



Frequently Asked Questions-2018-2019 Mississippi Textbook Adoption

Q1. Do you have a list of the specific subjects you'll be reviewing? Specifically for AP Math and AP SS.

A1. All of the courses listed in the Standards Documents are eligible for review.

Q2. I was reviewing the document and noticed that there isn't a due date for correlations, are they required for this submission? If so when are they due?

A2. Correlations from publishers are no longer required for the review.

Q3. When will the SS be reviewed? I don't see a date listed on the calendar.

A3. Social Studies will be reviewed during the general review between December 17, 2018 and February 4, 2019.

Q4. Can you please give me more information about the pre-review for math materials on Nov 28-29? That is before the presentations so I am unclear on the process.

A4. The math Pre-review will be a review of all math instructional materials submitted for adoption. It will be conducted by a review team trained on the new math review rubric. Publishers are not required to submit anything more than the items required for the Official Examination Copies of their materials as outlined in the Call for Bids for the pre-review. MDE will ensure that all of the components and materials in the official examination copies submitted by the publishers will be in place for the official review in December. The results of the pre-review will be made available to the publishers and the publishers will have a chance to respond to the pre-review findings. Both the results of the pre-review and the publisher's responses will be part of the official review materials given to the official review committees for the official review that will begin on December 17, 2018."

Q5. How do we submit the Form B's and M's? I don't see anything in the procedures about that.

A5. Submit form B's and M's with the Examination copies of your materials.

Q6. Will the DOE accept a proposal for a K-12 online curriculum or ancillary material in response to this advertised bid?

A6. Online K-12 Curricula are acceptable. The program should be split up according to grade band and subject area. Each committee will review separate parts of the program and make determinations for adoption based on their review.

Q7. Is section 1 and 2 of the attached a pass/fail criteria?



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A7. The rubrics detail the ratings needed to “pass” the review. The rubrics can be found on the Textbook adoption website.

Q8. We know that 80% of the standards must be met, but we’re wondering if 100% of the ones attached (On the rubric) have to be met.

A8. The criteria for review are detailed in the rubrics. The cut scores will be determined and release pending a final review of the rubric and will be released prior to the review. The rubrics are found on the textbook Procurement Website.

Q9. Does the DOE anticipate awarding multiple vendors for the advertised Textbook Adoption RFP?

A9. The review will yield a list of State Adopted textbooks/instructional programs. All submitted titles that earn a passing rating on with the review committees will be selected.

Q10. Could you clarify if all teacher editions and student editions for each grade level need to be submitted to each committee member for K-5, 6-8 and then the various high school courses or just a sample of the print materials for each grade level?

A10. A sample of the print materials or the electronic versions will suffice. Whatever publishers feel the reviewers need to conduct a fair and thorough review of the instructional program is all that is needed.

Q11. We have a title for AP Government that will be publishing in December. At this time we have a sample chapter to submit. Will we be permitted to submit this title?

A11. According to the 2018 Textbook Handbook “If the finished textbook is not available by the date designated on the Adoption Calendar for Publishers, a publisher may submit a manuscript/galley proof. However, a bound official sample SHALL be filed with the MDE by 5:00 p.m. on the day preceding the adoption declaration by the MBE. Failure to meet this deadline will result in the textbook being removed from consideration for adoption. .. When a manuscript/galley is submitted for review by the committee, **no substantive changes** may be made in the content. (Minimum changes may be made that do not affect the compatibility of textbooks.) MDE reserves the right to review and grant permission before any change can be made” (p. 37). One chapter would not be enough of a galley copy suitable for review, for substantive changes (in the addition of the other chapters) would be necessary to complete the book. We generally say 80% of the book must be completed to qualify as a galley copy.

Q. 12 In regards to the upcoming Math Textbook adoption, will you all be accepting material that is digital only or do you require it to be a physical text?

A12. Digital or Print texts are acceptable for review.

Q13. Is any information regarding correlations to rubrics for Math k-8 required for reviewers, MDE, anyone?



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A 13. Correlations from publishers are not required for the review. Only the official examination copies outlined in the call for bids.

Q 14. Do we need Pre review rubric info?

A 14. The Pre-review rubric for mathematics is the same as the official review rubric.

Q15. Page 6 of the Call for Bid states: "Refer to pages 47-50 of the Textbook Adoption Handbook Rules and Regulations to obtain pertinent official textbook bid information," however those pages don't exist in the 2018 Mississippi Handbook. Are there other page numbers for the current Handbook we should be referring to, or is there another document for Rules and Regulations we should be looking to?

A15. The publisher's information about the adoption process is on pgs. 28-39 of the 2018 Textbook Adoption manual. It is the only source for detailed instructions.

Q16. Are publishers allowed to send digital access flyers in lieu of physical textbooks for either the official examination copies or the university sample copies?

A16. Yes

Q17. Are the Packing Slip Lists being used for the purpose of the depository to confirm shipment of all sample materials, or do we need to produce Packing Slip Lists for committee member review based on committee number and subject area as defined in the Call for Bid on pages 2 and 3?

A17. The Packing slips are for the review committee members. There should be at least one packing slip for each examination copy.

Q18. If Packing Slip Lists are required for the committee member review, how many copies of each Packing Slip Lists do you need?

A18. One per examination copy

Q19. Can you please explain what is meant by "Subject and Course" in the following requirement: "Each official examination copy must have a removable label with the following information in the lower right-hand corner: Subject and course; Grade level; Complete title; Student Edition; Publisher; Copyright; ISBN." Is the Subject and Course supposed to be the Instructional Category mentioned on pages 2-3 of the Call for Bid?

A19. Subject is the content area (e.g. Mathematics or Social Studies). The Course is the specific course within the content area. For elementary grades, it can be the grade level or specific course (e.g. Social Studies, grade 4-Mississippi Studies). In high school, the course should be the course title (Mathematics - Algebra II or Geography).

Q 20. Does the state want Form B's and M's placed inside the front cover of Teacher Edition textbooks as well as Student Edition?



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A20. Form B's should be placed in the front cover of the student edition books. Form M's should accompany the digital license access documents, should you submit any digital content to be reviewed.

Q21. The 2018-19 Adoption Calendar for Publishers indicates that a No Contact Period begins December 17, 2018 but doesn't state an end date; on what date does the No Contact Period end?

A21. The End date is the March 22, 2019, when the State Board will release the adoption list.

Q22. We have a few print (hard copy) titles that are not available as hard copies at this time. We want to be sure we can still bid those print items but submit only digital access (NOT hard copy) to those titles for state review. We would, of course, provide the Form B's for the print titles along with the digital access information to show that the print copies will be compliant once available.

A22. Yes, the digital copies of the print versions are acceptable for review. Be sure to note on the bid forms that Print copies will be available for purchase.

Q23. I see there is a call for bids in K-5 and 6-8 math. Would this also pertain to gifted/advanced in any of these grade levels? Kendall Hunt publishes grade 3-5 advanced supplemental math units for gifted and talented students and a 6-7 advanced units where students can take Alg in 8th grade.

A23. The review process will center on the compatibility, alignment, and sufficiency of instructional materials/textbooks to serve as a "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. (Miss. Code Ann. § 37-43-1)" To the degree that your materials meet this definition of a textbook determines whether your company should submit materials for review.

Q24. What are the score ranges for

- 1- Strongly approved and recommended
- 2- Approved for use
- 3- Not approved and recommended

A24. Score ranges will be released before the official review.

Q25. Since we are cloud based and not submitting physical digital media, do we need to complete form M?

A.25 Form M is not required for cloud based applications.

Q26. I am reviewing the requirements for the submission and I want to make sure I am sending the documents correctly. Mail via UPS- 3 (Three) copies of all worksheets contained in the Excel workbook file which includes the Textbook Bid Submission Cover Sheet with signature and date, Textbook Bid Form, the Pricing Options Form and Statement of Free Materials Form for each bid item – I will send 1 (one) Original and 2 (two) copies of the signed excel spreadsheets. Do I also need to send 2 (two) USB's with the documents in excel & PDF?



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Email to you – Textbook Bid Submission Cover Sheet, Textbook Bid Form, the Pricing Options Form and Statement of Free Materials Form in excel format and 1 (one) in PDF format.

A26. Do not send in USB drives, the e-mailed files will suffice.

Q27. Because all pricing is now “contract pricing”, are publisher’s required to honor prices in contracts with local districts when the state contract runs out?

A27. Yes, contracts with local districts are binding for their duration, regardless of the status of the state adoption contract.

Q28. Can publishers with both grade specific math texts and compacted math texts submit both to the Math 6-8 committee?

A28. Yes, in the case of the compacted math courses in grades 7 and 8, the submissions will be accepted as course specific submissions, similar to the high school submissions. The grades 7 and 8 math texts and the grade 7 compacted math texts will be reviewed by the math 6-8 committee. The Compacted Math Grade 8 texts will be reviewed by the Algebra Committee.