

TO: Publishing Companies, Content Providers, and Representatives
FROM: Alison Gower, director of content
DATE: October 18, 2017
SUBJECT: **Bid Information for Tennessee, Section D**

This memorandum serves as official notification that Tennessee is beginning its textbook and instructional materials adoption cycle. You are invited to submit a bid for **social studies; world languages; CTE: marketing; finance; business management & administration**; to be included in Tennessee's recommended list of textbooks and instructional materials. All documents and files bulleted below will be available on the department's [website](#). Look under the "For Publishers" section, Intent to Bid Textbooks and Instructional Resources, Section D.

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 [here](#)

Publisher Contact Update Form. List **ONE (1)** contact person who is responsible for disseminating information regarding bids and contracts to your organization (This will be the Bid Manager unless otherwise noted). 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. You will receive an email confirmation once you successfully submit the information online.

*Submit the information online no later than **November 30, 2017**.

Before submitting a 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, 2014 meeting available [here](#).

II. Correlations

Publishers submit materials for specific courses located on the Section D – Categories to be Bid Form. With your submission of the Publisher Contact Form, you are also asked to complete the Intent to Bid form by checking the categories your company intends to bid in the document referenced below. Publishers will be required to complete a correlation of each submitted resource (textbook) being bid for the specified state approved course. This information will be explained in more detail with the Invitation to Bid. The standards are currently available [here](#).

[Section D – Categories to Be Bid Form \(TB-Form I\)](#)*Submit the requested information electronically using the form linked above. You will receive a confirmation email when you

submit the completed form. This information must be submitted no later than **November 30, 2017**.

III. Digital Review of Textbooks and Instructional Resources

Tennessee law requires that publishers make all of their instructional materials available online for public review. Please note that instructional materials must be available online no later than April 30, 2018. Specific information will be outlined in the Invitation to Bid documents which will be made available **December 19, 2017**.

IV. Digital Overview of Textbooks and Instructional Resources

Publishers are encouraged to 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 with 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 Alison Gower at Alison.Gower@tn.gov no later than **April 27, 2018**.

In addition, publishers will submit a list of all of their series/titles that they are submitting for review by the Textbook Advisory Panel. This list should contain the same titles listed on the 2017 Tennessee Official Textbook and Instructional Resources Submission Excel Form, which will be provided with the Invitation to Bid on December 19, 2017. Publishers will submit this list electronically as part of the Invitation to Bid no later than **10:00 a.m. CST, March 2, 2018**.

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

- [Textbook Adoption Schedule D \(click here\)](#)

This document lists important dates for publishers, including the pre-bid conference scheduled for January 9, 2018. 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 Alison Gower (Alison.Gower@tn.gov) or by telephone at (615) 253-3160.

cc: Vicki Kirk
Tammy Shelton