

**Florida Department of Education
Instructional Materials Adoption Timeline
2024-2025**

For a full description of required bid forms for submission, please see the Instructional Materials [Policies and Procedures](#).

Required forms for submission are incorporated by Rule 6A-7.0710, Florida Administrative Code, and draft forms may be found on the [Florida Administrative Code website](#).

For a full description of correlations, please see the [2024-2025 Instructional Materials Specifications](#).

Print hardcopy forms and *all* attachments, for each bid, off of the Florida Instructional Materials (FLIM) website and mail all materials together, excluding the Bid Deposit and Assessment Fees (IM2 and IM13).

Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and mail together.

See [Submitting Hard Copy Instructions](#) for instructions on how to print and the layout for all bids.

Publisher Timeline

Timeline	Item	Electronic Submission	Hardcopy Submission
Intent to Bid: Opens: Friday, April 5, 2024 12:00 A.M. (EDT)	Intent to Bid Opens	Online submissions open – flimadoption.org .	No hardcopy submission required.
Intent to Bid: Due: Friday, May 10, 2024 5:00 P.M. (EDT)	Intent to Bid Due (Form IM1) Intent to Bid Closes	Submit online – flimadoption.org .	No hardcopy submission required.

Bid Details: Due: Friday, June 14, 2024 5:00 P.M. (EDT)	Bid Deposit (Form IM2)	No electronic submission.	Ship in a package separate from other bid items, noting “2024 Adoption B.D.” on shipping label. Include name of publisher as listed within the publisher registration on cashier’s check or money order. No company checks will be accepted. Mail with Assessment Fees (Form IM13).
	Bid Signature Sheet (Form IM3)	Submit online. Print hardcopies using print option at flimadoption.org .	A hardcopy of the bid signature sheet and detailed bid forms must be printed using the print button online. Submit bid signature sheet(s).
	Detailed Bid Form(s) (Form IM4)	Submit online. Print hardcopies using print option at flimadoption.org .	Each detailed bid form must be sealed in a separate envelope marked with “Sealed Bid” and the publisher name, bid # and the program title for each course bid title listed on the bid signature sheet.

Florida Department of Education
2024-2025 Instructional Materials Adoption Checklist for Bidders/Publishers

<p><i>Bid Details:</i> Due: Friday, June 14, 2024 5:00 P.M. (EDT)</p>	Publisher Registration (Form IM5)	Submit online. Print hardcopies using print option at flimadoption.org .	Print hardcopy using print button after submitting information online. All publishers must have a Substitute Form W-9 on file with the Department of Financial Services. https://flvendor.myfloridacfo.com/
	Publisher Acknowledgement (Form IM6)	Submit online. Print hardcopies using print option at flimadoption.org .	Print hardcopy of acknowledgment(s) using print button after submitting information online. Signed acknowledgements are required for each individual listed on the publisher registration. Staple in the order that the names appear on the publisher’s registration form.
	Written Correlation(s) (Form IM7)	Submit Standards alignment online (Form IM7). Download Excel form(s) for all other correlations. Submit as a PDF to upload online. Post with Samples and correct links on your website.	Each bid listed on the bid signature sheet will require one (1) hard copy of the written correlation(s) and one (1) publisher’s questionnaire for each course bid listed. Subject-specific correlations (printed as IM7 and attachments) The correlations (stapled) and the publisher’s questionnaire (stapled) for each bid are to be placed in one envelope marked with the publisher name, bid number and the program title.
	Publisher’s Questionnaire (Form IM8)	Submit online.	
	Warranty Form(s) (Form IM9)	No electronic submission.	Download forms from the Florida Administrative Code website . Forms M and/or MSLA as required. Complete, print and clip/band all forms together. <i>*Do not download forms until Intent to Bid period opens*</i>
	UDL Form (Form IM12)	Submit online. Post with Samples on your website.	Submit a hard copy with the publisher name, bid numbers and the program titles.

Florida Department of Education
2024-2025 Instructional Materials Adoption Checklist for Bidders/Publishers

<i>Bid Details:</i> Due: Friday, June 14, 2024 5:00 P.M. (EDT)	Assessment Fee (Form IM13)	No electronic submission.	Place in a separate envelope as “2024 Assessment Fee” and mail with your Bid Deposit. (No company checks.)
	Standards Alignment Assurance (Form IM14)	No electronic submission. Print hardcopies using print option at flimadoption.org .	Print hardcopy of assurance(s) using print button on the site. Original, signed assurances are required for each publisher. Include with other required hardcopy forms.
	No Common Core Assurance (Form IM18)	No electronic submission. Print hardcopies using print option at flimadoption.org .	Print hardcopy of assurance(s) using print button on the site. Original, signed assurances are required for each publisher. Include with other required hardcopy forms.
	Principles of Individual Freedom Assurance for Publishers (Form IM19)	No electronic submission. Print hardcopies using print option at flimadoption.org .	Print hardcopy of assurance(s) using print button on the site. Original, signed assurances are required for each publisher. Include with other required hardcopy forms.

**Florida Department of Education
2024-2025 Instructional Materials Adoption Checklist for Bidders/Publishers**

<p>Sample Materials: Due: Friday, July 12, 2024 5:00 P.M. (EDT)</p>	<p>Special Instructions, Publisher & Universal Design for Learning (UDL) Questionnaire</p>	<p>All sample materials must be hosted by the publisher on their website.</p> <p>The Department requires digital instructional materials bids for adoption to be interoperable on commonly available mobile and desktop digital devices, using industry standard protocols. Recommended specifications for devices can be accessed at Florida Technology Specifications Guidelines.</p>	<p>Post any and all instructions necessary for accessing and viewing the materials. If a username and password is required, provide username and password within your special instructions for all reviewers. Post the correlations, Publisher Questionnaire and UDL Questionnaire with the samples. *See sample landing page.</p>
	<p>Publisher’s Presentations</p>		<p>A virtual presentation may be prerecorded on the merits of the materials submitted for adoption. If available, it will be viewed by the reviewers during the evaluation process and <u>must be limited to 15 minutes</u>. You may post one presentation covering all the materials or create a presentation for each course.</p>
	<p>Samples</p>		<p>Provide electronic access of fully-developed, final version of materials to the Department.</p> <ul style="list-style-type: none"> • K-12 English Language Arts <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher Editions • 9-12 Personal Financial Literacy and Money Management <ul style="list-style-type: none"> ○ Major Tool – Student and Teacher editions • K-4 Mathematics Intervention Materials <ul style="list-style-type: none"> ○ Student and Teacher resources • K-3 English Language Arts Intervention Materials <ul style="list-style-type: none"> ○ Student and Teacher resources <p>The electronic samples must be accompanied by the:</p> <ul style="list-style-type: none"> • Bid number; • ISBN number; and • Title of the materials. <p><i>*Should be clearly listed on landing page of electronic sample site – See sample landing page.</i></p>

**Florida Department of Education
2024-2025 Instructional Materials Adoption Checklist for Bidders/Publishers**

Although this checklist is provided for your convenience, detailed instructions in the *Policies and Procedures* document must be followed in addition to those listed here.

If you have any questions, please read the Policies and Procedures Guide; if you need further assistance, please email question(s) to IMstaff@fldoe.org.

**Please send all bid submission materials to:
ATTN: Instructional Materials
325 West Gaines St., Suite 424
Tallahassee, FL 32399**