**Textbook Selection Form   
for the Procurement of Non-Adopted Textbooks***with Educational Enhancement Funds (EEF)*

To procure non-adopted textbooks with EEF Funds and to come into compliance with state procurement policies and procedures, **state accredited, non-public schools** must document the selection process for non-adopted textbooks. According to state procurement policies and regulations, multiple vendors must be considered along with the costs of products and services offered by those vendors. If the local selection committee selects a textbook that is at a higher cost than others considered, the committee must justify that selection (i.e. content concerns, technology needs, professional development system, etc.). If the textbook is selected because of lower cost, indicate “lower cost” in the justification section for that vendor[[1]](#footnote-1).

Please complete the form below with signatures from the local selection committee and submit this form with the EEF textbook order form and one vendor quote to the Textbook Office when procuring non-adopted textbooks.

|  |  |  |  |
| --- | --- | --- | --- |
| **District Name** |  | **School Name** |  |
| **Contact Name** |  | **Contact e-mail** |  |
| **Contact Phone** |  | **Date** |  |

**TEXTBOOK VENDORS CONSIDERED q**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Textbook Title** | | **Course Title** | **Unit Cost** | | **Quantity Needed** |
|  |  | |  |  | |  |
| **Cost Consideration** | | **Selection Decision (Y/N)** | | | **Ranking** | |
|  | |  | | |  | |
| **Justification of Selection/Non-selection of this Vendor:** | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vendor Name** | **Textbook Title** | | **Course Title** | **Unit Cost** | | **Quantity Needed** |
|  |  | |  |  | |  |
| **Cost Consideration** | | **Selection Decision (Y/N)** | | | **Ranking** | |
|  | |  | | |  | |
| **Justification of Selection/Non-selection of this Vendor:** | | | | | | |
|  | | | | | | |

**SELECTION COMMITTEE SIGNATURES q**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Signature* |
|  |  |  |
| *Signature* |  | *Signature* |
|  |  |  |
| *Signature* |  | *Signature* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TO BE COMPLETED BY THE NON-PUBLIC OFFICE AND THE TEXTBOOK OFFICE** | | | | | |
| *I have reviewed this request to award specified vendor and have determined that the award complies with the Mississippi Board of Education and Public Procurement Review Board procurement policies and procedures.* | | | | | |
|  |  |  | |  |  |
|  | *Non-Public School Administrator Signature* |  | *Date* | |  |
| *Textbook Office Authorized Signature* | |  | *Date* | | |

1. Though textbooks may be purchased from the textbook depository, a quote from them DOES NOT satisfy state procurement requirements for competitive quotes for textbook orders for non-adopted textbooks. **Competitive quotes must come from two different publishers.** [↑](#footnote-ref-1)