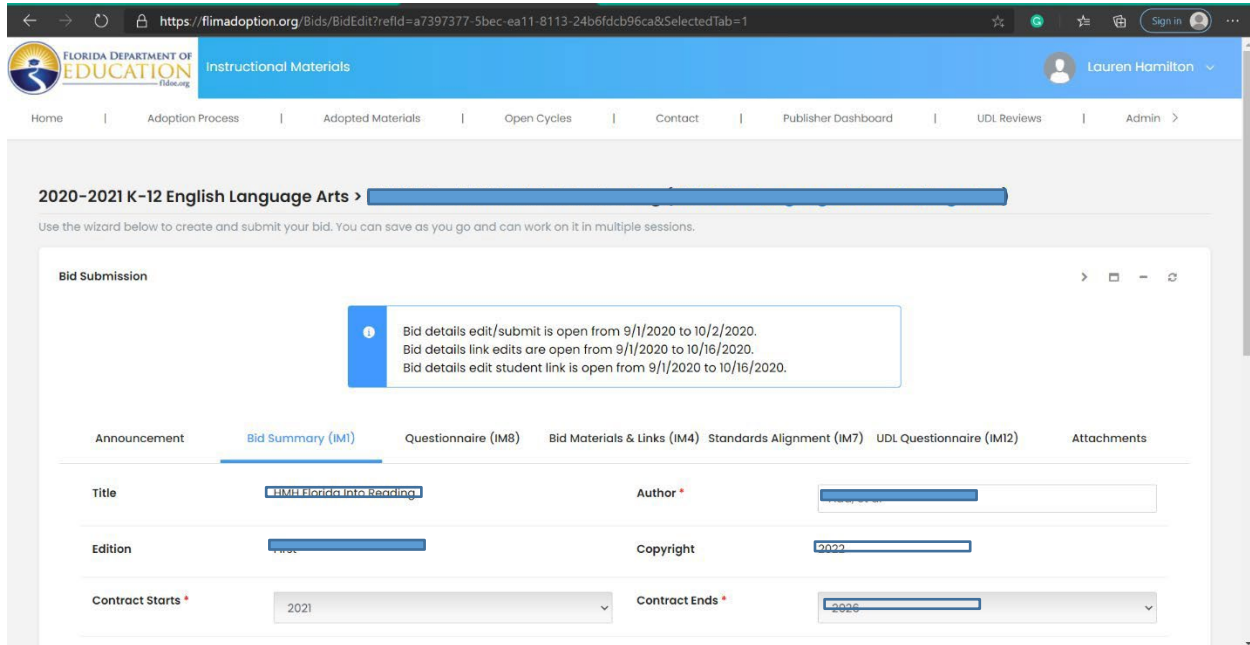


SUBMITTING HARD COPY BIDS FOR STATE ADOPTION

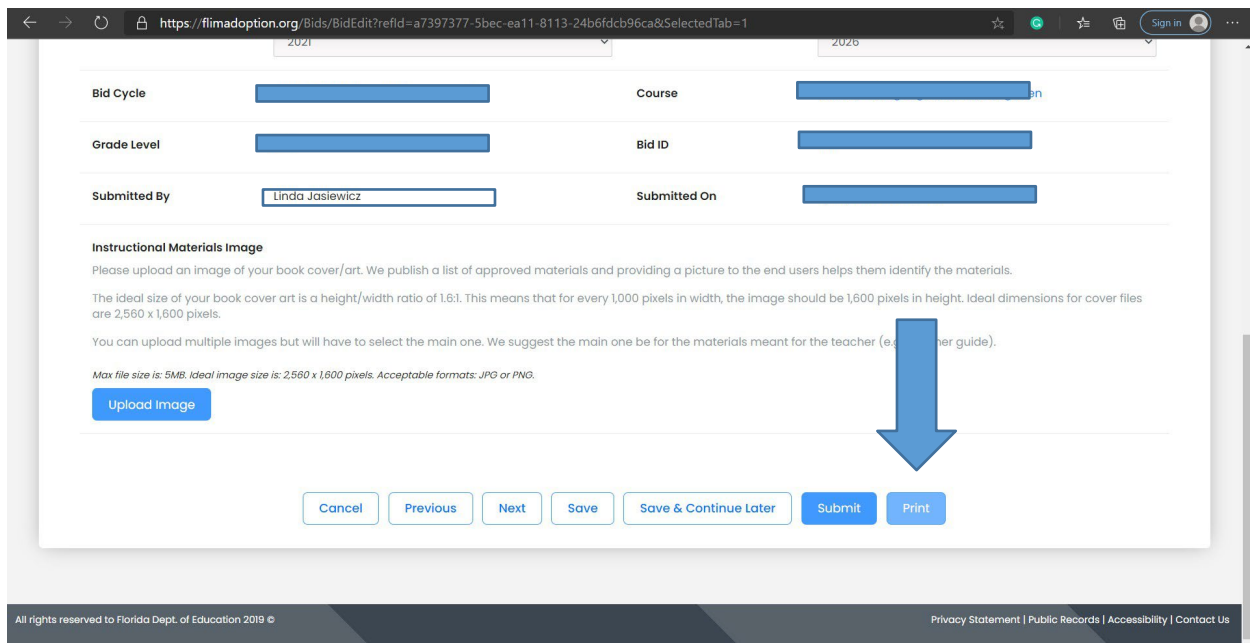
Note: This tutorial uses examples from a bid submitted in the 2020-2021 K-12 English Language Arts Instructional Materials Adoption Cycle.

Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.



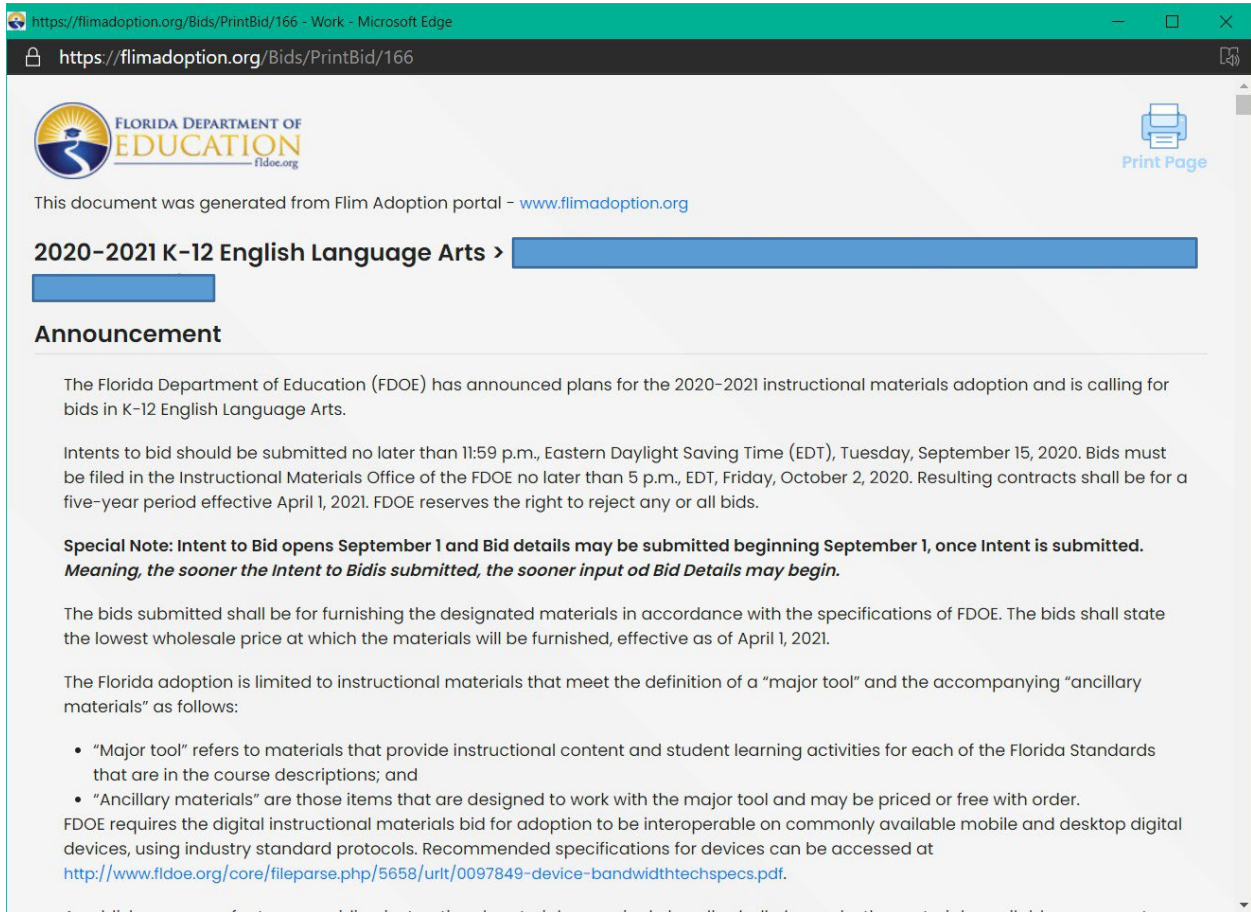
The screenshot shows the 'Bid Submission' page for the '2020-2021 K-12 English Language Arts' cycle. The user is logged in as 'Lauren Hamilton'. The page has a navigation menu with options: Home, Adoption Process, Adopted Materials, Open Cycles, Contact, Publisher Dashboard, UDL Reviews, and Admin. The main content area is titled '2020-2021 K-12 English Language Arts' and includes a wizard instruction: 'Use the wizard below to create and submit your bid. You can save as you go and can work on it in multiple sessions.' The 'Bid Submission' form is currently on the 'Bid Summary (IM1)' tab. A blue information box states: 'Bid details edit/submit is open from 9/1/2020 to 10/2/2020. Bid details link edits are open from 9/1/2020 to 10/16/2020. Bid details edit student link is open from 9/1/2020 to 10/16/2020.' The form fields include: Title (FLIM Florida into Reading), Author (text input), Edition (text input), Copyright (2020), Contract Starts (2021), and Contract Ends (2026). Other tabs visible are Announcement, Questionnaire (IM8), Bid Materials & Links (IM4), Standards Alignment (IM7), UDL Questionnaire (IM2), and Attachments.

Scroll down to the bottom of the page and click the blue PRINT button.



The screenshot shows the bottom section of the bid submission form. It includes fields for Bid Cycle (2021), Course (text input), Grade Level (text input), Bid ID (text input), Submitted By (Linda Jasiewicz), and Submitted On (text input). Below these is the 'Instructional Materials Image' section, which includes instructions: 'Please upload an image of your book cover/art. We publish a list of approved materials and providing a picture to the end users helps them identify the materials. The ideal size of your book cover art is a height/width ratio of 1.6:1. This means that for every 1,000 pixels in width, the image should be 1,600 pixels in height. Ideal dimensions for cover files are 2,560 x 1,600 pixels. You can upload multiple images but will have to select the main one. We suggest the main one be for the materials meant for the teacher (e.g., teacher guide). Max file size is: 5MB. Ideal image size is: 2,560 x 1,600 pixels. Acceptable formats: JPG or PNG.' There is an 'Upload Image' button. At the bottom of the form, there are several navigation buttons: Cancel, Previous, Next, Save, Save & Continue Later, Submit, and Print. A large blue arrow points down to the 'Print' button.

This will open up a separate window and you will be able to print the entire bid. The order will be as follows:



- IM1
- IM5
- IM8
- IM4
- IM7
- IM12
- Attachments (excluding Bid Deposit and Assessment Fees - IM2 and IM13)
 - Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

SENDING HARD COPIES TO FDOE:

Please keep each bid in this order to ensure a smooth bid opening process.

****Don't forget to print your attachments!!****

Keep all bids in order of their bid number when packaging them to send.

Please label all boxes as follows:

ATTN: Instructional Materials
325 West Gaines St., Suite 432
Tallahassee FL 32399