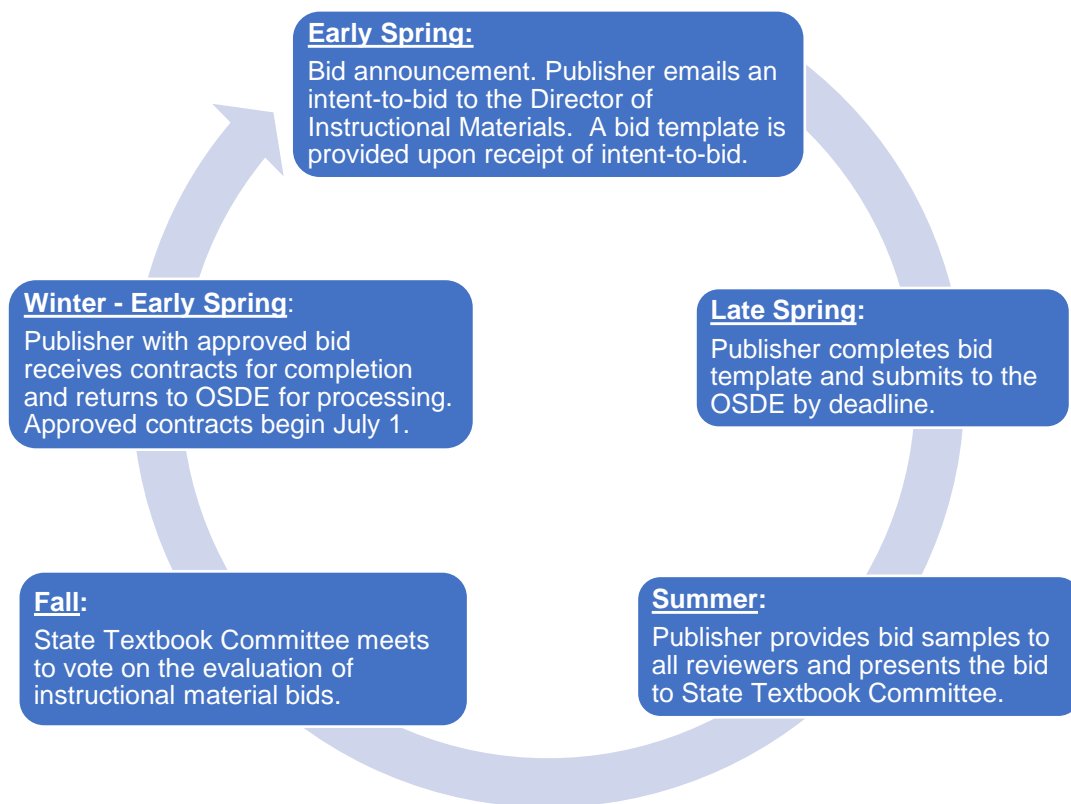




Publisher Overview: Submitting a Bid for Oklahoma Adoption

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 12:00 P.M. Central Time. Please go to the [Oklahoma State Textbook Committee](#) page for the current annual calendar and specific dates.

Overview of Bid Process: Refer to the current Oklahoma State Textbook Committee Calendar for specific adoption cycle dates.



Early Spring: Intent-to-Bid

Refer to the current Oklahoma State Textbook Committee Calendar for the specific date.

- All publishers, *registered with the Oklahoma State Department of Education*, may submit an intent-to-bid to the Director of Instructional Materials. Go to the Information for Publishers page to view current State publisher registration. Complete the [online form](#) to update as needed.
- 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 are accepted only until the deadline for the receipt of publishers' intent-to-bid and only if submitted in writing.
- A bid template with instructions is emailed to the publisher following receipt of notification for intent-to-bid.

Late Spring: Completing the Bid

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 available on the [Information for Publishers](#) page.

- **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.

Summer: Material Samples and Presentation to Committee

- **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.



Summer: Presentations and Material Samples (continued)

- **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.

In the early fall, there are two tentative meeting dates 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.

Fall: Voting on Reviews of Publisher Bids

The State Textbook Committee meets to vote on the instructional material reviews submitted by the Content-Expert Review Teams. All approved reviews resulting in *Exemplifies Quality* or *Approaching Quality* are State-approved instructional materials.

Winter-Spring: Contract Completion

- **December - April:** 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.
- **May – June:** Once contracts are processed, each publisher will receive a signed copy of the contract and a purchase order. **Approved contracts are active the first business day of July.**

Additional Resources

- [Oklahoma's High Quality Instructional Materials Website](#)
- Director of Instructional Materials at Rebecca.morales@sde.ok.gov or 405.521.3456.

