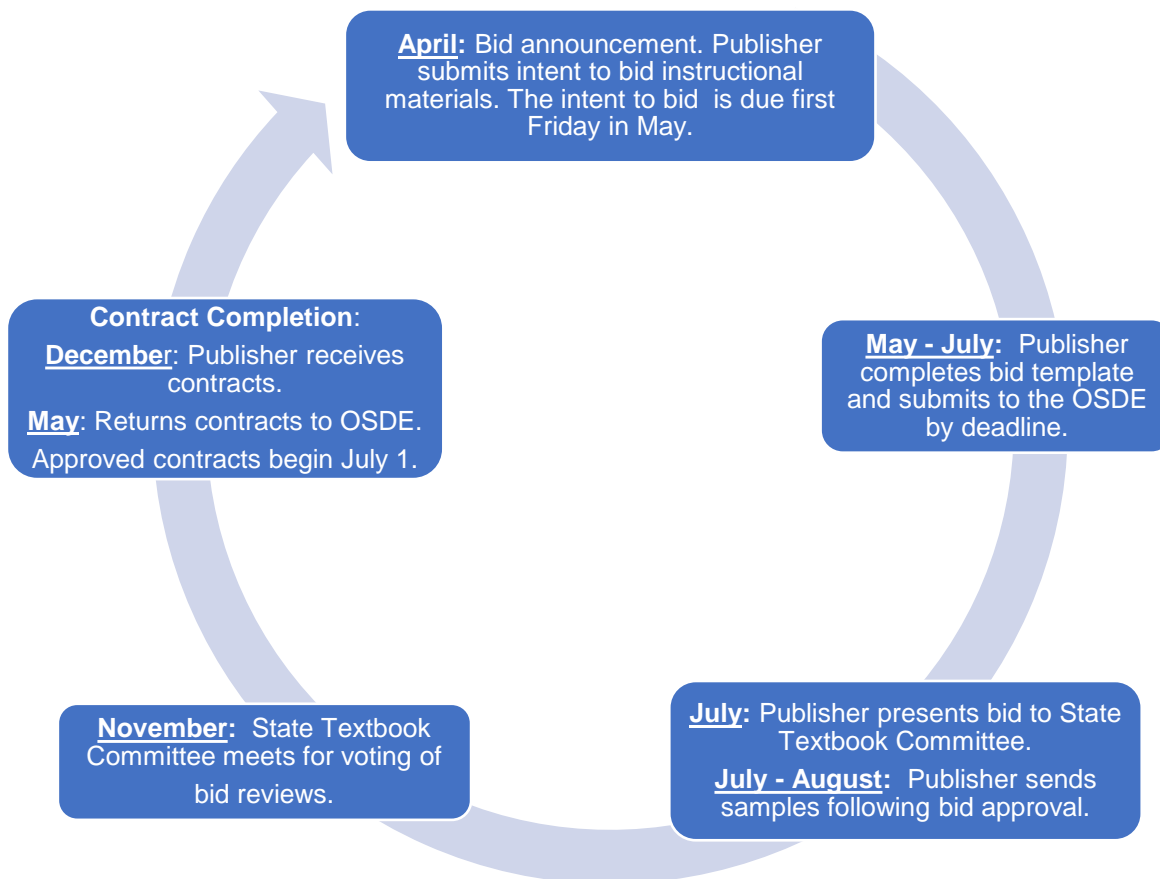


Publisher Toolkit: Submitting a Bid for Oklahoma Adoption

Quality instructional materials fully align to the Oklahoma Academic Standards, clearly communicate what students should be able to learn and do for each grade-level or course, and provides meaningful instructional support for students and teachers. This resource supports publishers with the process of bidding instructional materials. All deadlines are by 4:30 P.M. Please go to the [Oklahoma State Textbook Committee](#) website for the current annual calendar and specific dates.

Contact the Director of Instructional Materials at Rebecca.morales@sde.ok.gov or 405.521.3456 for additional questions.

Overview of Bid Process



April: Intent to Bid

The bid announcement historically occurs on the first Friday in April.

- All publishers, *registered with the Oklahoma State Department of Education*, may submit an intent to bid to the Director of Instructional Materials.
- Letters of intent to bid from publishers must state the book or series of books the publishing company intends to bid in the appropriate subject area and grade level. Additions to the letter of intent will be accepted only until the deadline for the receipt of publishers' intent-to-bid and only if submitted in writing.
- The first Friday in May is usually the deadline for the intent-to-bid for state adoption. A bid template with instructions is emailed to the publisher following receipt of notification for intent-to-bid.

May – July: Completing the Bid

May: *All publishers must use the bid template for the current adoption cycle and follow the explicit instructions provided.* Some general information, according [to Oklahoma Administrative Rules](#) and specific to bid item allowances, are included here and at <https://oktextbooks.ok.gov/publisherrules.htm>.

- **Current Adoption Cycle:**
 - Publishers are not to include any bid item that is currently adopted in another subject cycle.
 - Comprehensive teacher materials must be furnished free and based upon a minimum ratio of one (1) teacher set to 20 student textbooks purchased.
 - Only teacher materials for Kindergarten or English Language Learners may be bid as separate items.
 - Any items not listed on the bid form as free cannot be provided for free.
 - Technology components of instructional materials, including, but not limited to applications using computer-assisted instruction and other cloud-based technologies must include comprehensive teacher materials.
 - Professional development items cannot be included in the bid.
- **Out of Cycle Bid:**
 - Publishers are not to include any bid items for any subject to be included in the following adoption cycle.
 - Publishers are not to include any teacher materials.

July - August: Presentations and Material Samples

- **Publisher Presentations:** All publishers who have submitted a bid present to the Oklahoma State Textbook Committee during the week following the bid submission deadline. A specific date and time is assigned to each publisher. Allowed presentation length varies according to the number of bids received for each adoption cycle. The Director of Instructional Materials communicates all presentation requirements with publishers through public posting on the Oklahoma State Textbook Committee page and email.



July - August: Presentations and Material Samples (continued)

- **Publisher Bid Samples:** Upon approval of a received bid, the Director of Instructional Materials provides a list of physical and email addresses to publishers to distribute bid samples. Virtual samples are encouraged, but not required, if hardcopy samples are available. **The first Friday in September is the deadline for the receipt of all the sample bid items.**

In October, two tentative meeting dates are set to address potential questions or concerns of instructional material bids. The first tentatively scheduled meeting is in early October for a public hearing. The second tentatively scheduled meeting is later in October for the Oklahoma State Textbook Committee to discuss specific items with one or more Content-Expert Review Teams.

November: Voting on Reviews of Publisher Bids

In early to mid-November, the STC meets to vote for approval the instructional material reviews submitted by the Content-Expert Review Teams. All approved reviews resulting in *Exemplifies Quality* or *Approaching Quality* are considered state-approved instructional materials. Those resulting in *Not Quality* are not state-approved and may not be bid again for the subject contract cycle.

December – June: Contract Completion

- **December - April:** Before the end of the month, all publishers with approved bids should receive contract documents that include a contract, a contract surety bond, an affidavit of authorized agent, verification of power of attorney, and a contract/bond checklist. **The first business day in May is the deadline for all completed original hard copies of contract documents to be returned to the Oklahoma State Department of Education for approval and final signatures. No digital copies are accepted.**
- **May – June:** Once contracts are processed, each publisher will receive a signed copy of the contract and a purchase order. **Approved complete contracts are active the first business day of July.**

Additional Resources

- [Oklahoma State Textbook Committee Website](#)
- [Completing the Bid FAQ Document](#)
- [Oklahoma Administrative Rules for Publisher's Bidding Procedures](#)

