

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310



DATE: February 15, 2024

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Aujalee Moore, Instructional Materials Coordinator

RE: **NOTICE - # 2**

2024 Oregon State Adoption Process for Health Education Instructional Materials

Category 1: Grades K-5
Category 2: Grades 6-8
Category 3: Grades 9-12

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

- Instructional Materials Proposal Form (*Form 4538*)
- Bid Spreadsheet
- Quality Criteria Documentation template
- Instructional Materials Summary Form (*Form 4824*)
- Adoption Criteria Documents for Health Education

1. Instructional Materials Proposal Form (*Form 4538*)

Due 03/08/24

This is your official submission proposal and commitment to participate in the 2024 Oregon Instructional Materials Evaluation. The proposal form is to be completed, signed, and returned by the above date.

2. Bid Spreadsheet

Due 03/18/24

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 March 20-31. 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 03/18/24*. 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 04/19/24. **No changes to bid sheets will be accepted after 04/19/24.**

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, 2, 3, 4, and 5)

3. Quality Criteria Documentation

This component of the Summary Form is due on June 19, 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 metrics in Part 1, Part 2, Part 3, and Part 4 may have up to five examples (no more) **per metric**. Publishers are allowed to provide **one citation for each grade** included within the grade band for each example. The publisher should provide a description of how the program meets the metric and one citation per grade; for Category 1 up to six citations may be provided for each example, for Category 2 up to three citations may be provided for each example, and

for Category 3 four citations may be provided for each example. The Quality Criteria Documentation should be submitted in **PDF format via email** to the Oregon Department of Education no later than June 19, 2024 for each category submission.

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

Due 06/19/24

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 Aujalee Moore, no later than 06/19/24.

5. Adoption Criteria Sheet for Health Education (this item does not require publisher action)

The adoption criteria was adopted by the State Board of Education for the evaluation and selection of health education 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 06/14/24

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 04/19/24 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).

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 Aujalee Moore.

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