable or bundle. For example, if the course is a yearly consumable workbook, schools should be able to purchase the consumables either annually or for multiple years at a time.

**Q: For the Gratis Ratio, is that one per every number of students? For example, 1:5 – buy four, get one free?**

A: Yes, if the ratio is 1:25, then 25 student editions must be purchased for the school to receive the gratis material.

**Q: In the documents, you mention that we cannot employ or use as contractors anyone employed by the Mississippi Department of Education. Does that apply to only subjects for which we are submitting, or does it prohibit this for all subjects?**

A: It is my understanding that it is only those courses and materials that are submitted for consideration.

**Digital Instructional Materials and Digital Access**

**Q: Our Complementary program is not meant to integrate into an LMS via the Thin Common Cartridge. It stands alone but can offer Single Sign-On to the program. May we still be eligible for adoption if we do not integrate through TCC?**

A: Yes, you can adopt, but make sure to include this on the technology support document.

**Q: Since we are submitting only digital complementary materials, are we still required to provide physical samples to the depository or reviewers?**

A: No, you do not have to provide physical samples; however, make sure that the reviewers can review the whole digital platform.

**Q: Can you tell me the process for making changes to digital complementary materials? What types of changes would need to be brought to the board?**

A: Digital changes do not have to go to the SBE, but my office will need to be informed of the changes.

**Q: Do we need to submit three separate reviewer access documents (demo, limited, and full) or should all of these credentials be listed on one single document?**

A: They should be listed on a single document.

**Presentation Video**

**Q: Is the expectation to submit one (1) video per title or one (1) per category?**

A: Please submit one (1) video for each committee listed on pages 5-6 of the bid packet.

**Print Textbook Samples**

**Q: Are print materials for the State Textbook Rating Committee a separate shipment?**

A: Yes. The print materials for the State Textbook Rating Committee are shipped separately and should be mailed directly to the committee member’s school. This should be a student and teacher edition only. Remember, you are responsible for paying shipping costs both ways. This should be one set per request.

**Q: If our books will not be physically printed by the sample deadline, how would we submit physical samples to the review committee by September 15th if they request them?  Would it be possible to provide them with printed copies of the PDF/EPUB document we will submit to the state on August 19th for the official sample copy?**

A: You can submit a PDF version of a galley/manuscript by August, and I will share those with the review committees. However, if you have physical textbooks, then you must send those as required by MS Code Ann. § 37-43-59.

**Q: Do ancillary materials need to be received by August 19th or by December 18th?**

A: If you have ancillary materials that are not ready by August 19, then you need to turn them in by December 18. Please ensure that you include descriptions of the materials for the August deadline.

**Q: Must all equipment kits be made available by the 8/19 deadline for onsite review or availability to the public? Are samples of each grade level/subject enough?**

A: If you have ancillary materials that are not ready by August 19, then you need to turn them in by December 18. Please ensure that you include descriptions of the materials for the August deadline. Since science can have numerous ancillary materials, a sample for each grade/course is acceptable. Please remember that science kits are required as part of the Official Examination.

**Q: Page 14 of the Call to Bid requests sample copies of all pricing options. If needed for printing, can we submit only one copy of the student/teacher print options for each grade, rather than all 136 versions?**

A: Yes. A sample of the printed student and teacher documents for each grade will be acceptable.

**Procedures**

**Q: We just wanted to follow up on the reasoning behind not being able to submit two programs.**

A: This protocol was created to give all vendors a fair chance in the adoption process, preventing any one vendor from dominating the list.

**Q: What is the state funding allocation per student for this adoption? Could you please share the state’s per-pupil amount allocated to the district for textbook adoption? Do districts typically add local funds to cover any gaps?**

A: Each district receives an annual payment called the “Mississippi Student Funding Formula.” Districts can allocate these funds as they see fit, including buying textbooks. They can combine local and state funds or use 100% federal funds to purchase books. However, if districts use state funds for textbooks, those textbooks must be on the state-adopted list.

**Q: Are districts allowed to implement different programs at various grade levels? For example, can a district adopt program A for grades K-2, program B for grade 3, and program C for grades 4-5?**

A: Yes, the district can purchase different curricula for grade levels or secondary courses.

**Q: We want to ensure we can stay in contact with districts during the State Review period, as long as we do not make any decisions before receiving the official notification from your office on December 18th.**

A: Publishers and vendors may stay in communication with districts during the review period as long as it does not pertain to the science adoption, including selling potentially adopted science materials.

**Regional Textbook Depository**

**Q: Is the TN Book Company required to use our Complementary program if it is 100% digital?**

A. It is required. See Part 6 in the Standard Terms and Conditions (**page 51** of the Bid Submission Packet 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 demands of the MDE promptly.” A signed contract and an initial stock should be in place with Ingram Education Services (TN Book Company) by **April 1st**.

**Required Documents**

**Q: Is the Submission Bid Affidavit due on August 19th? Can the Submission Bid Affidavit be signed and notarized digitally?**

A: Yes. The Submission Bid Affidavit is due on August 19th. This document can be signed and notarized digitally.

**Q: Is there a template for the standards correlation, or will a simple document, table, or spreadsheet suffice?**

A: There is no template. A simple document, table, or spreadsheet will work. The more user-friendly, the better for the review team.

**Q: Can you please confirm that Form B is to be submitted digitally only?**

A: Yes. All required documents should be emailed through the IMPL@mdek12.org email address.

**Q: Is there a deadline for submitting the Publisher's Representative form?**

A: The Publisher’s Representative form is there in case contact information has changed or if a new publisher or vendor wishes to be added to my contact list.

**Q: How would you like us to provide the hi-res textbook cover images?**

A: If you are adopted, then the request for hi-res textbook cover images will be included in the Intent to Adopt letter that will be sent out in October. Then, either the publisher/vendor can send a link to pictures or upload the images to the IMPL@mdek12.org email address. The photos will be used on the Materials Matters website and the online catalog.

**Q: Can you list the specific documents that need to be emailed, and list the specific documents that need to be printed and mailed?**

A: The following items need to be emailed to IMPL@mdek12.org: Submission Cover Page, Bid Affidavit, Pricing Options spreadsheet, Form B, Form M, Features and Benefits brochure, Free with Order brochure, Curriculum Scope and Sequence, MCCS Standards Correlation, Technology Support document, Implementation Guide, links to digital access, and links to presentation videos. The following are the items that need to be mailed to my office: one (1) print student edition for each grade and/or course, one (1) print teacher edition for each grade and/or course, and one (1) copy or set of ancillary materials. Since science can have numerous ancillary materials, a sample for each grade/course is acceptable.

**Q: Should we email or mail Appendix D: Official Bid form? Additionally, should we include our pricing document in the bid packet that will be sent to you?**

A: Yes, you can use a single spreadsheet file with separate tabs, like the one on the HQIM adoption site. This will help the depository by having one Excel spreadsheet file per publisher.

**Q: Could you please advise if we are bidding on the following products, and how many bid packets you would like to receive? Example: Middle School Core Science, High School Core Science, Science Electives, AP Science, Middle School Health, High School Health, CTE- Arts, and CTE- Health.**

A: You will submit one (1) packet for middle school science, one (1) packet for all high school science (make sure to separate materials that a specific to the submitted courses), one (1) packet for AP Science, one (1) packet for K-8 health, one (1) packet for high school health, one (1) packet for CTE Arts, and one (1) packet for CTE Health. I know this seems like a lot, but it helps ensure that the correct information reaches the right review committee.

**Q: We have a product that includes PDFs of not-yet-printed items along with some final printed ancillaries. How would you like us to ship these “mixed” print and digital samples? Perhaps a box with the printed product and the links for the digital product inside?**

A: You can send a link to the PDFs through the IMPL@mdek12.org email and then mail the final ancillaries to my office by the August deadline.

**Q: Who is the audience for the Implementation Guide?**

A: The teachers (after adoption) who have digital and print access, on how to get started teaching the curriculum.

**Q: The Handbook mentions a bond letter as a requirement in Phase 1, but there is no mention of a bond letter [that I was able to find] in the Call for Bids for this adoption. Is a bond letter a requirement for this submission?**

A: The Submission Cover Page has a “yes or no” checkbox asking if you can secure a bond. You do not need to include a letter.

**Q: On Wednesday’s call, you mentioned that bonds were due 1/5/2026, but the timeline indicates they are due 1/19/2026. Please verify the due date for bonds.**

A: You are right. The contracts and bond forms will be sent to publishers on January 5 and must be returned to my office by January 19.

**Q: What is the “Free with Order Brochure”?**

A: The “Free with Order Brochure” explains to the district the options of gratis materials. This should match what is listed on the price spreadsheet.

**Caravan**

**Q: Regarding the Caravan, what details can be shared about the structure of these events, locations, etc.? Will publishers have the opportunity to run a workshop or presentation if present?**

A: The information will be included in the Intent to Adopt letter sent out in early October. Publishers will have the opportunity to give a 45-minute presentation.

**Q: Will we be responsible for preparing and presenting at each caravan event? Does it benefit a company to attend all caravan stops?**

A: This year, there will be only three (3) or four (4) caravan stops. If participating, vendors will need to be at all locations and have a presentation prepared to present to the school districts.

**Q: Will non-public schools be part of the caravan?**

A: Yes, public, state, and accredited nonpublic schools will be invited to attend the caravan. This includes core classes, Advanced Placement, and CTE.