

New Mexico Public Education Department Instructional Material Bureau

To: Publishers that are submitting to the RFA Language Arts/ Reading, CORE Reading Intervention, Modern, Classical, & Native Languages Instructional Materials (grades 9-12)

From: Sally A. Wilkinson, Director
Instructional Material Bureau

RE: Frequently Asked Questions

The question and answers listed below are common to several publisher inquiries-

Question in **black** print – Response in **blue** print.

Updates in **this color**.

Updated Submission Schedule

Submissions may be submitted before the following deadlines and is encouraged.

B. Submission schedule:

Forms/Documents	Hard copy	Email copy	Submission date
Form A - Cover Sheet to RFA <u>Download</u>	1		September 4, 2007
Form B - Official Label <u>Download</u>	Applies to all materials submitted		Submitted with the samples at the Summer Review Institute, May 31-June 6.
Form C - Research-based Effectiveness Data <u>Download</u>	1		September 4, 2007 Deadline: Revised: The FINAL Document due no later than April 1, 2008
Form D - Instructional Material Spreadsheet. <u>Download</u>	1	1	September 4, 2007
Form E - Core/Basal Submissions— <u>Download</u>	1	1	September 4, 2007
			December 31 is the deadline for any revision and/or request for information/feedback to and from IMB and Publisher

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*Form F – Alignment Documents	1	1	December 31 is the deadline for alignment documents with at least the correlation of chapters for each indicator. Revised: The FINAL Alignment Document due no later than April 1, 2008 with page numbers and paragraph correlations.
Form F - Alignment Documents <u>Download</u> from the web page) Samples without documents attached will not be registered nor reviewed for adoption as core/basal.	3 sets (student edition, teacher edition, and alignment [correlations] document)		Submitted with each sample set at the Summer Review Institute June 1, 2008- 10:00am to 2:00pm.
Form G – Summer Institute Reservation (for presentation of core/basal materials and/or for the exhibition) <u>Download</u>	1	1	September 4, 2007
Publisher’s fee check	1		September 4, 2007

- Publisher may submit to the IMB September 5 – December 16, 2007, Form F for feedback, and/or IMB may request clarification, revision, etc. to Forms by Publisher (example: ISBN # is incomplete), if necessary, during this timeframe. All revisions must be completed and submitted December 31. Exceptions: See above.

DEADLINE SCHEDULE BY DATE
Submissions may be submitted before the following
deadlines and is encouraged.

Deadlines	Submissions Due
September 4, 2007	Form A, Cover sheet Form D, IM Spreadsheet Form E, Core/basal submissions Form G, Summer Inst. Reservations Publisher’s Fee Check
December 31, 2007	Form F (draft), Alignment documents

December 31 is the deadline for any revision and/or request for information/feedback to and from IMB and Publisher	
April 1, 2008	Form C, Research-based Effectives Study Form F (official), Alignment Documents
June 1, 2008	Form B Form F with submissions: 3 samples of SB and TE

- Publisher may submit to the IMB September 5 – December 16, 2007, Form F for feedback, and/or IMB may request clarification, revision, etc. to Forms by Publisher (example: ISBN # is incomplete), if necessary, during this timeframe. All revisions must be completed and submitted December 31. Exceptions: See above.

QUESTIONS AND ANSWERS

FORM A, Cover Sheet

1. Does a publisher have to have a NM Publisher code to participate in the adoption process?

YES, the information is required on the cover sheet due September 4, 2008.

FORM B, Official Label

2.. Form B – Official Sample Label, is submitted with samples in May 2008?

Yes.

FORM C, Researched-based Effectiveness study

3. Our new programs are based on research but to state exact examples we need the final product. Is it alright to file a draft of our research on December 1 and the final on December 31.

Schedule change to Form C – Effectiveness Studies: This has been a very frequent request. The Assistant Secretary has extended the submission to ensure that updated research is available for the reviewers, the submission date for Form C – Research Effectiveness Studies has been **extended to April 1.**

FORM D, Instructional Material Spreadsheet

4. Can we submit final pricing ‘free’ items after September 4th since these do not impacts your review fee?

‘FREE’ materials usually carry a cost for subsequent years. If so, this cost must be listed on the bid sheet (Form D) by September 4, 2007.

5a. Are generic components/ hardware offered as ‘free’ placed on the bid sheet, such as, laptop, scanner, white board, projector, etc.-

Question revisited: Yes, the practice was set in the Math cycle, the Assistant Secretary will continue to allow the above to be listed on the bid sheet (Form D) as ‘free’ as **a part of the core/basal components of a program/kit**. If a cost is related to these material(s) after the ‘free’ period has ended, price must be listed (i.e., on-line service) on the bid sheet. **Hardware can be offered as a piece to enhance and/or relevant to a specific title/program/kit** – DVD player for the DVD student activities – hardware cannot arbitrarily be offered just to sell ‘hardware’ or be given as a “bonus” for a purchase.

5b. May we offer the hardware free as a “bonus” for purchase of instructional materials should our program be adopted?

No. **Hardware may only be listed** as ‘free’ as **a part of the core/basal components of a program/kit**. **Hardware can only be offered as a piece to enhance and/or is relevant to a specific title/program/kit** – DVD player for the DVD student activities – hardware cannot arbitrarily be offered just to sell ‘hardware’ or be given as a “bonus” for a purchase.

6. May publishers withdraw/remove materials off Form D prior to December 31, 2007?
Yes, however, fees will not be refunded.

7. We need the updated Form D – Bid Spreadsheet and Form F – Alignment Documents. Both are posted on the website: <http://www.ped.state.nm.us/div/learn.serv/im/index.html>

8. For material type, should we indicate TE for teacher resource materials?

Considering Form D ... The Teacher Edition or Teacher Guide is (TE), but teacher resource materials are not considered teacher editions, for example, phonics cards for a group activity, then it would be considered (MN) ‘manipulative material and other materials (Charts, flashcards, games, kits, models, maps, pictures, posters, slides, etc.)’ See page 17 in the RFA for further reference.

9. Are Advanced Placement materials to be submitted on separate forms?

No, they should be submitted by content area (LAR, CR, MDNL) not by level of instruction.

10. If we are offering teachers a choice of library titles for a collection of 700 titles, may we list the titles on a separate sheet and at the end of each grade and indicate ‘see ML library list’ – or may we list the titles once at the end of the bid even though they apply to every grade and indicate at the end of each grade ‘ see attached ML catalog for list of titles’? (We will not be pricing these items on the bid).

Clarification: The intent of the review process is to select adopted core/basal materials and to determine the list of adopted supplemental material. If the 700 titles are to be submitted for one or the other purpose addressed above you are to list them. You are not to attach additional lists to the bid sheet Form D. Form D is not to substitute for a catalog order form.

Form D – Bid Spreadsheet must list ONLY core/basal and supplemental materials.

IF:

- the materials (700 titles) are to be indicated as a 'kit/package/sets', then each title (of) is listed and as core or supplemental -only one price is indicated, the total cost of the kit/package.
- the materials (700 titles) are to be indicated as a 'kit/package/sets', and each title is a duplicate, then ONLY the title is listed and as core or supplemental - only one price is indicated, the cost of that title.
- the materials (700 titles) are to be sold as stand-alones, then each title must be listed and priced.
- the materials (700 titles) are for all grade levels or within grades 9-12, please indicate so.

11. There is no separate category for AP.
Correct only LA/R, CRI, and MCNL.

FORM E, Core/basal Submissions

12. Can we bid our 2007 (most current edition) program and substitute our 2009 program prior to the Spring review 2008?

Correction and Clarification on Substitutions:

NO substitutions can be made to the bid sheet due September 4, 2007 or at any time leading up to the review. Example: If your 2009 edition is not ready for listing on the bid sheet and you enter your 2007 edition you cannot substitute the 2009 for the 2007 before the Spring Review. After the Secretary of Education announces the adoption of the Multiple List and after Publisher Agreements have been sent out in August, the following options are available :

- **NMSA 6.75.2.10 (2) (c) Requirements: Responsibilities of the Publisher...substitutions of new or revised editions will be allowed by the chief...(c) during the second, third, and fifth years of the contract only where exceptional justification is provided...**

OR

- **NMSA 6.75.2.8A Annual Adoption...however, the department may allow other adoptions upon finds that an emergency is determined to exist. In the spirit of the law, the justification that the 2009 copyright will not be ready for the September 4 deadline shall be considered met. The department will then allow an 'Emergency Review for Adoption' on the 2009 editions. This process assures:**
 - that the Publisher incur all costs related to the emergency review,
 - that the review will follow the exact guidelines and assessment tools used in the Institute, and
 - that this process will begin when the Publisher has submitted Forms C, D, and E along with a corporate check for the fee.

Before IMB can implement an "Emergency Review" or allow a "Substitution" the publisher must have a current contact for the content area.

13. Publishers may withdraw/removed material off Form D – Bid Spreadsheet prior to December 31. Can this also apply to Form E- Core/Basal List?

All materials, core/basal and supplemental, must be listed and priced (appropriately) on Form D. Form E is for ONLY those materials listed on Form D as core/basal that will be reviewed in Spring 2008. Publishers may withdraw materials from both lists by December 31; however, fees will not be refunded.

14. Form E says to only submit materials bid for review as core-basal. Since the only items reviewed are SB and TEs, is this all that is required on this form?

Yes.

15. Are Advanced Placement materials to be submitted on separate forms?

No, they should be submitted by content area (LAR, CR, MDNL) not by level of instruction.

16. There is no separate category for AP.

Correct only LA/R, CRI, and MCNL.

FORM F, Alignment Documents

17. Do we submit correlations for all three areas (Modern, Classical & Native Languages)? Where are the documents?

Yes, if you are submitting a Form E (Core/basal materials to be reviewed) you also need a Form F. The Form F (Alignment/correlation Document) is needed for each title on Form E. The Forms are on the IMB web page.

18. How should citations using the page-paragraph format for teaching instructions on a side bar of other location in the TE?

Get as close to the paragraph on the page that will lead the review to the correlation. Indicate TE in the cell. They will find it. Example: TE 126-4

19. Separate Form F for each SE and TE?

Three (3) citations are required following each indicator. The citation may be from the SB or the TE or both texts can be cited to meet the standard. Indicate TE or SB prior to entering the page-paragraph. The reviewer will then know what text to find the correlation. Example: TE 126-4

20. When is Form F – Alignment Document due?

At the pre- conference, this due date was changed to accommodate participants. Publishers must submit a draft/general (chapter cited) Form F by December 31. The FINAL version is due April 1, 2008 indicating page number and paragraph.

21. Can Form F be submitted anytime prior to December 31, 2007?

Yes, we encourage it.

22. Are AP titles required to be correlated to the state standards or may they be correlated to ACORN?

Materials listed as core/basal must be correlated to Form F – Alignment Document.
ACORN standards are not applicable.

FORM G, Summer Institute Reservation

23. If a publisher is submitting Core instruction materials for review in one or all areas, should a separate Form G be filled-out?

Yes, for every content area (core/basal) being submitted. This is to ensure that publishers submitting **core** (only) materials for review have a timeslot on the agenda. The same goes for contact information – we need to be able to contact ‘someone’, if necessary.

24. If a publisher is bidding in multiple content areas (Language Arts/ Reading and CORE Reading Intervention and Modern, Classical & Native Languages) does it get 1 table per publication?

Yes.

GENERAL QUESTIONS

”**Reminder**”: FINAL version of Form F- Alignment Document was also extended to April 1, 2008. It must have the correlations to page number and paragraph for the core materials to be reviewed.

25. What will be the effective dates of the Agreement?

Assistant Secretary Gilbert Perea has determined that Agreement dates would begin **January 1, 2009 to January 1, 2015**. This action will standardize dates so as not to have confusion with date/year that materials are submitted and reviewed. Agreements will be released after the Adoption announcement in August and are to be signed and returned prior to January 2009th effective date.

26. Are we required to provide NIMAS files for all approved titles published after July 2006? Is it adopted materials or copyrighted materials after July 2006?

In reference to the Braille Access Act 6.75.4.8(c)

*“The department, through its instructional materials adoption process, shall require publishers to prepare and, on or before delivery of printed instructional materials, provide to the NIMC electronic files containing the content of the printed instructional material using NIMAS for all instructional materials **adopted by the department after July 19, 2006**”.*

27. What format for NIMAC files?

Please refer to Title 34 Education: Part 300 Appendix C- National Instructional Materials Accessibility Standards (NIMAS) ‘Technical Specifications’- The Baseline Element Set:
<http://www.google.com/search?hl=en&q=Federal+Braille+Act+-+Title+34+Education%3A+Part+300+Appendix+C->

[National+Instructional+Materials+Accessibility+Standards%28NIMAS%29+%27Technical+Specifications%22+-+The+Baseline+Element+Set](#)

28. When do materials have to be sent to the Regional Review Centers?

6.75.2.11 (G)...*the publisher shall provide samples of core/basal student and teacher instructional materials as well as other material they deem necessary to provide adequate instruction to the authorized regional review centers within thirty (30) days of the finalization of the contract.* The contract is considered finalized when the Secretary of Education has signed it and the publisher has received it in certified mail. It is thirty (30) days after the date of receipt.

29. Do we submit a scoring rubric?

You do not submit a scoring rubric, Publishers submit Form F - Alignment Document that may be downloaded from the website:

<http://www.ped.state.nm.us/div/learn.serv/im/index.html>

30. Does changing font size constitute changing the 'original' format of the form?

No.

31. Since the addition of CORE Reading Intervention to the 2008 adoption schedule, will there be a revised timeline or will this bid still be due September 4, 2007?

No revised timeline. Bid due September 4.

32. Should Literature be listed under Language Arts/Reading?

Yes.

33. When will the CORE Reading Intervention call be for **grades K-8**?

Not until August 2008, this call is for grades 9-12.

34. To submit materials for review we submit Forms A, C, D, E, G and a deposit by September 4?

Forms A,D,E,G and Publishers Fee check...Please refer to the Updated Schedule at the beginning of the document.

35. Do submissions for 2008 adoption review of CORE Reading Intervention have to cover grades 9,10,11,12? Or can we submit for just one grade?

You can submit for one grade or all grades.

36. We must supply a Section Code. The only choices are CB or SP. Are ancillary materials considered core or supplemental or do we indicate N/A?

Ancillaries are designated SP and will be listed on the Multiple List as Supplemental. There is no category for 'Core with Ancillary' materials. Form D lists supplemental (ancillary) and core/basal. Form E is core/basal only.

37. If the same content is in multiple platforms, must we pay for each platform, example: eEdition CD, eEdition Online?

If content is the same, the one time fee is at the highest price.

38. If you only intend to provide something gratis, must we provide a price if it can be purchased?

Yes, if it is gratis is for a period of time (1st year) but is also (or will be) available for purchase as a stand-alone, or must be purchased after the 'gratis' time, the price must be listed.

39. Are options permitted under gratis terms (example: choose 2 of the workbooks or choice of DVD or Video)?

Yes – don't forget that if they can be purchased at a later date, price must be listed at the highest cost.

40. Is hardware permitted to be bid?

The practice was set in the Math cycle, the Assistant Secretary will continue to allow the above to be listed on the bid sheet (Form D) as 'free' as a part of the core/basal components of a program/kit. If a cost is related to these material(s) after the 'free' period has ended, price must be listed (i.e., on-line service) on the bid sheet. **Hardware can be offered as a piece to enhance and/or relevant to a specific title/program/kit** – DVD player for the DVD student activities – hardware cannot arbitrarily be offered just to sell 'hardware' or be a "bonus" for a purchase.

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- the materials (700 titles) are to be indicated as a 'kit/package/sets', and each title is a duplicate, then the title is listed and as core or supplemental -only one price is indicated, the cost of that title.
- the materials (700 titles) are to be sold as stand-alones, then each title must be listed and priced.
- the materials (700 titles) are for all grade levels or within grades 9-12, please indicate so.

42. Are publishers required to provide on the company order form given to schools and districts a specific place to list the “Free” materials?

Yes. Publisher order forms must provide a way for districts/schools to indicate that they expect to receive the “Free” items with their orders as described in the adoption bid sheet.

43. Can you explain how to arrive at the pricing for classroom kits?

You must consider one of the following options:

- the kit materials (multiple, different titles) are to be indicated as a ‘kit/package/sets’, then each title is listed and as core or supplemental - only one price is indicated, the total cost of the kit.
- the kit materials (a set of a single title) indicated as a ‘kit/package/sets’, and ONLY if each title is a duplicate, then the title is listed and as core or supplemental - only one price is indicated, the cost of that title.