



Invitation to Bid Textbooks and Instructional Materials in Tennessee

2023-24 Adoption Section D

Science

Alternate Academic Instructional Materials: Math Reasoning for Decision Making

For information, please contact:

Office of Academics

Andrew Johnson Tower, 9th Floor

Nashville, Tennessee 37243

Phone: (615) 417-1495

Email: Tennessee.Textbooks@tn.gov

MEMORANDUM

TO: Publishing Companies and Representatives
FROM: Tennessee Textbook and Instructional Materials Quality Commission
SUBJECT: Invitation to Bid Textbooks and Instructional Materials in the Tennessee, Section D
DATE: February 16, 2024

The State Textbook and Instructional Materials Quality Commission hereby issues an invitation to bid instructional materials for science, alternate academic science instructional materials, and math reasoning for decision making: for the Section D Official List of Textbooks. State law (Tennessee Code Annotated § 49-3-310) defines “textbook and instructional materials” as, “**Any medium or manual of instruction which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject.**”

Documents mentioned throughout this memo can be found in the invitation to bid portfolio zip file.

Textbook Criteria

Textbooks and instructional materials must:

- A. Conform to the content standards for its subject area or grade level;
- B. Be free of any clear, substantive, factual, or grammatical error; and
- C. Comply with and reflect the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional material for education of students in general studies and specifically in United States history and this nation’s republican form of government.

Textbook and Instructional Materials Classifications and Method of Delivery

Bids will be accepted for textbooks and instructional materials using the following classification and method(s) of delivery:

Classification

Basal Text: This designation identifies an on-level resource for use at a particular grade level or course level. The basal should address the standards and grade-level/course-level expectations of the designated subject area. Basal programs include coverage for one hundred eighty (180) days of instruction.

Methods of Delivery

Technology Dependent: This designation identifies a program which requires technological hardware, software, and/or infrastructure for its implementation. Local school systems adopting these programs are responsible for determining the necessary platforms and infrastructure to support these programs and for providing the technology necessary to deliver instruction. (Digital)

Traditional: This includes programs that may use a variety of delivery methods and that are not exclusively dependent on technology. The primary instructional material will be a printed textbook. (Printed)

Blended: This designates any program which incorporates a blended approach combining both traditional and technology-dependent resources. Digital and printed materials will be utilized for the primary instruction delivery. (Both digital and printed)

The State Textbook and Instructional Materials Quality Commission has adopted a rule requiring publishers of adopted bound-print textbooks to provide, upon request, electronic files from which braille versions of the textbook may be produced. For details, see [State Board Rule 0520-1-2-.15](#). This requirement will be stipulated in the official bid form and contract. No newly adopted bound print textbook will be approved by the State Board of Education unless the publisher has committed in writing to provide such electronic files.

Contracts

Contracts for the books and instructional materials listed by the State Textbook and Instructional Materials Quality Commission shall be executed in duplicate on forms prepared by the secretary of the State Textbook Commission and approved by the State Attorney General. Each contract shall state that the prices contained therein do not exceed prices currently offered elsewhere in any other state.

- A. In accordance with state law and State Textbook and Instructional Materials Quality Commission Rule 0520-05-01-.08, the contractors shall file with the textbook contract a good and sufficient bond with a surety company authorized to do business in this state in the sum of \$10,000.00 and conditioned upon the faithful performance of all conditions of the contract and compliance with state law T.C.A. Title 49, Chapter 6, Part 22.
- B. Bonds must be for the entire contract period. Renewal bonds and checks are not acceptable. The term of the bonds must be for a 96-month period for all subjects bid.
- C. Contract forms will be sent to the successful bidders in Jan. 2025. Completed contracts will be due to textbook services by Feb. 28, 2025.

Publisher Corrective Action Plans

- A. Pursuant to state law and Textbook Commission Policy 2.400, publishers submitting textbooks or instructional materials for possible state approval shall execute an agreement to correct all factual and editing errors found in a textbook or instructional material, at the publisher's expense. The publisher shall submit a corrective action plan to the department, for review and approval by the state board, within thirty (30) days of the department's notification of the existence of errors in the textbook or instructional materials.
- B. Factual errors only apply to information that is inaccurate at the time of state approval of the textbook or instructional material.
- C. The department shall submit corrective action plans to the board for approval at least once per year. [See Commission Policy 2.400 for more information.](#)

Review of Textbooks and Instructional Materials Bid

- A. Books and materials will be reviewed against the Tennessee state standards for mathematics, or alternate academic instructional materials. The department standards are available for you to reference for this textbook adoption cycle: [Science](#), [Math Reasoning for Decision Making](#), [AAIMS](#). Instructions for reporting alignment to the standards will be sent at a later date.
- B. Publisher presentations to the textbook reviewers will be provided via video recording on a flash drive and not given in person. Videos must be no longer than 30 minutes in length and should focus on how to access content both digitally and in print versions. Textbook reviewers will receive these flash drives and will review these recordings in Nashville, Tennessee on the weekend of April 12-13, 2024.
- C. Bids will be acknowledged publicly before the State Textbook Commission at its March 2024 meeting.

Listing in More than One Area

As stated in [State Textbook and Instructional Materials Quality Commission Policy 2.100](#), if a publishing company bids a textbook in a given area, and if the commission lists it in that area, the publishing company shall not subsequently offer it for listing in another area during the period the book is under contract.

Contact Information

Questions about this invitation may be forwarded to:

Tennessee.Textbooks@tn.gov

Directions for Submitting Bids

The Publisher's Checklist to Accompany Bid, summarizes the requirements involved in bidding titles to be included in the Official List of Textbooks. The date that publishers must complete the form and submit an electronic copy the department is set to **10 a.m. CT March 8, 2024**. In preparing for the bid, please adhere to the following requirements:

- I. **Cycle and Courses to be Bid:** Tennessee's Section D Adoption will include bids received for a formal list of state-approved courses. The department reviews basal programs in each of the categories listed on the Section D Course Codes and Description List. A complete list of courses being bid is provided in the zip file accompanying this document
- II. **Tennessee Textbook Laws, Rules, & Policies:** Read the invitation to bid portfolio carefully and adhere strictly to Tennessee Law and State Textbook and Instructional Materials Quality Commission Rules and Policies. It is the responsibility of each publisher to review Tennessee Laws and The State Textbook and Instructional Materials Quality Commission Rules and Policies, [which can be found here](#).
- III. **Electronic Bid Submission Deadline:** Bids will be received until **10 a.m. CT on March 8, 2024**.
- IV. **Bid Deposit:** Each bid shall be accompanied by a certified check of ten thousand (\$10,000.00) dollars for any one bidder regardless of the number of titles submitted. Such checks shall be made payable to the State Treasurer and shall be returned to unsuccessful bidders, and to successful bidders upon proper execution of the contract and performance bond. [T.C.A. § 49-6-2203(c)]
 - A. Per state law, the bid deposit will be forfeited for any publisher whose bid is accepted who fails to execute a contract and bond within thirty (30) days of the award.
 - B. Please note that the current textbook contract forbids the assignment of the contract, in whole or in part, to another publisher without the prior approval of the Commissioner of Education. If such an assignment is approved, the publisher initially bidding the programs as well as the approved assignee are jointly and severally responsible for the programs. Also note the bid deposit to be filed with your official bid in March is ten thousand dollars (\$10,000.00) regardless of the number of titles bid.
- V. **Contract Period:** Bids shall include proposals to furnish certain textbooks to the State of Tennessee for contract terms as follows: **a ninety-six (96) month period** with the option of a two-year extension upon approval of the State Textbook and Instructional Materials Commission for mathematics and alternate academic instructional materials.

- VI. Textbook Surety Bond:** As required by state law and The State Textbook and Instructional Materials Quality Commission Rule, publishers shall file with the textbook contract a good and sufficient bond with a surety company authorized to do business in this state in the sum of ten thousand dollars (\$10,000.00) and conditioned upon the faithful performance of all conditions of the contract and T.C.A. § 49-6-22. Contractors are strongly advised to determine your company's ability to secure a surety bond before filing a bid. Surety bonds are due with your contract in spring 2025.
- VII. Bid List:** List the books on the Official Bid List (Exhibit A) using the Official Bid List Certificate (TB-0354) as guidance. Detailed instructions for completing Exhibit A are included in the invitation to bid portfolio.
- A. Complete both tabs on the Official Bid Excel File (Exhibit A). Submit it electronically by the deadline of **10 a.m. CT on March 8, 2024**.
 - B. The Official Bid List (Exhibit A) shall state the national list (retail) price and the lowest wholesale price, which shall be considered the school price for instructional materials sold in Tennessee. The publisher agrees that the prices of the publisher's textbooks, which prices are listed in the Official Bid List, do not exceed prices the Publisher currently offers elsewhere. The commission may require the publisher to print or affix in each book the retail price of the book as fixed by the commission. If, during the term of this contract, the publisher offers to sell or sells any of the publisher's textbooks in any other state or political subdivision at a lower price than the price listed in the Official Bid List, the publisher shall give written notice of such lower price to the State Textbook and Instructional Materials Quality Commission, the price of such textbook under this contract shall automatically decrease to match the lower price, and the lower price of such textbook under the contract shall be reflected on the Tennessee Book Company ("State Textbook Depository") website.
 - C. Consumable items should be so designated on the bid.
- VIII. Free Materials:**
- A. [The Free Materials Policy](#) provides for a Uniform Teacher Resource Package (UTRP) and a Uniform Series Resource Package (USRP), which is further explained in the instructions for Exhibit A document. Any series materials that are provided free with order will follow the guidelines listed in the [Tennessee Textbook and Instructional Materials Quality Commission Policy 2.300](#).
 - B. List all components that will be offered with both the USRP and the UTRP on the Official Bid Document. Each component must have an ISBN number or a unique identifier and be labeled appropriately as either USRP or UTRP.
 - C. Prices may be listed with the USRP but are listed for replacement purposes only. Use the "Wholesale Column" to list this price.
 - D. [Materials and supplies to be "provided free of charge must be provided to all local school systems at the same ratio](#), as new purchases are made, for the entire period of the contract" (2.300, p.3). Refer to the Free Materials Policy for definitions and further details.

IX. Manufacturing Standards:

Each of the following items outlines the requirements for submitting instructional materials through the adoption process. Though this information is outlined here, the forms identified below will be required submissions with the official publisher contract once materials are approved and are on the official textbook adoption list. Therefore, the forms listed below are due with the state contract in spring 2025, not with official bids.

- A. Per Textbook Commission Rule, any non-consumable student book submitted as a textbook or as part of a textbook must meet the specific criteria identified in the Minimum Manufacturing Standards and Specifications for Textbooks ("Standards") (MSST) as developed by the State Instructional Materials Review Association ("SIMRA"), in consultation with the Association of American Publishers and the Book Manufacturers' Institute. The MSST Standards shall be Tennessee's official minimum standards and specifications for non-consumable student books.
 - B. For each bound print component of the bid package (not including free materials), include an original copy of the Statement of Publisher Submitting Books for Adoption (MSST-FORM B). This form is not due until after books are officially approved; a blank copy will be distributed in fall 2024.
 1. List specific deviations from the MSST on MSST-FORM B for any title which you do not warrant under clause one.
 2. A MSST-FORM B must also be completed for each workbook bid for sale, but it is not necessary to list specific deviations (Class F of MSST).
 - C. For electronic components, attach an original copy of Statement of Publisher Submitting Electronic Media (MSST-FORM M). This form is not due until after books are officially approved; a blank copy will be distributed in fall 2024.
 1. For multiple titles in exactly the same electronic format, complete an original MSST-FORM M and attach a list of the ISBNs and titles produced in that format.
 2. Use MSST-FORM M to list specific deviations from the identified standard for any title(s) which you do not warrant under clause one.
 - D. Non-consumable books not meeting the specifications of the MSST, and electronic components not meeting one of the recognized industry standards as specified above, must be warranted to withstand normal classroom use for the full contract period. If such components are being bid for sale, one Replacement Warranty (FORM K) must be executed with an original signature, notarized, and included with the bid.
 1. Attach a list of the ISBNs and titles to which the warranty applies.
 2. Have the company official who executes the original to initial each page of the attachment.
 3. Stamp "official sample" in a conspicuous place on each respective official sample or its packaging.
- One (1) copy of TB-FORM B, TB-FORM M, and/or TB-FORM K, as applicable, for each title bid for contract must be included with the contract packet for any approved

titles (Form K is necessary only if items not meeting the MSST are bid for sale).

These forms are not due until after books are officially approved; blank copies will be distributed in fall 2024.

X. Textbook Samples:

- A. By **April 1, 2024**, samples of each item bid for sale may be delivered to members of the State Textbook Commission if requested by individual commission members and the designated Collection Depository at Middle Tennessee State University. These samples may be delivered via postal service.
- B. Textbook Advisory Panel members shall receive their instructional materials for review **in person** on **April 12, 2024**, at the official reviewer training. Plan to have a representative on site in Nashville, TN to disperse your materials on April 12. Department staff will not be able to accommodate this distribution process for you on April 12.
- C. Textbook Services at the Department of Education shall receive one teacher edition copy for each title submitted with your bid. These samples may be delivered via postal service on or before **April 12, 2024**.
- D. The number of samples required will vary based upon the aforementioned requirements. These samples will not be returned.
- E. Publishers shall provide access to complete online copies of the textbooks or instructional materials, including all supplementary materials, bid during the review process by the advisory panels by **April 12, 2024**.
- F. A publisher shall submit textbooks, instructional materials, or other ancillary materials in review form. Samples of all textbooks, instructional materials and accompanying manuals, workbooks, and other supplemental materials bid shall be submitted in **review form**. If a complete copy of any textbooks, instructional materials, or any of their ancillary materials is not filed by **April 12, 2024, then the textbook or instructional material shall not be considered for adoption**.
 1. Review form means the form of the textbook or instructional material that is distributed to the reviewers during the review period. Review form textbooks and instructional materials do not have to meet the minimum manufacturing standards and specifications for textbooks and instructional materials set by the commission; however, review form textbooks shall be bound. Textbooks and instructional materials in beta version—or with missing pictures, charts, graphs, or other content—shall not be considered to be in review form. Publishers who are submitting kit-based programs or kits for review should include: 1) samples of hardware (microscopes, art supplies, equipment, etc.) that would be used by students (publisher should send one representative item per reviewer rather than a class set); 2) lists of perishables or items to be ordered later (e.g., materials for dissection or experimentation); 3) software to be used as part of the program (in finished form); and 4) any other items integral to teaching to mastery of standards.

2. "Final form" is defined as the final form of the book or instructional material that would be distributed to public schools, if purchased. "Final form" includes all content additions and revisions as identified in the formal review process and is free from editorial and grammatical errors. Textbooks and instructional materials must meet the minimum manufacturing standards and specifications for textbooks and instructional materials set by the commission in order to be considered in "final form." Textbooks and instructional materials in beta version—and/or with missing pictures, charts, graphs, or other content—will not be considered to be in "final form." No galley proofs or page proofs may be submitted for review.
- G. In addition to the finished textbooks and instructional materials required to be filed with the commission, publishers shall make all textbooks and instructional materials proposed for adoption available for inspection online by districts and the public. The online inspection shall allow inspection of the review form of the student edition (only) of the textbook or instructional materials in PDF form. The content, including pictures and graphs, of the textbooks and instructional materials that are made available for online inspection shall be in review form. Online textbooks and instructional materials shall contain the same content as the samples submitted to the commission as required under Rule 0520-05-01-.04.
 - H. Per State Textbook and Instructional Materials Quality Commission Policy, upon approval of textbooks and instructional materials by the State Board of Education, publishers shall provide the department with a revised PDF of the student edition in final form no later than the designated date on the adoption schedule for when samples are due to the local districts.
 - I. Publishers shall submit samples of textbooks and instructional materials listed on the List of Approved State Textbooks and Instructional Materials to school districts upon request as required by Textbook Commission Policy 2.100, and no later than the designated date on the adoption schedule. Section D has a due date of **Dec. 15, 2024**, for local districts to receive final form textbook samples.
- XI. Bids will be acknowledged publicly before the State Textbook Commission at its March 2024 meeting.
 - XII. Publisher presentations to the textbook reviewers will be provided via video recording on a flash drive. Videos must be no longer than 30 minutes in length and should focus on how to access content both digitally and in print versions. The overview video allows publishers more time to explain to the reviewers how to access their content. Publishers should consider the video as an introduction to their products and keep the focus on accessing content and explaining the correlations guide, curriculum map, and ancillary materials. Include the video tutorial with the materials provided for review on **April 12, 2024**, on a flash drive, or provide the reviewer with log-in instructions for digital access.

- XIII.** Publishers must complete the W-9 form and return it with your bid. This is required for your company to be entered in the state’s accounting system.
- XIV.** [ADA compliance for all digital materials are requirements from the publisher. Ensure that all links, PDFs, and other materials are within ADA compliance and Section 504.](#)
- A. [National Instructional Materials Access Center:](#) “NIMAC works with publishers who are contracted by state authorities to produce printed textbook and core materials in NIMAS format. In Form 5078, publishers agree to prepare and submit, within 60 days of a request, a NIMAS file set to the National Instructional Materials Access Center (hereinafter NIMAC) that complies with the terms and procedures set forth by the NIMAC, if applicable. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.”
- B. The Publisher agrees to prepare and submit to the National Instructional Materials Access Center (NIMAC), no later than June 30, 2021 electronic files for Publisher’s Textbooks that comply with NIMAC’s National Instructional Materials Accessibility Standard (NIMAS) format. The Publisher also agrees to prepare and submit to NIMAC, within ninety (90) days of a request by any of the State of Tennessee’s NIMAC Authorized Users, NIMAS files for any textbooks created, developed, or owned by the Publisher since June 1, 2008.
- XV.** Hard copies of bid materials should be submitted to:
- The State Textbook and Instructional Materials Quality Commission
Tennessee Department of Education
Office of Academics
9th Floor Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379
Mark as: Textbook and Instructional Materials Bid for the State of Tennessee

Electronic forms of bid materials must be received by **10 a.m. CT on March 8, 2024.**

Bid packets should contain the following documents:

1. Publisher’s Checklist to Submit an Official Bid
2. Course Code List
3. Directions for Completing Official Bid List
4. Official Bid List Excel File (Exhibit A)
5. Official Bid Certificate (TB-3054)
6. Publisher Commitment Checklist (TB-5078)
7. Publishers Assurances (TB-PA100)
8. IRS W-9 Form

All forms and documents listed may be accessed in the zip file provided with this memo.