

# LISTING OF SUBJECT AREA BEING CONSIDERED 2022-2023 ADOPTION

## CAREER AND TECHNICAL EDUCATION (Architecture and Construction, Information Technology, and Transportation, Distribution, and Logistics)

### DEFINITIONS

#### ***Comprehensive***

A comprehensive textbook/program is defined as one that meets the standards of the *2022 Alabama Courses of Study: Career and Technical Education (Architecture and Construction, Information Technology, and Transportation, Distribution, and Logistics)* and is sufficient to be used as the primary resource for a particular grade or course.

#### ***Supplementary***

A textbook/program that is used to support and extend the critical elements of a comprehensive textbook/program. A supplementary textbook/program is not sufficient to be used as the primary resource for a particular grade or course.

## ALABAMA HIGH QUALITY INSTRUCTIONAL MATERIALS REVIEW PROCESS SUBMISSION NON-NEGOTIABLES

To be eligible for the state instructional review process, minimum criteria must be met, and important information provided. Please review the **non-negotiable** publishers' eligibility criteria below. All publishers are required to adhere to the criteria established and prepare resources accordingly and submit to the state textbook office.

1. Instructional materials submitted must be aligned to the *2022 Alabama Courses of Study: Career and Technical Education (Architecture and Construction, Information Technology, and Transportation, Distribution, and Logistics)*. Alignment documents are attached to this email. Standards alignment forms from the Alabama State Department of Education will be provided to publishers at a later date which will require publishers to provide specific evidence of how and where the standards are addressed in the textbook.
2. Upon receipt, please complete the alignment documents and scan them to [cajones@alsde.edu](mailto:cajones@alsde.edu).
3. Instructional materials must be shipped to all library sites. Materials to ship for traditional programs are one student textbook and one student module (kit-based program). Materials for technology-based programs should consist of one copy of student material.
4. Instructional materials must be available for review online or in a digital format, when applicable.
5. Username(s) and password(s) are created and active for online access by reviewers and the public throughout the entire state and local adoption process.

# LETTER OF INTENT TO BID

(Must be received electronically at [textbooks@alsde.edu](mailto:textbooks@alsde.edu) by 5 p.m. on April 6, 2022)

DATE: \_\_\_\_\_

Dr. Eric G. Mackey  
State Superintendent of Education  
c/o State Textbook Office  
Alabama State Department of Education  
Post Office Box 302101  
Montgomery, Alabama 36130-2101

Dear Dr. Mackey:

This letter is to inform you that the company listed below will submit a bid and will participate in the adoption of textbooks for the following subject areas: *2022-2023 Alabama Career and Technical Education (Architecture and Construction, Information Technology, and Transportation, Distribution, and Logistics)*.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

Post Office or Street Address

\_\_\_\_\_

City

State

Zip Code

EMAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

NAME OF OFFICIAL \_\_\_\_\_

TITLE OF OFFICIAL \_\_\_\_\_

SIGNATURE OF OFFICIAL \_\_\_\_\_

REGISTRATION OF REPRESENTATIVES OF PUBLISHERS  
DUE April 6, 2022

COMPANY:

CONTACT PERSON FOR BIDS  
AND CONTRACTS:

Name:  
Title:  
Address:

Telephone:  
Fax:  
Email:

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PERSONS AUTHORIZED TO REPRESENT COMPANY IN CONNECTION WITH THE 2022-2023 ADOPTION:

Name:  
Title:  
Address:

Name:  
Title:  
Address:

Telephone:  
Fax Number:  
Email:

Telephone:  
Fax Number:  
Email:

Name:  
Title:  
Address:

Name:  
Title:  
Address:

Only the representatives named above have been authorized to represent the company in any capacity in connection with the **2022-2023** adoption of high-quality instructional materials in Alabama. Notification will be given immediately for any additional person or persons who may be authorized to represent the company.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**BID DEPOSIT FORM  
2022-2023 ADOPTION OF TEXTBOOKS**

**PUBLISHING COMPANY** \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Notice of receipt and deposit of check should be sent to the person designated below:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Return Warrant (Check) should be made payable to the company name given below and mailed to the attention of the person designated at the following address:

Company Name: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: \_\_\_\_\_

Post Office or Street Address

City

State

Zip

Signature of Official of Company \_\_\_\_\_

**IMPORTANT:** Please attach *Form W-9, Request for Taxpayer Identification Number and Certification.*

***For Alabama State Department of Education Use Only***

Signed: \_\_\_\_\_  
State Textbook Office

\_\_\_\_\_  
Date Check Received

Signed: \_\_\_\_\_  
Accounting, Alabama SDE

\_\_\_\_\_  
Date Check Deposited

Signed: \_\_\_\_\_  
Accounting, Alabama SDE

\_\_\_\_\_  
Date Return Warrant Mailed

ALABAMA STATE DEPARTMENT OF EDUCATION

**BID FORM COVER SHEET  
2022-2023**

**Publisher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_

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In compliance with the advertisement of the State Board of Education for furnishing textbooks to the state of Alabama for a six-year period beginning **June 1, 2023**, and ending **May 31, 2029**, the textbooks described on the attached sheet are offered at the prices given on condition that, in the event of contract award, all textbooks of the titles listed delivered to the state of Alabama under the terms of this contract shall be manufactured in accordance with the Official Minimum Manufacturing Standards and Specifications set by the National Association of State Textbook Administrators and adopted by the Alabama State Board of Education except where conformity is impossible because of United States Government directives. In the event conformity is made impossible because of Federal restrictions, the textbooks shall conform in all other respects. Cash or certified check has been deposited with the Treasurer of the state of Alabama in the amount required by law for this bid. The required bond will be furnished to guarantee compliance with any contract that may be awarded this company. It is certified that the maximum price bid to the State Board of Education f.o.b. county or city board of education, after all discounts have been deducted, for any books to be used in the public schools of this state does not exceed the minimum price at which each textbook is sold at the publisher's publishing house after all discounts have been deducted. It is also certified that each textbook bid shall not be sold to pupils in Alabama at a retail price to exceed an increase of 15% of the wholesale price listed.

\*\*\*\*\*

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

My commission expires \_\_\_\_\_

**ALABAMA STATE DEPARTMENT OF EDUCATION**

**SHIPPING AND DELIVERY INSTRUCTIONS**

**SAMPLES TO ALABAMA STATE DEPARTMENT OF EDUCATION**

**Deadline is June 24, 2022**

**Shipping Address:** State Textbook Office  
Alabama State Department of Education  
P-305, Gordon Persons Building  
50 North Ripley Street  
Montgomery, AL 36104-3833

**IMPORTANT: INSIDE DELIVERY IS NOW REQUIRED**

- If shipments do not designate inside delivery, samples will not be accepted.
- Samples sent by freight **will not** be received at the loading dock of the Gordon Persons Building.
- Pallets of boxes containing samples must be hand delivered to P-305.

**For further instructions, please contact Cindy Gillespie, Office of Operations (334) 694-4606**

**PACKING INSTRUCTIONS FOR ALABAMA STATE DEPARTMENT OF EDUCATION SAMPLES**

There are no set requirements for packing samples for delivery to the Alabama State Department of Education. However, keep in mind that your representatives will be responsible for moving and unpacking boxes from the hall on Floor 3 of the Gordon Persons Building to the adjacent room where samples will be displayed. It is suggested, therefore, that you label the boxes clearly and keep the weight of boxes between 25 to 50 lbs. **Representatives will be responsible for breaking boxes down, so they are flat for proper disposal. Shelving dates are from Monday, June 27 - Thursday, June 30, 2022.**

## 2022-2023 STATE TEXTBOOK ADOPTION TIMELINE: CAREER & TECHNICAL EDUCATION

*Clusters: Architecture and Construction, Information Technology and  
Transportation, Distribution and Logistics*

March 23, 2022	Email Bid Packet to Publishers
April 6, 2022	Intent to Bid Form/Registration of Representatives of Publishers Due to ALSDE
April 27, 2022	Remaining Bid Forms Due to ALSDE
June 22, 2022	Orientation for Committee Members (Face-to-Face)
June 24, 2022	Textbooks Due to ALSDE
June 27-30, 2022	Publisher Shelving Date
July 1, 2022	Textbook Samples Due to Committee Members/Library Sites
July 5-8, 2022	Publisher Presentations (Participation is not daily for committee members)
July 18, 2022	Deadline for Publishers to Withdraw Textbook Bid
July 19-21, 2022	Committee Review Session (Face-to Face)
August 3-4, 2022	Committee Review Session (Face-to-Face)
August 23-25, 2022	Committee Review Session (Hybrid)
September 13, 2022	Public Hearing (GPB Auditorium)
September 13-15, 2022	Committee Review Session (Hybrid)
October 13, 2022	Alabama State Board of Education <b>Work Session</b> Resolution to Receive Textbook Recommendations (unofficial)
November 10, 2022	Alabama State Board of Education <b>Meeting:</b> <ul style="list-style-type: none"> <li>• Receive Textbook Recommendations/ Set Formal Public Examination Period (30)</li> <li>• Alabama State Board of Education <b>Work Session:</b> Committee Chairperson</li> <li>• Presents Overview of Textbooks Adoption Selection Process/Final Resolution</li> </ul>
December 8, 2022	Alabama State Board of Education <b>Meeting:</b> Final Adoption of Textbook Recommendations (Resolution)
January 9, 2023	State Textbook Contracts Due to the Alabama State Department of Education

**ALABAMA STATE DEPARTMENT OF EDUCATION**

**2022-2023 TEXTBOOK ADOPTION**

**STATEMENT OF ANCILLARY MATERIALS PROVIDED  
AT NO CHARGE TO ALABAMA SCHOOL SYSTEMS**

It is hereby certified that from this date forward through the duration of the proposed contract period (June 1, 2023, through May 31, 2029), the same free or discounted ancillary items and/or services offered to any local board of education or any public school shall be offered to all Alabama local boards of education or schools under the same or similar circumstances.

This statement is a part of the official bid and shall be made a part of the contract with the state of Alabama if said bid is accepted.

Signature: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_

My commission expires \_\_\_\_\_

## ALABAMA STATE DEPARTMENT OF EDUCATION

### SAMPLING INSTRUCTIONS – 2022-2023 ADOPTION

#### Alabama State Department of Education (Please See Shipping Instructions)

##### ***Traditional Textbook Programs:***

Two student textbooks

One student module (kit-based programs)

One teacher edition

One copy of other items bid such as kits,\* big books, workbooks, tests, etc.

**Do not send any item(s) not bid with a state contract price.**

##### ***Technology-Based Programs:***

One copy of entire program, including student, teacher, and accompanying materials bid. If the program comes in more than one format, send all formats.

#### State Textbook Committee (Upon Request Only – Member Preference)

##### ***Traditional Textbook Programs:***

One student textbook

One student module (kit-based programs)

One teacher edition

One copy of ancillary items such as workbooks, tests, etc.

**Do not send any item(s) not bid with a state contract price.**

##### ***Technology-Based Programs:***

One copy of student material. If the program comes in more than one format and each format is identical, send the easiest format to review.

#### Library Sites

##### ***Traditional Textbook Programs:***

One student textbook

One student module (kit-based programs) to all library sites.

**Do not send any item(s) not bid with a state contract price.**

##### ***Technology-Based Programs:***

One copy of student material. If the program comes in more than one format and each format is identical, send the easiest format to review.

\*For kits that accompany a textbook, samplers will be accepted. **If kits are duplicated from grade to grade, please send only one kit.** If further clarification is needed, please contact the State Textbook Office at telephone number (334) 694-4768 or by email at [cajones@alsde.edu](mailto:cajones@alsde.edu).

ALABAMA STATE DEPARTMENT OF EDUCATION

**INSTRUCTIONS FOR COMPLETING BID FORM – 2022-2023**

***BID FORM COVER SHEET***

The *BID FORM COVER SHEET* is in Microsoft Word 2019. A hard copy should be printed, signed, notarized, and included with the hard copy of the *TEXTBOOKS AND ACCOMPANYING MATERIALS*.

***TEXTBOOKS AND ACCOMPANYING MATERIALS***

The *TEXTBOOKS AND ACCOMPANYING MATERIALS* portion of the bid form is for listing the ***item(s) that you are bidding for state contract price for six years***. The form provided is in Microsoft Excel 2019. The font used for text entered is Arial. There are separate sheets for submitting for comprehensive and supplementary materials. ***Textbooks/programs should be bid in the best subject area one time only***. Please enter the titles bid on the proper sheet. Pages will break automatically, and the subject area and headings will repeat at the top of the page when printed. Hard page breaks may be inserted where desired. Please ***do not*** change margin settings or width of columns.

The series (if applicable) should be entered on the first line in normal title case. The title should then be entered two lines below the series in ALL CAPS. If the title of a textbook is longer than the space provided, please increase the height of that particular row. This may be done by selecting the row, going to format, then to row height, and adjusting accordingly. One line is already adjusted to a row height of 18. Two lines should be adjusted to a row height of 32, three lines to 44, four lines to 56, and five lines to 68. ***Please keep the title in one cell.***

If you are submitting several titles for one of these subject areas which are not part of a series, you may list them on one page.

List below the title any accompanying workbooks, teacher editions, etc. in lower title case and indent with the increase indent feature of EXCEL. Please remember to provide all information requested for each of these items. If an item accompanies two books or more, list under the last title. ***Important: Please do not list any textbook or item more than one time.***

Technology-based programs and items should be submitted in the same manner as a textbook.

**ISBN-10 or ISBN-13 may be used.** The space allowed will accommodate both. If an ISBN is not available, the number may be submitted at a later date.

***STATEMENT OF ANCILLARY MATERIALS***

This statement is a part of the official bid and shall be made a part of the contract with the state of Alabama if said bid is accepted. ***Failure to include this properly completed form by the bid deadline will result in your bid not being accepted.***

**PLEASE MAKE YOUR BID FORM AS CLEAR AS POSSIBLE**

**ALABAMA STATE DEPARTMENT OF EDUCATION  
DEADLINES AND REGULATIONS  
2022-2023 TEXTBOOK ADOPTION**

1. ***INTENT TO BID FORM AND REGISTRATION OF REPRESENTATIVES OF PUBLISHER (FORM T-1) - DEADLINE IS 5 P.M. (CST), April 6, 2022***. Forms shall be submitted electronically to Dr. Carolyn Jones at [textbooks@alsde.edu](mailto:textbooks@alsde.edu) . Every person representing a publisher in any capacity during this adoption shall be listed on FORM T1.

2. ***ALL BID FORMS - DEADLINE IS 5 P.M. (CST), APRIL 27, 2022***.

Bids shall be submitted electronically to Dr. Carolyn Jones at [textbooks@alsde.edu](mailto:textbooks@alsde.edu) marked "OFFICIAL BID FOR FURNISHING TEXTBOOKS FOR USE IN THE PUBLIC SCHOOLS OF ALABAMA." The forms are as follows:

***Bid Form - Cover Sheet  
Bid Form - Textbooks and Accompanying Materials  
Bid Form - Statement of Ancillary Materials***

Instructions for completing each form are enclosed. Each form must be provided as part of the bid package. **Failure to include all properly completed forms by the bid deadline will result in your bid not being accepted.**

3. ***DEPOSIT WITH STATE TREASURER, FORM T-2 AND FORM W-9 – RECEIPT OF DELIVERY DEADLINE IS APRIL 6, 2022***.

The law requires that each publisher deposit with the State Treasurer a sum of money in the amount of \$500 for each textbook or series offered for adoption. However, the maximum deposit shall not exceed \$2500. **The check may be a company check, cashier's check, or certified check and should be made payable to the Alabama State Department of Education (ALSDE).** Please mail check, FORM T-2, BID DEPOSIT FORM, to the State Superintendent of Education, c/o State Textbook Office, Alabama State Department of Education, Post Office Box 302101, Montgomery, AL 36130-2101 (Street Address: Room 3345, Gordon Persons Building, 50 North Ripley Street, Montgomery, AL 36104-3833).

**Please note procedures:**

1. Checks will be deposited to an account with the State Treasurer by the ALSDE.
2. Deposit of unsuccessful bidder will be refunded promptly upon rejection of bid with issuance of a state warrant (check) for the deposit amount.
3. Deposit of successful bidder will be held pending the execution of contract and required bond. It will be forfeited to the Alabama State Department of Education as the law directs should the bidder fail or refuse to execute contract and required bond. When a

fully executed contract has been completed, a warrant (check) for the deposit amount will be issued back to the publisher.

4. Publishers must submit a *Form W-9, Request for Taxpayer Identification Number and Certification*. This form is available at the following link: [Vendors Self Registration](#).

**4. OFFICIAL COPIES OF TEXTBOOKS SUBMITTED TO ALSDE - DEADLINE FOR RECEIPTS 5 P.M. (CST), JUNE 24, 2022.**

**Two student editions and one teacher edition** of each textbook submitted for adoption should be filed with the State Superintendent of Education with the identification "OFFICIAL COPY OF TEXTBOOK SUBMITTED FOR ADOPTION" on the outside cover. One sample of each workbook, big book, and/or teaching aid on which a bid is made should also be filed. Page proofs **will not** be accepted. Do **not** send any textbook(s) or accompanying material(s) to the Alabama State Department of Education that have not been bid as a state contract price item.

**NOTE: Each company will be required to send a representative to Montgomery to unbox and shelve samples during the week of June 27, 2022. Sample Textbooks must be delivered to 50. N. Ripley St. P-305, Montgomery, AL 36104**

**5. OFFICIAL COPIES TO MEMBERS OF THE STATE TEXTBOOK COMMITTEE – DEADLINE FOR RECEIPT IS 5 P.M. (CST), JULY 1, 2022.**

Sample copies of textbooks and accompanying materials bid for adoption **could** be required by each of the 23 State Textbook Committee members. The number of samples to be shipped will be dependent on committee member preference. Official samples and a copy of the alignment to Alabama Course of Study Standards must be received no later than 5 p.m. (CST), on **July 1, 2022**. Page proofs **will not** be accepted. Be sure to follow the enclosed directives for packing samples. Do **not** send any textbook(s) or student item(s) to committee members that have not been bid as a state contract price item.

**Note:** If the final textbook is not available, a reviewable format may be submitted. Examples of acceptable reviewable formats are manuscripts in bound book form, manuscript on CD, or online viewable content. Final format is due the week of the assigned publisher hearing date.

**6. OFFICIAL COPIES FOR PUBLIC VIEWING (LIBRARY SITES) - DEADLINE FOR RECEIPT IS 5 P.M. (CST), July 1, 2022.**

**One student edition** of each textbook bid for adoption will be displayed in ten libraries for viewing by citizens in Alabama. Page proofs **will not** be accepted. Official samples must be received no later than 5 p.m. (CST), on **July 1, 2022**.

Be sure to follow the enclosed directives for packing samples. Do **not** send any student textbook(s) or student items(s) that have not been bid as a state contract price item.

**7. ALIGNMENT TO THE COURSE OF STUDY STANDARDS—SUBMIT ONE HARD COPY TO THE ALSDE BY JUNE 24, 2022. THE SAME DAY SAMPLES ARE DUE TO THE ALSDE.**

Standards alignment forms from the Alabama State Department of Education will be provided to publishers which will require publishers to provide specific evidence of how and where the standards are addressed in the textbook. The textbook committee reviewers may use the standards alignment forms to determine the degree to which content found in each textbook is aligned in thoroughness and accuracy to the standards.

**8. OFFICIAL MINIMUM MANUFACTURING STANDARDS AND SPECIFICATIONS FOR TEXTBOOKS DEADLINE IS JUNE 24, 2022.**

Textbooks offered for adoption shall meet or exceed the Official Minimum Manufacturing Standards and Specifications for Textbooks as set forth by the National Association of State Textbook Administrators.

A properly executed copy of FORM B, STATEMENT OF PUBLISHER SUBMITTING BOOKS FOR ADOPTION AND WARRANTY OF PUBLISHER, and/or FORM M, STATEMENT OF PUBLISHER SUBMITTING ELECTRONIC MEDIA FOR ADOPTION, must be sent to the State Superintendent of Education, c/o State Textbook Office, Alabama State Department of Education, Post Office Box 302101, Montgomery, AL 36130-2101. (Street Address: Room 3345, Gordon Persons Building, 50 North Ripley Street, Montgomery, AL 36104-3833). The required form(s) may be located by assessing the following link: <https://www.alabamaachieves.org/content-areas-specialty/textbook-adoption-and-procurement/> FORM B is not desired at this time for workbooks.

**9. FINAL DATE FOR WITHDRAWAL OF TEXTBOOK BID – DEADLINE IS JULY 18, 2022.**

The final date for withdrawal of a textbook bid for adoption is **July 18, 2022**. An exception to this regulation can be made only if the publisher can provide a valid reason for withdrawal and certifies that the textbook will not be marketed in Alabama..

**11. DATE FOR SUBMISSION OF NATIONAL INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD (NIMAS) – DEADLINE IS JANUARY 9, 2023.**

Alabama has chosen to “opt in” and adopt the National Instructional Materials Accessibility Standard (NIMAS). Therefore, publishers will be required to submit textbooks and related core curriculum materials to the National Instructional Materials Access Center (NIMAC) as a NIMAS-conformant file set.

For the purpose of NIMAS, a **textbook** is defined as the printed tool of instruction used in the classroom and **related core materials** are printed materials, other than textbooks, designed for use by students in the classroom in conjunction with a textbook. Please note

that a statement has been added to the state textbook contract (see Item Number 12). The deadline for submitting NIMAS files to NIMAC is **January 9, 2023**, the same date the signed state textbook contract will be due.

**12. STATE TEXTBOOK CONTRACT.**

If textbooks bid by your company are adopted by the State Board of Education, your company will be required to sign the original contract and provide a \$5,000 performance bond. . Please note that a statement regarding NIMAS has been added to the contract. The signed state contract will be due on **January 9, 2023**. ***No changes to the terms of the contract will be permitted.***

**13. OFFICIAL EXAMINATION COPIES TO LOCAL BOARDS OF EDUCATION.**

Successful bidders shall furnish all county and city boards of education with a minimum of one sample copy of each textbook adopted by the State Board of Education for use in evaluation by local textbook committees for local adoption by each school system.

**14. STATE TEXTBOOK LAW.**

A copy of the State Textbook Law, *Code of Alabama, 1975*, §16-36-60 through §16-36-70, which became effective on July 1, 1998, is available upon request from the State Textbook Office, or you may access it by going to the Alabama Legislature's Web site ([www.legislature.state.al.us](http://www.legislature.state.al.us)).