Textbook Bid Submission Form Instructions

# Submission Requirements

• Submit an electronic copy of this form as instructed in your Bid Packet.
• Name the file Publisher Name\_2025\_Bid Form.
• Each subject area (e.g., Science, Health, PE, CTE) requires its own tab or form.
• If submitting materials in multiple subjects, complete a separate form for each.

# Field-by-Field Instructions

## Publisher Name

Enter the exact name of the publisher.

## Program Name (Series Name)

Enter the series title. If a single, non-series title is submitted, enter it here and in the Title/Components column.

## Program Year of Edition

Enter the edition year (e.g., 1st, 2nd, 3rd).

## Course Code

Enter the assigned MDE Course Code. [Approved Course Codes](https://mdek12.org/secondaryeducation/approved-courses/)

## Title/Components

• Group items by grade level.
• Fill in all columns for each item.
• Highlight Parent Bundles in yellow.
• Label Parent Bundle Description clearly (e.g., Learning Science Student Bundle 2 Volume 5 Year).
• List components under the Parent Bundle (Learning Science Student Edition Volume 1).
• Skip a line between bundles.
• List Additional Material by skipping a line between last bundle and list additional items like Teacher Editions, Workbooks, etc.

## ISBN

Enter ISBN-13 and ISBN-10 (if available), without dashes. If unavailable, provide a unique identifier. Each component must have its own ISBN or identifier. No duplicates, even for multi-year items.

## Grade Level(s)

Enter grade start and end. If only one grade, repeat it in both fields.

## Copyright

Enter the copyright year.

## Wholesale Price

Enter the lowest available wholesale price (used as the Mississippi school/district price).

## Retail Price

Enter the national retail price.

## User Role

Indicate whether the item is for Student or Teacher use.

## Format

• Bundle – Physical/digital student bundle.
• Digital – Digital-only item.
• Consumable – Single-use item.
• Physical – Printed book (hardcover or paperback).

## Parent ISBNEach component must be linked to its corresponding Parent Bundle by using the Parent ISBN-13. Be sure to enter the Parent ISBN for every component listed under that bundle.

## Subscription Term

List the number of years. Enter 1 for one-year subscriptions.

## Items Per Unit

Enter 1 unless it’s a class set. If so, list the number of student editions or licenses included.

## Gratis Ratio

Enter the applicable free material ratio:
K: 1:18
Grades 1–2: 1:22
Grades 3–8: 1:25,
Grades 9–12 (Core): 1:50, Non-Core/Elective: 1:35, CTE: 1:25

## Gratis Description (Optional)

Note any offer outside standard ratios (e.g., free encyclopedias with 25 bundles).

## Vendor ID (Optional)

Enter the publisher-specific item ID, if applicable.