

BID FILE TEXT FORMAT

All bids must be submitted electronically in the following format. Publishers should save these files in text format with their word processor or use a text processing program (such as Wordpad in Windows) that will not produce unique characters. Links to **course codes** for selected courses may be found on the web page at <http://www.schools.utah.gov/CURR/imc/News-and-Information.aspx>.

- 1,nine zeroes,publisher name
- 2,isbn number,series title,author,copyright,price,media type
- 3,ancillary title,ancillary price, ancillary ISBN
- 4,core code,subject code

Here is an explanation:

- Line 1 = one, followed by nine zeroes (this is a filler to indicate the beginning of the file), then publisher name
- Line 2 = two, then ISBN (numbers only, either 10 or 13 digits), then series (sixty characters), then title (sixty characters), then author (twelve characters), then copyright (four numbers), then price (no symbols, two decimal places), then media type (text (for textbook) or soft (for software) or intr (for internet) or mult (for multimedia))
- Line 3 = three, then ancillary title (sixty characters), then ancillary price (no symbols, 2 decimal places), ancillary ISBN (numbers only-10 or 13 digits)
- Line 4 = core codes (this must be eleven numbers), then 4 digit subject code.

Here is a listing of 4 digit subject codes for K-6 items:

Fine Arts	0200	Mathematics	0700
World Language	0300	Science	0800
Physical Education	0402	Social Studies	0900
Computer Literature	0500	Health	0401
Language Arts	0600	ALL OTHER SUBJECTS	0000

Here is an example file (Note the subject code (0700) in the first line 4 below, and the code 0000 in the second line 4 for secondary titles):

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1,000000000,ABC PUBLISHER
2,1234567890123,Math 6,Math,Shakespeare,2008,12345.67,TEXT
3,Math 6 workbook,123.45,2345678901234
3,Math 6 teacher manual,234.56,3456789012345
4,22010000007,0700
4,07010000007,0000
2,11223344556,Algebra for Beginners,Algebra 2,Shakespeare,2008,12234.88,INTR
3,Algebra 2 workbook,223.44,44556677889
3,Algebra 2 teacher manual,334.55,5566778899012
4,06030000300,0000
4,06030000310,0000
4,06030000320,0000

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Items listed for secondary courses ALL need the 4 digit subject code 0000. Publishers may want to post 6th grade items under these course codes under Elementary/Early Childhood as well as those listed under the subject heading and then 6th grade, e.g. for a 6th grade math book:

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4,22010000007,0700
4,07010000007,0000

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Files are to be sent to alan.griffin@schools.utah.gov. There is a downloadable program called Bidmaker 2 available on the website at <http://www.schools.utah.gov/CURR/imc/News-and-Information.aspx> to assist you in this process. Be sure to follow the instructions that are also linked on that page.