**Textbook Selection Form**   
**for the Procurement of Adopted Textbooks**   
***with ESSER Funds***

According to federal procurement requirements, LEAs shall consider multiple vendors in determining whether a cost is reasonable and necessary (2 C.F.R. §§ 200.402-200.405). Through the no-cost contract, the Mississippi Department of Education (MDE) has determined the reasonableness of the textbooks at the negotiated price. When using ESSER funds (ESSER I, ESSER II, and ARP ESSER), the LEAs must ensure the cost is necessary by evaluating similar textbooks from at least two approved vendors from the Mississippi Textbook Adopted list.

The committee shall evaluate and justify its selection. The justification may include content concerns, technology needs, professional development system, etc.

Please utilize this form to evaluate the selected textbooks and include the document in the LEA's procurement file.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | | | | | | |
|  | | | | | | |

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

**SELECTION COMMITTEE SIGNATURES q**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TO BE COMPLETED BY THE LEA ADMINISTRATORS** | | | | | |
| *I have reviewed this request to award specified vendor and have determined that the award complies with all federal and state procurement requirements.* | | | | | |
|  |  |  | |  |  |
|  | *School Administrator Signature* |  | *Date* | |  |
| *LEA ESSER Authorized Signature* | |  | *Date* | | |