

POLICIES AND PROCEDURES
FOR THE
FLORIDA
INSTRUCTIONAL MATERIALS
ADOPTION



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PART I. INTRODUCTION

The following policies and procedures have been approved by the State Board of Education pursuant to Section 1006.34, Florida Statutes, for use by state instructional materials reviewers and district reviewers who evaluate instructional materials and publishers who submit instructional materials for adoption.

In Florida, specific courses within selected subject areas are called for adoption on a rotating basis, usually for a period of five years. Florida adopts instructional materials for those specific courses. Subject areas for the current adoption year and the adoption schedule are posted on the Florida Department of Education Instructional Materials website (referenced in footer). Approximately one year prior to each adoption, the Florida Department of Education publishes the Instructional Materials Specifications for the subjects to be adopted. These specifications outline the courses for which materials are being sought, as well as the standards that those materials are expected to meet. Specifications can be downloaded from the Florida Department of Education Instructional Materials website.

For purposes of state adoption, the following definitions apply:

"Instructional materials," as provided in Section 1006.29(2), Florida Statutes, means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. A publisher or manufacturer providing instructional materials as a single bundle shall also make the instructional materials available as separate and unbundled items, each priced individually. A publisher may also offer sections of state-adopted instructional materials in digital or electronic versions at reduced rates to districts, schools, and teachers.

"Major tool" refers to:

- Materials that provide instructional content and student learning activities for each of the Next Generation Sunshine State Standards (Common Core) benchmarks that are in the course descriptions for reading, language arts, literature, math, science, social studies, physical education, health, world languages, visual arts, and performing arts;
- Materials that provide instructional content and student learning activities for each of the intended outcomes and/or student performance standards of the Career and Technical Education Curriculum Frameworks;
- Materials that provide instructional content and student learning activities for the course objectives as outlined by the appropriate organizations for Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education.

“Ancillaries” are those items that were designed to work with the major tool and may be priced or free with order.

“Supplementary” materials are defined as supporting materials that do not qualify as the major tool, and are not designed to accompany the specific major tool with which they were submitted, but could be used with any publisher’s materials. Florida does not have a process for the adoption of supplementary materials.

Any materials that are considered during adoption of the major tool, regardless of price, must be provided upon award of the contract.

Each section in this document contains information relative to the duties and responsibilities of each state instructional materials reviewer, district reviewer, and of each publisher who is submitting material for the adoption.

PART II. RELATIONSHIP BETWEEN PUBLISHERS AND STATE INSTRUCTIONAL MATERIALS REVIEWERS/ DISTRICT SCHOOL OFFICIALS

The relationship between the state instructional materials reviewers, district reviewers, and the publishers shall be in compliance with Section 1006.30, Florida Statutes.

The relationship between district school board officials, including school officers, administrative personnel, and administrative personnel pursuant to Section 1012.01, and the publishers shall be in compliance with Section 1006.32, Florida Statutes.

For purposes of Section 1006.32(3), Florida Statutes, a “pilot program” is defined as an arrangement in which a school or school district accepts instructional materials from a publisher who will bid those materials in the subsequent adoption either on loan, for free, or at a reduced price, within eighteen months prior to the April 1 adoption date.

PART III. STATE INSTRUCTIONAL MATERIALS REVIEWERS AND DISTRICT REVIEWERS

1. STATE INSTRUCTIONAL MATERIALS REVIEWERS

The Commissioner of Education shall appoint three state instructional materials reviewers in the content areas submitted for adoption to review the instructional materials and evaluate the content for alignment with the applicable Next Generation Sunshine State Standards (Common Core). For materials in which the first two state instructional materials reviewers agree to recommend or not recommend materials for adoption, the evaluation of the third reviewer will not be utilized. The evaluation of the third reviewer will only be used in situations in which the first two reviewers disagree as to whether materials should be recommended for adoption. Instructional materials shall be made electronically available to the state instructional materials reviewers.

The state instructional materials reviewers shall be state or national experts in the academic content area being reviewed for adoption. Generally, the Commissioner shall appoint state instructional materials reviewers who hold a doctoral degree in that field or a related field. The Commissioner may appoint state instructional materials reviewers without a doctoral degree in content areas in which a doctoral degree may not be applicable or in instances in which the reviewer has a graduate degree and substantial experience and/or recognition as an expert in the field. Such recognition may include, but is not limited to, awards received or publications related to the academic content area.

2. DISTRICT REVIEWERS

The Commissioner of Education shall request each school district superintendent to nominate one classroom teacher or district-level content supervisor to review two or three of the submissions recommended by the state instructional materials reviewers. The district reviewers should be experienced teachers or supervisors with expertise in the content area. Superintendents are encouraged to nominate individuals with a graduate degree in the content area and/or who have been recognized as a Teacher of the Year at any level (School, District, Regional, State, or National). The district reviewers will evaluate only those materials recommended by the state instructional materials reviewers. District reviewers shall be provided electronic access to two or three recommended submissions and shall provide an electronic evaluation of the instructional usability of the materials.

3. REVIEWER TRAINING

Pursuant to Section 1006.29(4), Florida Statutes, the Department of Education has developed a training program for the state instructional materials reviewers and district reviewers. The training for each adoption year must be completed prior to the evaluation of electronic materials. Details will be posted on the Florida Department of Education Instructional Materials website. Training modules shall include content directly related to

the Next Generation Sunshine State Standards (Common Core) relevant to the current instructional materials adoption.

4. EVALUATION OF MATERIALS

To complete the evaluation process, reviewers will receive electronic access to the following materials:

Instructional Materials Specifications - This document outlines the courses for which materials are being sought, as well as the standards that those materials are expected to meet. In addition, it contains the research base that outlines what makes effective instructional materials.

Evaluation Forms - The evaluation forms are developed from the research contained in the Instructional Materials Specifications document. The Office of Instructional Materials in the Florida Department of Education will provide each reviewer access to the online evaluation instrument. Each reviewer will be responsible for completing and submitting an evaluation electronically for each assigned publisher's submission on or before the deadline established by the Department. The area of Content shall be evaluated at the individual benchmark level for accuracy and completeness and holistically for overall value as an instructional tool. The online evaluation system is available at <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login>.

Publishers' Evaluation Samples - The deadline for state instructional materials reviewers to receive access to electronic or digital samples is 5:00 p.m. Eastern Daylight Time (EDT) on the fourth Thursday of June. Only electronic or digital sample copies of the major tool of instruction will be evaluated for adoption.

Reviewers are required to evaluate all materials submitted as part of the major tool in digital or electronic format as applicable. Only materials available in electronic or digital format as defined in Section 1006.29(3), Florida Statutes, will be reviewed for adoption.

Publisher's Questionnaire - The Publisher's Questionnaire, prepared by the publisher, will be provided to reviewers at the beginning of the evaluation process. This questionnaire describes and identifies the components of the program being bid by the publisher.

Written Correlations - The Written Correlations, prepared by the publisher, will be provided to reviewers at the beginning of the evaluation process. Written correlations assist the Department of Education and the reviewers in determining the degree to which submitted materials meet the Next Generation Sunshine State Standards (Common Core), intended outcomes, and/or objectives of a course.

Publisher Presentations – Publishers will be afforded the opportunity to provide a virtual presentation to the state instructional materials reviewers on the merits of the materials submitted for adoption. This virtual presentation will be limited to fifteen minutes with the opportunity for the reviewers to ask questions afterwards.

- Publishers must be able to deliver the presentation between July 1 and August 30.
- State instructional materials reviewers will be required to attend the publisher's virtual presentation between July 1 and August 30 and before submitting their online evaluation.
- The Office of Instructional Materials will assist the publishers and reviewers in arranging the date and time for the virtual presentation prior to the August 30 deadline.
- The publisher must notify the Office of Instructional Materials of the date, time, and format of the virtual presentation and provide access for representatives of the office to attend the presentation.

Reviewer Evaluations - After state instructional materials reviewers have reviewed the submitted materials, they will complete the electronic evaluation along with a recommendation of whether or not to adopt the materials to the Commissioner of Education. Materials which have been recommended by the state instructional materials reviewers will then be made available for electronic review by the district reviewers. The district reviewers shall independently rate the recommended submissions on the instructional usability of the resources and provide an electronic evaluation to the Department. The Commissioner of Education shall review the evaluations of the state instructional materials reviewers and district reviewers, consider the costs of the materials, and then approve, reject, or amend the list of materials.

Public Review – The general public will be allowed access to review instructional materials submitted for adoption. Access to the materials will be granted via the process outlined below.

- Materials that have been recommended for adoption by the state instructional materials reviewers will be made available electronically through the online evaluation system.
- Any member of the general public wishing to view the recommended materials may register on the Department's online evaluation system as a *guest user*.
- This registration will be forwarded to the Florida Department of Education's Office of Governmental Relations
- The user will then be notified that access to the requested materials has been granted.
- The evaluation instrument, which allows the user to complete an online evaluation with comments, will also be available for submission on any reviewed materials.
- Access to the requested materials will be available via the online evaluation system for two weeks (14 calendar days).
- After the two week (14 calendar days) window has closed, access to the materials will be blocked.
- Any subsequent access will require an additional request to the Office of Instructional Materials at (850) 245-0425 or via e-mail at imstaff@fldoe.org.

PART IV. INSTRUCTIONS TO BIDDERS/PUBLISHERS

GENERAL INFORMATION

Approximately one year prior to each adoption, the Florida Department of Education shall publish the Instructional Materials Specifications for the subjects to be adopted.

These specifications refer to Next Generation Sunshine State Standards (Common Core) and course descriptions for each course for which instructional materials are to be adopted. In addition, these specifications provide information about the kinds of materials that are desired, the grade levels for which the materials should be designed, and the research findings about what makes instructional materials effective.

Bidders may examine the *Instructional Materials Specifications* to determine whether they have products that cover the Next Generation Sunshine State Standards (Common Core) benchmarks that can be used as a **major tool** for teaching the course as referenced in Part I of the Introduction. These specifications may be found on the Florida Department of Education Instructional Materials website.

Florida adopts the major tool of instruction, **along with priced ancillary materials that were designed to work with the major tool. The major tool is comprised only of items necessary to meet the standards and benchmarks in the course description of the course or subject for which it is designed and submitted.** Again, a major tool may include a single item, or may include a number of items bundled together, which, when combined, meet the required standards. **Ancillary materials**, while not necessary to meet the course requirements, are designed to enhance the major tool.

Items not eligible for bid include supplementary materials, professional development, equipment, and supplies. Supplementary materials are defined as supporting materials that do not qualify as the major tool, and are **not** designed to accompany the specific major tool with which they were submitted, but may be used with any publisher's materials. Equipment and supplies refer to anything that does not have intellectual content. Examples of items from previous bids that will be removed from the bid unless offered free are: Word Wall Charts, Hanging Vinyl Charts with Pockets, Writing Folders, Cumulative Folders, Page Protectors, Skills Profile Folders, and Website Resource Cards.

Submissions that are comprised of two or more independent, stand-alone programs are not acceptable for adoption consideration.

PROCEDURES FOR SUBMITTING MATERIALS FOR ADOPTION

A submission can be bid for only one course or course category.

If the call is for a series, such as an Elementary Series, Grades K-5, then all levels of the Elementary Series, Grades K-5 materials must be bid as **ONE** submission.

Questions regarding these requirements and all forms and documents required in this process should be addressed to the Office of Instructional Materials in the Florida Department of Education. Contact information is located on the title page of this document.

CHECKLIST FOR BIDDERS/PUBLISHERS

A Checklist for bidders/publishers for the current adoption year will be provided on the Florida Department of Education Instructional Materials website. The Checklist is provided as a convenience for the bidder/publisher and does not need to be submitted to the Department as part of the bid process. The information contained in the checklist in no way substitutes for the Policies and Procedures document.

INTENT TO BID

Publishers must submit an Intent to Bid using the online Instructional Materials Publisher Registration and Bid Process found on the Florida Department of Education Instructional Materials website no later than **11:59 p.m. Eastern Standard Time (EST) on the fourth Friday of February of the adoption year.** To be acceptable, all items specified on the Intent to Bid form must be provided. Submission of Intent to Bid in no way obligates the publisher to participate in the adoption process. However, failure to submit an Intent to Bid will prohibit participation. Publishers are encouraged to be as accurate as possible when submitting an Intent to Bid since this information is used to determine the appropriate number of reviewers for each subject area.

BID FORMS OR PROPOSALS

Sealed bids, including the Signature Sheet and Detailed Bid(s), must be received in the Office of Instructional Materials in the Florida Department of Education no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year.** After the bid deadline, publishers **will not be allowed** to revise their bids except for the reduction of price and/or the addition of free items offered. [Section 1006.38(6) - (7), Florida Statutes]

The bid must be submitted on the *State of Florida Instructional Materials Bid Form*. The bid must be uploaded and printed using the Instructional Materials Publisher Registration and Bid Process website.

To be acceptable, all items of information specified on the Bid Form must be provided.

- The signature page, printed at the Instructional Materials Publisher Registration and Bid Process website, must bear the original signature of an authorized company officer. The signature page must clearly list each bid submitted.
- The bid must state the lowest wholesale price at which the materials will be furnished at the contract start date, delivered freight on board (f.o.b.) to the Florida depository of the bidder. **Variations in price based on volume purchase are not acceptable.**
- A publisher or manufacturer providing instructional materials as a single bundle shall also make the instructional materials available as separate and unbundled items, each priced individually.

- Beginning in the 2015-2016 academic year, all adopted instructional materials for students in kindergarten through grade 12 must be provided in an electronic or digital format, pursuant to Section 1006.29(3), Florida Statutes.
- Materials bid for adoption must be in final form in time for sampling. **If final form will not be ready in time to meet the sampling deadline, the publisher may not submit a bid for those materials.**
- Materials bid for adoption must be available for the life of the contract period. Publishers may not specify that an item will only be available for specified years of the contract. For example: “State Specific version available first two years of the contract, national thereafter.” [Section 1006.38(12) and (13) Florida Statutes]
- Publishers are required to provide any instructional materials free of charge in Florida to the same extent as that received by any other state or school district in the United States. [Section 1006.38(7), Florida Statutes] These free items must be appropriately identified on the Bid Form.
- Free offers that give the teacher, school, or district a specified dollar amount of items from the publisher’s complete catalog will not be accepted.
- The bid, which includes the Signature Sheet and Detailed Bid(s), must be sealed separately from all other items and must be in an envelope marked “**SEALED BID**” with the **Company Name also clearly marked on the outside of the envelope.**

The sealed bid must be RECEIVED no later than 5:00 p.m. (EDT) on the first Monday of May of the adoption year. Bids received after that time will be rejected and returned to the bidder. The bid deadline will not be extended.

BID OPENING

Bids will be opened within three weeks of the bid deadline. The date, time, and location of the bid opening will be posted on the Florida Department of Education Instructional Materials website. Bidders and their representatives may be present, but attendance is optional. The list of bidders and bid materials will be made available on the Department of Education Instructional Materials website.

BID DEPOSIT

Florida law requires bidders to place a bid deposit with the Florida Department of Education. The amount of the deposit is \$500 for each submission, with a maximum of \$2,500 for five or more submissions. [Section 1006.33, Florida Statutes] Deposits must be submitted in the form of a Cashier’s Check (**drawn on the bank, not the company account**) or Money Order. Checks must be made out to the **Florida Department of Education and must reference the Company Name as listed in the Publisher Registration.**

Bid deposits must be **received** in the Office of Instructional Materials in the Florida Department of Education no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year. The bid deposit must be in a separate envelope from the sealed bid.** The mailing address is located on the title page of this document.

The Department reserves the right to reject any bid that fails to comply with the bid deposit requirements or to meet the stated deadline.

RETURN OF BID DEPOSIT

The bid deposit will be returned to successful bidders when the bidder has executed the contract and submitted the required surety bond within thirty (30) calendar days after receipt of the contract. The bid deposit will be returned to unsuccessful bidders as soon as practicable following the completed adoption of state instructional materials. **In the event a successful bidder fails to execute the contract and/or furnish a surety bond within thirty (30) calendar days after receipt of the contract, the bid deposit will be forfeited to the State of Florida.** [Section 1006.33, Florida Statutes]

PUBLISHER REGISTRATION

The Department of Education requires bidders to register the names and addresses of representatives, agents, or other persons retained for legal or other services to which there will be paid any salary, commission, or royalty for representing the bidder in the State of Florida during the adoption period. The bidder should register these persons by completing the Publisher Registration using the Instructional Materials Publisher Registration and Bid Process website.

Publishers should be advised that it is unlawful for any superintendent, school board member, or any person officially connected with the government of or direction of public schools, or teacher thereof, to be involved in the sale or promotion of instructional materials. [Section 1006.32, Florida Statutes]

A hard copy of the *Publisher Registration* printed from the Instructional Materials Publisher Registration and Bid Process website must be received in the Office of Instructional Materials in the Florida Department of Education no later than 5:00 p.m. (EDT) on the first Monday of May of the adoption year. The mailing address for the publisher registration is the same as the one for bids.

Publishers are required to keep the online registration up-to-date when changes occur.

PUBLISHER ACKNOWLEDGEMENT

Publishers and their representatives shall submit to the Florida Department of Education a signed form developed by the Florida Department of Education acknowledging Florida's statutes **associated with the instructional materials adoption process**. These forms should be printed for the representatives registered using the Instructional Materials Publisher Registration and Bid Process website. These forms must be received in the **Office of Instructional Materials** in the Florida Department of Education no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year**. The mailing address for the acknowledgements is the same as the one for bids.

If additional representatives are added at any time during the adoption period, the publisher is required to submit signed acknowledgements for these individuals and make changes to the online Publisher Registration.

WARRANTY OF PUBLISHER (Forms B, M, or Master Service Level Agreement)

Warranty Forms are required to be submitted for all major tool items designed for student use.

The *Manufacturing Standards and Specifications for Textbooks (MSST) (2009 Revised Edition)* developed by the National Association of State Textbook Administrators (NASTA), are the official minimum standards and specifications for Florida. Textbooks and electronic media must meet or exceed these **standards** and specifications in order to be considered for adoption. **The Department is authorized by law, however, to make an exception for college-level texts that do not meet the MSST for secondary materials, if the publisher guarantees replacement during the term of the contract.**

Bidders submitting textbooks are required to furnish detailed specifications of the physical characteristics of the books and to comply with the stated specifications if the books are adopted and purchased. Form B (Statement of Publisher Submitting Books for Adoption) will be used for books and Form M (Statement of Publisher Submitting Electronic Media for Adoption) for electronic media such as video or audiotapes or discs, and computer software on DVD or compact disc. Both forms are incorporated into the MSST and are provided on the Florida Department of Education Instructional Materials website. A Master Service Level Agreement (MSLA) must be submitted for online products.

The *MSST (2009 Revised Edition)* is hereby incorporated by reference into this rule. Publishers may also purchase a copy from the Advisory Commission on Textbook Specifications. Ordering information is available at <http://www.nasta.org>. A copy of the *MSST* is open for inspection in the Office of Instructional Materials in the Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida.

Florida requires that a universal ownership label be affixed to the inside front cover of all textbooks furnished under state contract. A sample of the label is included in the *MSST* document.

One copy of each Form B, Form M, or MSLA must be mailed to the Office of Instructional Materials in the Florida Department of Education to be received no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year. For college texts that do not meet the MSST, a letter guaranteeing replacement during the term of the contract must be attached to Form B.** Each of the Forms B, M, and MSLA must have an original signature.

Publishers are encouraged to have their manufacturer or someone else within the company who is familiar with the *MSST* complete the warranty form(s).

Failure to comply with the requirements for furnishing Form B for textbooks, Form M for electronic media, and/or an MSLA for online materials and/or failure to meet the stated deadline shall result in rejection of the bid.

PUBLISHER'S QUESTIONNAIRE

The Publisher's Questionnaire must be completed for each submission. If the submission is a series, then one Questionnaire must be completed for the entire series. This required document includes a request for a **description** of the submitted program. **This description must include information about the educational approach of the program, and not just a list of the materials submitted.**

The Publisher's Questionnaire may be prepared and printed using the Instructional Materials Publisher Registration and Bid Process website and must include the preparer's original signature.

- Bidders are required to send the signed and printed hard copy, using the Instructional Materials Publisher Registration and Bid Process website, and any attachments to the Office of Instructional Materials in the Department of Education to be received no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year.** The mailing address is the same as the one for bids.
- The Publisher's Questionnaire will be made available electronically to each assigned state instructional materials reviewer.

WRITTEN CORRELATIONS

Bidders are **required** to provide Written Correlations of submitted materials to Next Generation Sunshine State Standards (Common Core) benchmarks listed in the course descriptions. To determine which Correlations are required for each subject or course and to download the required form(s), refer to the Required Correlations Chart found at the Florida Department of Education Instructional Materials website.

Correlations must relate each desired outcome to the page(s) or location(s) in which the material is taught.

- Bidders are required to electronically submit the Written Correlations to the Office of Instructional Materials in the Florida Department of Education no later than **5:00 p.m. (EDT) on the first Monday of May of the adoption year.**
- The Written Correlations document will be made available electronically to each assigned state instructional materials reviewer.
- Successful bidders are required to provide hardcopy and/or electronic versions of written correlations as a free ancillary item for use by classrooms teachers.

Failure to comply with the requirements for furnishing the Publisher's Questionnaire and Written Correlations according to instructions and/or failure to meet the stated deadlines shall result in rejection of the bid.

PROCEDURES FOR PROVIDING EVALUATION SAMPLES

Publishers and manufacturers of instructional materials, or their representatives, shall electronically deliver fully developed sample copies or provide electronic access to sample copies to the Department and each state instructional materials reviewer and subsequent district reviewer. [Section 1006.38(2), Florida Statutes] Only the student and teacher editions of the major tool, in electronic or digital format as defined in Section 1006.29 (3), Florida Statutes, will be reviewed for adoption.

The electronic samples must be accompanied by the

- Bid number,
- ISBN number, and
- Title of the materials.

The Office of Instructional Materials will provide access to the reviewers via the online evaluation system.

Failure to comply with these sampling requirements shall result in rejection of the bid.

MATERIALS TO SAMPLE

Publishers must provide access to the major tool, which must include the student edition and the teacher edition in an electronic or digital format.

These samples **must** be in final form.

DEADLINE FOR RECEIPT OF SAMPLES

Publishers and manufacturers of instructional materials, or their representatives, shall electronically deliver fully developed sample copies or provide electronic access to sample copies of the student and teacher editions of the major tool to the Department by 5:00 p.m. (EDT) on the fourth Thursday of June of the adoption year.

STATE APPROVAL OF MATERIALS

When all bids or proposals have been carefully considered, the Commissioner of Education shall select and adopt instructional materials from the list of suitable, usable, and desirable instructional materials recommended by the state Instructional Materials reviewers. Under law, due consideration is given to the prices which have been quoted and to the reports of the state instructional materials reviewers. The State reserves the right to reject any or all bids or proposals. It may also call for new bids or proposals.

DISQUALIFICATION OF BIDS

Each year, some publishers are disqualified from participation because of failure to comply with the bidding requirements established in this document. It is highly recommended that publishers review carefully all the Policies and Procedures herein prior to submitting a bid.

The Department of Education may waive minor formalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not substantially prejudicial to other bidders. Minor irregularities are defined as those that do not have an adverse affect on the Department of Education's interest and do not affect the price of the proposal by giving a bidder an advantage or benefit not enjoyed by other bidders.

CONTRACTS

The term of adoption for instructional materials for the current adoption year will be posted on the Florida Department of Education Instructional Materials website.

Upon agreement between the Department of Education and the publisher, a contract may be extended or shortened for an additional one or two years, pursuant to Section 1006.34(3) Florida Statutes.

A sample contract is included on the Florida Department of Education Instructional Materials website.

All contracts will require that the Department and each adopting district be provided with two (2) physical copies or two (2) site-licenses for the purpose of public inspection as provided in Section 1006.33 (4), Florida Statutes.

SUBSTITUTIONS

Publishers may request permission to substitute editions of adopted materials as follows:

- Publishers and manufacturers of instructional materials currently under adoption in Florida may request permission to substitute for any such instructional materials on a current contract a revised edition which corrects or updates content; provided, that the revised edition can be used satisfactorily with the currently adopted edition simultaneously in the same classroom, is identical, equal, or superior to the specifications of the currently adopted edition, and is available at no increase in price.
- Each request shall be accompanied by one copy of the currently adopted edition; one copy of the revised edition; and one copy of a detailed analysis of each change in the revised edition, citing page references. This analysis shall include all changes in content, illustrations, pagination, and manufacturing specifications.
- Each request shall be filed in writing with the Director of Instructional Materials, who shall forward it with a recommendation to the Bureau Chief of Curriculum and Instruction.

- Any substitution which is approved shall be effective on the date the action is taken by the Department.

Eligibility: Materials may not be substituted within the first six months of the contract.

Procedures: A publisher requesting a substitution should make the request in writing with the required copies of each edition and the analysis of changes. Send all components to the Florida Department of Education, Office of Instructional Materials - Substitutions, 325 W. Gaines Street, Suite 424, Tallahassee, FL 32399-0400. The Instructional Materials Staff will compare the adopted materials and those submitted as a substitution. A recommendation will be sent to the Bureau Chief of Curriculum & Instruction. Once the substitution has been approved, the Instructional Materials Staff will notify the publisher and school districts. Publishers will be notified of rejections when applicable.