

REVISED: March 2023

## MEMORANDUM

**TO:** Publishers of Instructional Materials for Students

**FROM:** Office of Instructional Materials

**DATE:** March 3, 2023

**SUBJECT:** Call for Publisher's Intent to Bid

### **2023 – Mathematics (PK-12) and Early Childhood (Comprehensive)**

(Effective Dates: July 1, 2024 - June 30, 2030) **FY25**

- **PK-12 Mathematics:** Applicable to all courses provided within the subject code headings “**Mathematics**” in the Oklahoma State Department of Education PK-8 or 9-12 Subject Codes lists.
- **Early Childhood (Comprehensive):** Applicable to the courses provided within the subject code heading “**Self-Contained**” in the Oklahoma State Department of Education PK-8 Subject Codes list for half-day and full-day Pre-K, Transitional Kindergarten, and Kindergarten. Materials exclusive to a specific subject area for grades PK-K are not included.

Companies with PK-12 Mathematics and Early Childhood (Comprehensive) will be awarded contracts for a period of six years, effective July 1, 2024 – June 30, 2030. **Instructional Materials for the State Textbook List** may be bid in one subject area only to avoid duplications. If you have titles in other subject areas that are currently under contract, they may not be bid again until their contracts expire. If you have new editions of contracted items, and you wish to substitute, that process begins in December when registered publishers receive the Call for Substitutions.

Bids may be accepted for items in other subject areas that are not currently on the list, EXCEPT next year’s adoption, which is **Grades PK-12 Computer Science and Technology Education and PK-12 Fine Arts**. Approved out-of-cycle titles will be contracted beginning July 1, 2024, and will expire according to the Textbook Subject Cycle, which is enclosed for your information.

- **Publisher’s Notice of Intent to Bid due Friday, April 7, 2023.**  
If you are interested in submitting bids for any of the subject areas being accepted, please request the bid template by clicking the link to the [Intent to Bid form](#) and completing it. Specific format instructions will be included with the 2023 bid package. Please follow these instructions carefully. **When you submit the [Intent to Bid form](#) as instructed before the April 7, 2023 deadline, that fulfills your “Notice of Intent to Bid” requirements and you will receive an official bid packet with additional documents and instructions.**
- **Lexile Levels**  
Please include Lexile levels for all applicable materials bid for adoption.

- **NIMAS**

In accordance with the federal Individuals with Disabilities Education Act, print instructional materials, including printed textbooks and related printed core materials published primarily for use in elementary and secondary school instruction, **MUST** be available as a NIMAS file set (ANSI/NISO Z39.86 Daisy 3). Publishers bidding in this adoption must provide the NIMAS file set to NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

The publisher also agrees to mark up materials eligible for NIMAS submission that contain mathematical and scientific instructional content by using the MathML3 (refer to the latest applicable version) module of the DAISY/NIMAS Structure Guidelines as posted and maintained at the DAISY Consortium website (<http://www.daisy.org/z3986/structure/SG-DAISY3/index.html>).

By agreeing to deliver the core materials in NIMAS format, the publisher agrees to prepare and submit on or before Friday, June 3, 2024, a NIMAS file set to the NIMAC that complies with the terms and procedures set forth by NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

For more information on NIMAS and accessible educational materials, visit the Web site at: <https://aem.cast.org/>.

- **Information Enclosed**

The following resource links are included for your convenience:

- [Instructional Materials Subject Cycle](#) with contract dates,
- [Committee-Approved Instructional Materials Rubrics](#)
- [State Textbook Committee Calendar](#) with meeting and due dates, and the
- [Publisher Registration Form](#). Publisher registration information should be current.
- [Information for Publishers Website](#)

If you would like further information, please call (405) 522-5628 or email the Executive Director of STEM Education at [Christine.Koerner@sde.ok.gov](mailto:Christine.Koerner@sde.ok.gov).