

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310



DATE: **05/03/24**

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jenna Montgomery, Instructional Materials Coordinator

RE: **NOTICE - # 2**
2024 Oregon State Adoption Process for K-5 ELA Instructional Materials

Category 1: Grades K-2
Category 2: Grades 3-5

In this announcement you will find the following documents to continue with the Oregon process:

- Bid Spreadsheet
- Adoption Criteria Documents and IMET for K-5 ELA
- Quality Criteria Documentation template
- Instructional Materials Summary Form (*Form 4824*)

2. Review Week Information

Publisher presentations and committee review sessions will take place during the week of July 29, 2024-August 2nd, 2024. A determination is still being made about whether to host live publisher presentations/ Q&A sessions, or to host them on Zoom. Notification of details regarding review week will be shared once they have been determined.

Details regarding time limits for presentations will be released with Notice #4. We are unable to accommodate requests for specific days or times to hold presentations or Q&A sessions with the evaluation team.

2. Bid Spreadsheet

Due 05/17/24

An example sheet with instructions is included in the spreadsheet found in this announcement. Bid conversations will be scheduled with each submitting publisher, expected to occur between May 20th and May 24th. These conversations will address any questions or concerns regarding what materials should be included in the bid sheet. First drafts of bid sheets are due in Excel format, via email, *no later than May 17th, 2024*. If a bid sheet is not received by this date, it will be assumed that your company has dropped out of the adoption process. Final bid sheets will be due by **June 7th, 2024**. **No changes to bid sheets will be accepted after June 7th, 2024.**

A *separate* sheet must be used for *each* category in which materials are submitted. The separate sheets are already labeled for each category in the spreadsheet file. If you are submitting multiple programs per category, a separate bid sheet is required for each separate program as well. One program submission includes all materials necessary for a teacher to cover all standards in a given category. (i.e., A category 1 submission would include all materials required to cover standards in grades K, 1, and 2)

2. OR- IMET for English Language Arts

The Oregon Instructional Materials Evaluation Tool for English Language Arts were developed to help reviewers evaluate submissions of instructional materials. Non-negotiable (NN) criteria and alignment criteria (AC) from the Oregon Adopted Criteria for ELA have been broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams.

3. Quality Criteria Documentation

Due 07/01/24

This component of the Summary Form is due on July 01, 2024, and is a required part of your submission for the Oregon Adoption. This is your opportunity to explain to reviewers in writing how your materials meet the criteria for adoption. To assist reviewers, your documentation should match the format of the Quality Criteria Documentation templates, which were designed to mirror the sequencing of the OR-IMET. Please see the attached Quality Criteria Documentation templates that show a format in which you must provide your examples.

Each of the criteria that are considered Non-negotiable (NN) criteria may have up to five examples (no more) per metric. Each of the criteria that are considered Alignment criteria (AC) may have one example per metric to explain how your materials meet the alignment criteria.

The Quality Criteria Documentation should be submitted in **PDF format via email** to the Oregon Department of Education no later than July 01, 2024 for each category submission.

5. Research Based Documentation and Alignment

Due 07/01/24

Please review Instructional Materials Summary Form 4824 for instructions on these optional submissions for each category submitted for review. If you decide to include these for reviewers, please provide *via email* to the Oregon Department of Education no later than July 01, 2024.

4. Instructional Materials Summary Form *(Form 4824 -2 pages)*

Due 07/01/24

Special care should be taken by publishers in preparation of the Oregon Instructional Materials Summary Form since it will constitute the documentation and analysis (showing how submitted materials conform to the State Board of Education criteria) required by ORS 337.060 (2). The form should be completed for each set of materials submitted. Please submit the form and all required documents, via email, to Jenna Montgomery, no later than July 01, 2024.

5. Adoption Criteria Sheet for K-5 ELA *(this item does not require publisher action)*

The adoption criteria was adopted by the State Board of Education for the evaluation and selection of K-5 ELA instructional materials. Please examine the criteria carefully before deciding which materials you wish to submit.

For the purpose of Oregon state instructional materials adoptions, “‘instructional material’ means any organized system, which constitutes the **major instructional vehicle for a given course of study**, or any part thereof. Only basal instructional programs may be adopted by the State Board of Education. A major instructional vehicle may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media” (OAR 581-011-0050, subsections (1) and (2)).

6. Invoice Fees

Payment Due 07/01/24

Please do not send payment until you receive the invoice statement. Upon receipt of fees, the materials will be officially accepted for evaluation. Invoice statements will be produced after final bid sheets are received by ODE. Fees must be paid before evaluators are assigned materials to review. At the time of publisher presentations, materials must be presented in their complete and final form.

Please be aware that items deleted from the original proposal submission are *non-refundable*. Additions to the original proposal and bid sheets submitted prior to the July 1st, 2024 deadline will be charged and payable prior to the review. The wholesale prices you list on the bid sheet will be the prices charged for the length of the contract period (prices may be lowered but not raised).

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Future notices will be sent directly to publishers submitting proposals. They will include information on scheduling, sampling instructions, and information about the evaluation process that will occur during Review Week.

If you have further questions or need clarification, please contact Jenna Montgomery.

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