

Intent to Bid Memorandum

TO: Publishing Companies, Content Providers, and Representatives

FROM: Monty Wilson
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DATE: TBD

SUBJECT: Bid Information for Tennessee, Section A

This is to officially notify you that Tennessee is beginning its textbook and instructional materials adoption cycle. You are invited to submit a bid for Advanced Manufacturing, Information Technology, Human Services, and Education and Training to be included in the Tennessee's recommended list of textbooks and instructional materials. All documents and files bulleted below will be available on our website: <http://www.tennessee.gov/education/textbooks/index.shtml>. Look under the For Publishers section, Intent to Bid Textbooks and Instructional Resources, Section A.

I. Submitting Bids

To be eligible to submit materials for consideration during this adoption cycle, please complete the Publisher Contact Update Form. This form is available at <http://tennessee.gov/education/textbooks/publishers.shtml>

- Enclosure – Publisher Contact Update Form. List **ONE (1)** contact person who is responsible for disseminating information regarding bids and contracts to your organization. This is the person who will receive all future mailings from the Tennessee Department of Education regarding the textbook adoption cycle. Please include your Federal Tax number on this form.

Return the requested information electronically via email to Monty Wilson at James.M.Wilson@tn.gov no later than **Nov. 26, 2014**.

*Before submitting their bid, publishers should review all the Tennessee state textbook laws, Tennessee Code Annotated, Title 49, Chapter 3, Part 319 and Chapter 6, Part 22. At the Oct. 6, 2014 meeting of the State Textbook Commission, the Commission approved on final read revisions to the Textbook Commission Rules and Policies. The revised rules and policies are posted in the materials for the Oct. 6 meeting available [here](#).

II. Correlations

Publishers submit materials for specific courses located on the Section A – Categories to be Bid Form. Publishers are required to complete a correlation of each submitted resource (textbook) being bid for the specified state approved course. The standards are currently available at: <http://tennessee.gov/education/standards/cte.shtml>

- Enclosure – Section A – Categories to Be Bid Form

III. Digital Review of Textbooks and Instructional Resources

Tennessee law requires that a publisher is required to have all of their instructional materials available online for public review. Please note that instructional materials must be available online no later than May 1, 2015. Specific information will be outlined in the Invitation to Bid documents which will be made available Dec. 15, 2014.

IV. Digital Overview of Textbooks and Instructional Resources

It is recommended that publishers submit a digital/video overview of their resources (series/titles) to the Tennessee Department of Education. The digital/video samples should be designed as a substitute to a caravan-style presentation which will provide teachers, curriculum directors, administrators, and parents an overview of the resources that each publisher is submitting for review in the subject area being adopted.

Publishers will submit their digital links to Monty Wilson at James.M.Wilson@tn.gov no later than **May 1, 2015**.

In addition, publishers will submit a list of all of their series/titles that they are submitting for review by the Advisory Panel. This list should contain the same titles listed on the 2015 Tennessee Official Textbook and Instructional Resources Submission Excel Form, which will be provided with the Invitation to Bid. Publishers will submit this list electronically as part of the Invitation to Bid no later than **10:00 am March 3, 2015**.

V. Important Dates (Tentative and Subject to Change as Needed)

- Enclosure – Textbook Adoption Schedule A

This document lists important dates for publishers. It is the responsibility of publishers to adhere to all dates and deadlines listed in this document. Failure to do so may disqualify a publisher from participating in the bidding process.

We look forward to working with you during the upcoming adoption cycle. If you have any questions, please contact Monty Wilson (James.M.Wilson@tn.gov) or by telephone at 615-253-3160.

cc: Emily Barton
Tammy Shelton
Casey Haugner