UTAH STATE INSTRUCTIONAL MATERIALS COMMISSION
Utah State Office of Education
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RE: NOTICE OF ADOPTION/RECOMMENDATION OF INSTRUCTIONAL MATERIALS

Pursuant to law, notice is hereby given by the Utah State Superintendent of Public Instruction that the Utah State Board of Education is called to convene in Salt Lake City, Utah, on **June 7, 2013**, to consider the adoption/recommendation of instructional materials for all public elementary and secondary schools of the State of Utah. This adoption/recommendation will go into effect **July 1, 2013 for a period of five years. The contract will end on June 30, 2018.**

Instructional materials will be considered for specific content areas as listed on the website at http://www.schools.utah.gov/CURR/imc/News-and-Information/Course-Codes-2012---2013.aspx . Items listed on this website that are classified with an "S" in the first column are scheduled to be reviewed in the spring. Please note that Mathematics, Science and Language Arts materials WILL BE INCLUDED IN THIS REVIEW. Materials will be considered provided that:

1. They are new materials, published since the last adoption/recommendation,
2. They are new in the state and have not been previously submitted,
3. They have been previously adopted/recommended and the contract period is expiring,
4. They are significantly different from a previous edition to not qualify for a substitution,
5. They have been considered "Not Reviewed, or Not Sampled" during the last adoption/recommendation period and should be evaluated again during this adoption/recommendation period.

Instructional materials mean textbooks or materials used as, or in place, of textbooks and which may be used within the state curriculum framework for courses of study by students in public schools to include: textbooks, workbooks, computer software, and multiple forms of communication media.

The bid sheet, listing the instructional materials to be submitted by publishers for adoption / recommendation, must be submitted in ***text format*** by email. The Utah State Instructional Materials Commission at the Utah State Office of Education must receive an **Intent to Bid** form by **February 8, 2013, and** the **Bid Sheet** no later than **March 1, 2013**. Sample copies of materials to be considered for adoption must be provided by the publisher, free of cost and be received by the Utah State Office of Education AND Commissioners no earlier than **March 8, 2013** and no later than **March 15, 2013**. **Publishers must specify "INSIDE DELIVERY TO ROOM 26" instructions to mail and freight companies for all samples sent to the Utah State Office of Education. Samples will not be returned to the publisher and must be sent free of charge.**

Commission members are listed on the website at http://www.schools.utah.gov/CURR/imc/Commission-Members.aspx so that you may send samples to current addresses .

On **May 16, 2013**, the Utah State Instructional Materials Commission will meet and publicly acknowledge all bid proposals that have been received and will make its recommendations to the Utah State Board of Education at that time.

The Utah State Board of Education will meet on **June 7, 2013**, to receive the recommendations of the Utah State Instructional Materials Commission and will make its decision known within one week thereafter. The Board reserves the right to reject any and all instructional materials bid proposals. Publishers will be notified within two weeks of the Board's decision.

A complete guide and description of the materials adoption process, including a schedule of all deadlines, may be found in the **Program Guidebook** mentioned in the second paragraph. All bidders are required to follow the procedures outlined in this reference to prepare and submit successful bids.

Materials that are not considered for adoption and should not be submitted for adoption include:

1. Concurrent Enrollment materials.
2. Library or trade books.
3. Reference materials.
4. Professional Development material that is not a component of an integrated system or program.
5. Galley proofs or unfinished copies of materials.

Inquiries may be addressed to the individuals listed in the letterhead of this document.