

*South Carolina Department of Education*  
**2024 CALL FOR BIDS FOR INSTRUCTIONAL MATERIALS**  
**WITH BID INFORMATION AND SUBMISSION REQUIREMENTS**

**TO WHOM IT MAY CONCERN:**

The State Board of Education (SBE) of South Carolina hereby gives notice that **noon, April 29, 2024**, is the deadline to submit bids for instructional materials in the subject areas listed. The materials adopted for these areas are to be used in the public schools of this state, for which the said SBE may lawfully prescribe and adopt instructional materials (print/digital). The state six-year contract for adopted instructional materials shall begin June 1, 2025.

**Intent to Bid**

To indicate interest or tentative plans to participate in the 2024 Instructional Materials Adoption cycle, use the link ([Intent to Bid](#)) to submit the 2024 Intent to Bid on or before the **April 12, 2024**, deadline. Successful proposals will confirm the vendor's willingness and ability to meet the defined technical specifications. SC content sample in Thin Common Cartridge (CC) is due by **November 1, 2024**, in preparation for the January 2025 State Board of Education meeting to approve the adoptions.

**Publisher/Vendor Registration**

All publishers and vendors planning to bid on South Carolina instructional materials **are required to register** on or before noon on **April 29, 2024**. To register in the new IMBP:

- Select "Registration" using the link ([Registration](#)).
- A separate registration submission is needed for each company representative or individual.
- After submitting the registration application, the publisher/vendor will receive a Member Services email with instructions to set up a Community Account. It is necessary to follow all steps of the instructions to complete this process.
- A Community Account is required to access the IMBP and to submit bids.
- The publisher/vendor will receive an email from the OIM when access to the IMBP is granted.

*Note: If you registered through the IMBP for previous Call for Bids, you are required to login, review, and update your company's current information on the IMBP.*

**Adoption Subject Areas**

Bids will be received for instructional materials in the subject areas listed below. Publishers/vendors are to bid materials (print/digital), including ancillary materials (free with an order and/or reduced rate) that meet the appropriate South Carolina College and Career-Ready (SCCCR) standards or Career and Technical Education (CTE) course standards for these areas (see Subject Specific Bid Requirements Section).

The SCDE intends to provide South Carolina educators and students with rigorous, engaging curricula through its instructional materials adoption process. To that end, the SCDE requires that a substantial portion of the materials included in each proposal meet modern standards for high-quality digital content. In alignment with that expectation and to support South Carolina's vision for instructional excellence, all digital content approved via this solicitation process will be uploaded and distributed via the [South Carolina \(SC\) Instruction Hub](#).

Review Panels, in consultation with SCDE, determine what items included in the publishers' bids are essential or core to the state-funded Instructional Materials program.

Note that the adoption areas for the 2024 Call for Bids are expanded to include appropriate instructional materials for students of varied ability levels.

## **SUBJECT AREAS OPENED FOR ADOPTION**

### **Academic Areas**

#### **Computer Education**

Computer Science A, Advanced Placement  
Computer Science Principles, Advanced Placement

#### **Mathematics**

Mathematics, K-5 (includes Immersion Mathematics Programs for Chinese, German, French, and Spanish)  
Mathematics, 6-8

#### **Mathematics, 9-12**

Algebra 1 and Algebra 2 with Probability  
Applications and Modeling  
Calculus  
Calculus AB, BC, Advanced Placement  
Discrete Mathematics  
Geometry with Statistics  
Precalculus  
Statistics, Advanced Placement  
Reasoning in Mathematics  
Statistical Modeling

### **CTE Areas by Career Cluster**

#### **Agriculture Education**

Agricultural Crop Production and Management  
Food Processing  
Forestry  
Outdoor Recreation

#### **Architecture and Construction**

Electrical Line Worker

#### **Art, Audio-Video Technology and Communications**

Architectural Design 1, 2  
Fashion Design and Apparel Construction  
Graphic Communications 1, 2, 3, 4  
Interior Design 1, 2  
Mechanical Design 1, 2  
Media Technology 1, 2, 3, 4

#### **Business Management and Administration**

Administrative Support Technology  
Digital Publication Design  
Entrepreneurship  
Fundamentals of Human Resource Management  
Principles of Digital Technology  
Professional and Leadership Development  
Virtual Enterprise 1, 2, 3, 4

#### **Education and Training**

Introduction to Teaching 1, 2

#### **Exploratory Offerings, Middle**

Multimedia Basics

**Finance**

Banking Services  
Business Finance  
Insurance and Risk Management  
Securities and Investment

**Government and Public Administration**

Community and Regional Planning  
Fundamentals of Project Management  
Principles of Public Management and Administration

**Health Science**

Introduction to Health Professions

**Hospitality and Tourism**

Bakery and Pastry  
Event and Entertainment Management  
Introduction to Culinary Arts Management  
Introduction to Hospitality and Tourism  
Lodging Management  
Sanitation and Safety  
Travel and Tourism Management

**Human Services/Family and Consumer Sciences**

Cosmetology 1, 2, 3, 4  
Fashion, Fabric, and Design 1, 2  
Financial Fitness  
Housing and Interiors 1, 2  
Mental Health Fitness  
Nail Technology 1, 2, 3, 4  
Natural Hair Braiding  
Sports Nutrition

**Information Technology**

Advanced Animation  
Advanced Networking  
Advanced Web Page Design and Development  
Computer Programming with C++ 1, 2  
Computer Programming with Python 1, 2  
Computer Programming with Swift 1, 2  
Computer Programming with Visual Basics 1, 2  
Computer Repair and Service  
Fundamentals of Computing  
Fundamentals of Web Page Design and Development  
Information Systems  
Introduction and Intermediate Computer Programming  
IT Fundamentals  
Mobile Apps Development  
Networking Fundamentals  
Physical Computing and Control Systems

**Law, Public Safety, Corrections, and Security**

Law Enforcement Services 1, 2  
Legal Systems Technology 1, 2

## **Manufacturing**

Electronics Technology 1, 2, 3, 4

Introduction/Intermediate Manufacturing Technology

## **Marketing**

Advertising

Fashion Marketing

Fundamentals of Real Estate Practice and Advanced Real Estate Practice

Merchandising

Marketing

Sports and Entertainment Management

## **Science, Technology, Engineering, and Mathematics**

Food Science 1, 2

## **Transportation, Distribution and Logistics**

Power Equipment Technology 1, 2, 3, 4

### **2024 BID INFORMATION AND SUBMISSION REQUIREMENTS**

#### **Intent to Bid**

To indicate interest or tentative plans to participate in the 2024 Instructional Materials Adoption cycle, use the link ([Intent to Bid](#)) to submit the 2024 Intent to Bid on or before the **April 12, 2024**, deadline. Successful proposals will confirm the vendor's willingness and ability to meet the defined technical specifications. SC content sample in the Thin Common Cartridge (CC) is due by **November 1, 2024**, in preparation for the January 2025 State Board of Education meeting to approve the adoptions.

#### **2024 Bid**

The South Carolina Department of Education's (SCDE) Office of Instructional Materials (OIM) will receive bids through the SCDE's Instructional Materials Bid Portal (IMBP) and required documents/forms by email on or before **12 o'clock noon, April 29, 2024**. Registration is required to gain access to the IMBP ([Registration](#)). No bids will be accepted after the deadline. (Note: Review of online courses for initial credit and credit recovery is not part of the 2024 instructional materials adoption process.)

Publishers/vendors are required to enter their bid data using the Instructional Materials Bid Portal (IMBP) as well as email the required bid documents/forms. All bidders must complete the IMBP submission on or before the bid deadline of **12 o'clock noon on April 29, 2024**. A completed bid affidavit must accompany the sealed bids and be uploaded into the IMBP submission as it will be made part of any contract that may result from this bid.

All of the following bid document/forms are available on the SCDE's website [2024 Call for Bids](#) and must be emailed by the deadline of 12 o'clock noon on **April 29, 2024** to [OIMinfo@ed.sc.gov](mailto:OIMinfo@ed.sc.gov) Attention: 2024 Bid Forms. These items are not available through the IMBP but must be emailed by the bid deadline.

- 2024 Sealed Bid Cover Sheet
- Publisher-provided circular, catalogue, certified written statement, or catalogue website to establish prices.

Publishers/vendors are to bid for materials (print/digital) including ancillary materials (free with order and/or reduced rate) that meet the appropriate SCCCR standards or the CTE course standards. Publishers/vendors may bid on a variety of materials and formats but only the essential or core student materials will be recommended for state funding.

*Each Instructional Materials Review Panel, in consultation with the SCDE, will determine which program components are core student materials. Program components and consumable items determined acceptable but not to be core*

*student materials will be listed as supplemental materials for districts and schools to purchase using local funds. In addition, student materials “bundled” with workbooks will be listed as supplemental materials.*

Publishers/vendors must bid on materials at the lowest price possible with consideration of the Most Favored Purchaser Provision (Section VI of the instructional materials contract). Each bid must specify the lowest net wholesale price for each item bid for purchase. Each bid must include the website or the printed circular, catalogue, or certified statement giving established prices effective June 1, 2025. During the bid or contract period, the publisher/vendor agrees if any reduction is made in the official list or catalogue prices, corresponding reductions will be made in the prices named in this bid. (See statement below\*)

Review Panels will be instructed to consider:

- the strong alignment to the appropriate standards,
- attributes associated with high-quality instructional materials (HQIM), scope and sequence, variety of activities, ranges of instruction, etc.,
- external reviews of the instructional materials, including independent organizations, such as [EdReports](#),
- ability to meet the technical requirements as specified, and
- the lowest three bids following the standards alignment.

For the past several years, publishers/vendors have submitted bids that included “bundled” items or components. For the 2024 Call for Bids, the only acceptable items that can be “bundled” are the print and digital student editions. Publishers that plan to bid “bundled” print and digital editions must include the individual cost and bid information for each “bundled” item including prices for all options that provide one-year, three-year, and six-year print and digital access. A “bundle” is defined as print/digital student materials to include class sets of print student editions for grades 6-8, and 9-12.

### **Exclusion of Prohibited Concepts and Unsolicited Strategies**

Anticipating the likely passage and enactment of both H.3728 (Transparency and Integrity in Education Act) and South Carolina Reg. 43-170 (Uniform Procedure for Selection or Reconsideration of Instructional Materials), “the following prohibited concepts may not be included or promoted in a course of instruction, curriculum, assignment, instructional program, instructional material (including primary or supplemental materials, whether in print, digital, or online), surveys or questionnaires:”

- (1) members of one race, sex, ethnicity, color, or national origin are inherently superior to members of another race, sex, ethnicity, color, or national origin;
- (2) an individual, by virtue of the race, sex, ethnicity, religion, color, or national origin of the individual, inherently is privileged, racist, sexist, contributive to any oppression or oppressive, whether consciously or subconsciously;
- (3) an individual should be discriminated against or receive adverse or favorable treatment because of the race, sex, ethnicity, religion, color, or national origin of the individual;
- (4) the moral character of an individual is determined by the race, sex, ethnicity, religion, color, or national origin of the individual;
- (5) an individual, by virtue of the race, sex, ethnicity, religion, color, or national origin of the individual, bears responsibility for actions committed in the past by other members of the same race, sex, ethnicity, religion, color, or national origin;
- (6) meritocracy or traits such as a hard work ethic:
  - (a) are racist, sexist, belong to the principles of one religion; or
  - (b) were created by members of a particular race, sex, or religion to oppress members of another race, sex, ethnicity, color, national origin or religion; and
- (7) fault, blame, or bias should be assigned to members of a race, sex, ethnicity, religion, color, or national origin because of their race, sex, ethnicity, religion, color, or national origin.

However, “nothing in this section prohibits concepts as part of a course of instruction, in a curriculum or instructional program, or through the use of supplemental instructional materials if these concepts involve:”

- (1) the history of an ethnic group, as described in the South Carolina State Standards and instructional materials adopted pursuant to the South Carolina Code of Regulations;
- (2) the fact-based discussion of controversial aspects of history or current events;
- (3) the fact-based instruction on the historical oppression of a particular group of people based on race, sex, ethnicity, class, nationality, religion, or geographic region;
- (4) the fact-based and historically accurate discussion of the history of slavery; or
- (5) the fact-based and historically accurate discussion of Reconstruction, the Jim Crow era, and segregation with an emphasis on lynchings and other crimes committed based upon the race of the victim.

Additionally, “all materials made available to students including, but not limited to, primary and supplemental instructional material, reference material, extracurricular material, library and media center material, both printed and electronically accessible, must be age-appropriate, grade-appropriate, or appropriate to the academic grade level of the student.” “ ‘Age and Developmentally Appropriate’ means topics, messages, materials, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. Instructional Material is not ‘Age and Developmentally Appropriate’ for any age or age group of children if it includes descriptions or visual depictions of ‘sexual conduct,’ as that term is defined by [Section 16-15-305\(C\)\(1\)](#).”

Finally, the following are considered extraneous, unsolicited strategies in any instructional materials, are not a part of the subject-area standards, and are prohibited within the specifications for instructional materials:

- Culturally Responsive Teaching
- Social Justice
- Social Emotional Learning (SEL)

### **\*\*\*Piloting of Instructional Materials\*\*\***

Publishers/vendors must not pilot programs or instructional materials bid for the 2024 adoption cycle from the approval date of the adoption areas (**December 12, 2024**) until the beginning of the contract period (June 1, 2025) or until the date materials are funded. Pilot materials currently in schools or districts must be removed at publisher’s/vendor’s expense by the bid submission date of **April 29, 2024**. The intent of this policy is to avoid publishers/vendors influencing districts and schools prior to and throughout the adoption process.

### **Interoperability and Digital Access**

Publishers/vendors selected through this bid will collaborate with the SCDE to ensure high-quality instructional materials are readily accessible by approximately 800,000 students in over 1,160 schools across the state.

As an integral part of this Call for Bids, the SCDE intends to ensure that modern digital tools and resources for the SBE approved instructional materials are available to users. *Publishers for specialized courses in CTE may be exempt from the Instruction Hub interoperability requirements.* For questions regarding upper-level math courses, please get in touch with Lee D’Andrea, PhD, [ldandrea@ed.sc.gov](mailto:ldandrea@ed.sc.gov).

The digital aspect of instructional materials, content, and resources should be accessible and distributed through the state’s Instruction Hub, and instructional materials should have the capability of being placed in the state’s Instructional Hub in digital format.

South Carolina Department of Education (SCDE) is establishing a consistent taxonomy for content stored and/or distributed via the instruction hub. Tags/metadata must be included with all content, assessments, including supplemental resources, for ingestion in the Instruction Hub. All content submission requirements (format,

hierarchies, tagging/metadata, etc.) will be prescribed by the SCDE during the performance of services under a contract resulting from this Call for Bids, in most cases, compliance with 1EDTECH Global standards (Thin Common Cartridge, LTI. etc.). SC content sample in Thin Common Cartridge (CC) is due by **November 1, 2024**, in preparation for the January 2025 State Board of Education meeting to approve the adoptions.

Digital learning object is defined as a digital resource used to engage the learner and/or support instructors in the delivery of instruction. The content integration should be comprehensive. An object-count of total objects must be included with the purchase, as well as a count of the objects included in the integration, both should match. Content that is not included in the integration needs to be identified. The integration needs to support embedding of content in third party systems, for example via an iframe, to improve learner experience.

#### Minimum

- Required LTI (Learning Tools Interoperability) 1.0, 1.1 or 1.3
- Required Thin Common Cartridge 1.3 - 1EDTECH Global standards  
<https://www.imsglobal.org/activity/common-cartridge>
  - LTI 1.0, 1.1 or 1.3 links
  - Object Metadata
  - State Standard alignment for core instructional learning objects
  - Clear and unique title
  - Object meaningful descriptions
  - Grade range
  - Object type
  - User level permissions

#### Preferred

- Required LTI 1.3
- Required Common Cartridge (TCC) 1.3 – 1EDTECH Global standards  
<https://www.imsglobal.org/activity/common-cartridge>
  - LTI 1.3 links
  - Object or Weblink Metadata
  - State Standard alignment for core instructional learning objects
  - Clear and unique title
  - Object meaningful descriptions
  - Grade range
  - Object type
  - User level permissions
  - Links provided to learning object thumbnails
  - Additional metadata outlined in guideline documentation
- LTI Advantage
  - Deep Linking via TCC
  - Assignment and Grade Services

#### **User Provisioning**

The content provider (LTI tool) needs to recognize individual users as they access content. This requirement ensures that the user experience is consistent whether users are accessing resources directly from the content provider's system or embedded in the instruction hub (SCDE LOR-Learning Object Repository). Options for user provisioning are below. A match for user identity can be based on one of these fields. User State Student Number, username, or email address.

- OneRoster 1.1
- LTI Advantage Names and Role Provisions Services via integration from Learning Object Repository
- User Identity sharing via LTI TCC content links.

## **Content**

Content and technical functionality must demonstrate alignment/compliance with the SC standards, frameworks, and support 1EDTECH CASE standards. As technical specifications are updated and priorities shift, the successful proposer(s) will be expected to modify/adjust content and products to ensure alignment with State RFP Standards Interoperability (1EDTECH). The successful proposer(s) will be expected to work with the SCDE on any modifications or adaptations to its products and services that may be necessary during the term of the contract and any renewal terms because of changes to the applicable standards, frameworks, and strategies.

All resources should be able to be used individually or combined in lessons, playlists, etc. for varied instructional purposes.

Content provided or suggested must be available in different formats (e.g., video, documents, interactive files, eBooks, images, audio files) to appeal to different learning styles and instructional needs.

Proposer(s) must agree to transfer all content and data to the SCDE in a usable and readable digital format throughout the term of contract and in the event of termination of any contract(s). The State will define the transfer process for successful proposer(s) at the point of contract.

Content that is accurately translated to Spanish will be considered higher quality than untranslated content. For vendors providing translated content, Spanish language tracks and closed captioning (English and Spanish) should be provided for videos and other resources with audio. Inclusion of tracks from other languages (in addition to Spanish) will be seen as a strong benefit of any proposal.

The SCDE will distribute comprehensive courses, units, and lessons via the Instruction Hub. Content that is organized by course into units, chapters and lessons will be considered more technically compliant. This approach is intended to accelerate the curriculum development process while supporting differentiation.

Successful proposer(s) will be required to collaborate extensively with the SCDE and its partners and other digital vendors. Proposer(s) must commit to ongoing, professional collaboration that adjusts to the ever-changing circumstances of a large, complex, public environment.

The SCDE maintains the right to reject certain content based on a quality assessment.

## **Browser and OS Support**

The system platform will utilize a cross platform (e.g., PC, Mac, Chrome, Mobile) web-based interface that provides users of all ability levels with easy-to-learn access.

## **Project Management – Technical Integration**

A Technical Point of Contact must be assigned to work with the State throughout all integration phases. Documentation can only be finalized per SCDE approval.

## **Information and Security Requirements for all Products and Services Provided Pursuant to the Call for Bids**

Successful proposer(s) shall be required, where applicable, to comply with certain security requirements for both operations and the proposed technological products and services, as follows:

- Provide for the security to protect the confidentiality, integrity, and availability of the information systems and data in compliance with the South Carolina approved security frameworks.
- Develop, implement, maintain, and use appropriate safeguards as outlined by the South Carolina approved security framework that will reasonably prevent the misuse of data and information systems and appropriately protect the confidentiality, integrity, and availability of data and information systems.



## **Access Controls**

Ensure that any user, including a third-party vendor, employee, or subcontractor to whom access is granted agrees to the same restrictions, standards, and conditions that apply through the agreement, and that access to South Carolina data is approved by South Carolina.

Ensure that any user, including a subcontractor, employee, or another third party to whom access is granted to South Carolina data and the information systems, agrees to implement reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability of South Carolina data and the information systems.

Maintain a security plan that complies with SCDE approved security frameworks.

Report security incidents that occur within the proposer's information systems that may affect the Proposer, or the South Carolina to the Chief Information Officer of the South Carolina within twenty-four (24) hours of discovery.

Maintain audit records according to policy and provide this information to South Carolina upon request. These audit logs must be kept according to the South Carolina records retention policy for student records.

Develop and implement policies and procedures regarding the use of information systems that describe how users are to protect against intrusion, tampering, viruses, etc.

Development of a disaster recovery plan for restoration of the data and system in the event of a disaster or major incident, where RPO, RTO, and SLA language is documented and approved by South Carolina.

## **Instructional Materials Contract**

The state instructional materials contract is a six-year contract with the option to extend. Extensions are granted if the publisher has the materials available. The term of this Contract shall be from **June 1, 2025**, through **May 31, 2031**. If the S.C. General Assembly changes the statutory length of instructional materials contracts at any time during the term of this Contract, those changes in the law shall apply to and shall, after the first contract year, be binding to this Contract. **If at any time after the first year of this Contract, funds are not appropriated or otherwise made available, the Board may terminate this Contract.** The State Board may terminate this Contract should the subject area of the materials be opened for adoption before the end of the six-year contract.

Should funding for an adoption area not be available at the beginning of the contract period, the SBE has the option to base the contract start date on the year of funding for the adoption area to ensure six-year digital access to the student and teacher materials. A change in the contract dates will require an amendment to the contract with appropriate signatures from all parties. Publishers/vendors may request a substitution for consideration through the OIM.

## **Intellectual Content**

Only those items having intellectual content that serve as a tool for assisting in the instruction of a subject or course such as hardbound or softbound textbooks, eBooks, digital materials, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software may be offered. Bids cannot include for adoption or as ancillary (free with order and/or a reduced rate) any equipment and/or supplies that do not have intellectual content. The SCDE reserves the right to reject any items bid, which it deems lacking in intellectual content or not suitable for providing instruction.

## **Ancillary Materials and Services Bid Requirements**

- The Ancillary Materials and Services Bid items must be submitted through IMBP, as it will be an addendum to the contract.
- Publisher/vendor must include ancillary materials with prices and ISBNs on the bid to allow schools to purchase additional or replacement copies.

- The publisher/vendor agrees to furnish on an equitable basis as specified to all school districts in South Carolina adopting the publisher's/vendor's book, series, or program (print/digital) the materials and/or services.
- In the Ancillary section of the IMBP, publishers/vendors must provide a detailed description of services (professional development) to be provided to the adopting school districts.
- **No amendments to the Ancillary Bid** (free with order and/or a reduced rate) will be considered from the bid submission date (**April 29, 2024**) until one year after the date of funding unless required by the most favored purchaser provisions in the contract. Should the Most Favored Purchaser Provision in Section VI of the contract require new or additional ancillary offerings, the publisher/vendor must file with the OIM a certified statement setting forth the nature, circumstances, and details (what, when, where why) of the offering for approval.

**Note:**

- Teacher editions provided by publishers/vendors as ancillary materials are the responsibility of the publishers/vendors and not the SCDE.
- SCDE recommends that publishers/vendors bid teacher materials as ancillary materials on a ratio per pupil of 1:20 for K-5, 1:30 for grades 6–12, and a rate of one per classroom for 6–12 special needs classrooms.

**Publisher/Vendor SCSOS Registration**

In addition to the required publisher/vendor registration on or before **12 o'clock noon April 29, 2024**, all bidders doing business in South Carolina must register with the South Carolina Secretary of State (SCSOS) to file your Agent for Service of Process (contact 803-734-2158 or [SCSOS](#)). Registration information includes the names, email addresses, and telephone numbers of all agents, employees, or persons retained for legal or other services to whom there is being paid any salary, commission, or royalty for representing the bidder or publisher in the State of South Carolina for the 2024 adoption cycle. Failure to comply with this provision shall be deemed sufficient cause for rejection of the bid of such bidder or publisher.

**Good Faith Deposit**

Each bid shall include a Good Faith Deposit submitted electronically through the IMBP in the amount of \$500.00 for each item on the bid (print/digital). The Good Faith Deposit cannot exceed in the aggregate of \$5,000.00 plus a non-refundable processing charge from any publisher or vendor. (Note: Calculated at submission, the non-refundable charge is 1.7% of the amount of the Good Faith Deposit charged by the credit card company plus (+) \$1.00 charge to the state (sc.gov) per transaction.) The IMBP will not allow a bid to be submitted until the required steps for the Good Faith Deposit are successfully completed.

In the event that any publisher or vendor submitting a bid for instructional materials neglects, refuses, or omits to execute its contract within thirty (30) days after the contract is written and mailed to the publisher or vendor, the Good Faith Deposit shall be forfeited to the State of South Carolina. Upon completion of the adoption process and contract approval, the Good Faith Deposit shall be returned to each publisher or vendor.

**National Instructional Materials Accessibility Standard (NIMAS)**

The National Instructional Materials Accessibility Standard (NIMAS) is a technical standard used by publishers/vendors to produce source files (in XML) of instructional materials that may be used to create multiple specialized formats (such as Braille or audio books) for students with print disabilities. By agreeing to deliver the materials marked with "NIMAS" on this contract, the publisher/vendor agrees to prepare and submit, on or before **April 3, 2025**, a NIMAS file set to the National Instructional Materials Access Center (NIMAC) that complies with the terms and procedures set forth by the NIMAC, (IDEA Title I, Part D, sec. 674(e)). The publisher/vendor also agrees to markup materials eligible for NIMAS submission that contain mathematical and scientific instructional content by using the MathML3 (refer to latest applicable version) module of the DAISY/NIMAS Structure Guidelines as posted and maintained at the DAISY Consortium website (DAISY Consortium Website).

Should the vendor be a distributor of the materials and not the publisher/vendor, the distributor agrees to immediately notify the publisher/vendor of its obligation to submit NIMAS file sets of the purchased materials to

the NIMAC. The files will be used to produce alternate formats as permitted under the law for students with print disabilities (IDEA Title I, Part B, sec. 612(a)).

For additional information about NIMAS, refer to ([NIMAS](#)) and for additional information about the NIMAC, refer to ([NIMAC](#))

### **Accessibility - WCAG for Section 508 and WCAG Compliance**

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities. The vendor represents that the digital instructional materials delivered under this contract conform to, at a minimum, the standards for accessibility as set forth in Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations (36 C.F.R. § 1194), and in the Web Content Accessibility Guidelines (WCAG) 2.1 (minimum of Level AA conformance).

Should any portion of the materials not conform to the aforementioned standards of accessibility, vendor agrees to provide a written explanation of the reason for non-conformance. Submission of a complete Voluntary Product Accessibility Template (VPAT) will satisfy the requirement to provide a written explanation. Vendor further agrees to provide alternative means for access to the instructional materials during the period of non-conformance to students who may qualify in accordance with the Act entitled "An Act to provide books for the adult blind" approved March 3, 1931 (2 U.S.C. 135a).

- Link to [VPAT Template](#)
- For a sample WebAIM WCAG 2.1 checklist, refer to [WCAG Checklist](#)
- For a quick Section 508 reference guide, refer to [Standards and Guidelines](#) or [Quick Reference Guide](#)
- Accessible Education Materials (AEM) ([About AEM](#))

### **Manufacturing Specifications (Form B and Form M)**

All books and electronic media offered for adoption shall be manufactured in accordance with, or in excess of, the official *Manufacturing Standards and Specifications for Textbooks* ([MSST](#)) established by the Advisory Commission on Textbook Specifications (ACTS), as revised and amended. Provided, however, the SBE reserves the right to waive deviations and technicalities from the specifications.

In the Instructional Materials Bid Portal (IMBP), publishers/vendors must complete and submit a statement (Form B) for each **hardbound pupil edition** and a statement (Form M) for each electronic media student edition by **12 o'clock noon on April 29, 2024**. Publishers/vendors must indicate on the appropriate form if the item does, or does not, meet the terms of the manufacturing standards.

### **Right to Reject**

The SBE retains the right to reject any bid in whole or part and waive all technicalities. The SBE, at its option, may terminate the contract in compliance with State law and State Board Regulations. The SBE may terminate the contract for a subject area should the area be opened for adoption and funded before the end of the six-year contract.

## **SUBJECT SPECIFIC BID REQUIREMENTS**

The Instructional Materials Review Panels will evaluate the instructional materials including digital materials using criteria based on the appropriate South Carolina College- and Career-Ready (SCCCR) standards or Career and Technical Education (CTE) course standards. Publishers/vendors should bid instructional materials that are aligned to these standards and provide Panel members and SCDE with electronic copies of correlations by **July 26, 2024**. Publishers/vendors may use their company's form or format for correlations. Website locations are included for the standards.

## **Mathematics K-5**

For the Mathematics K–5 adoption, publishers/vendors must submit program materials (print/digital) including ancillary materials (free with order and/or reduced rate) that meet the *2023 SC CCR Mathematics Standards*. Materials should strongly emphasize the importance of learning conceptually prior to working with procedures and algorithms with opportunities for real-world application through varied experiences. The Mathematical Process Standards must be incorporated as an integral part of overall student expectations when assessing content understanding because the process standards drive the pedagogical component of teaching and serve as the means by which students should demonstrate understanding of the content standards. Materials should provide formative and summative assessment tasks.

Since manipulatives and technology are integral to the development of mathematical understanding in all grade levels and courses, curriculum should include the use of a variety of concrete materials and technological tools to help students explore connections, make conjectures, formulate generalizations, draw conclusions, and discover new mathematical ideas.

### **Additional Ancillary (Free-with-Order) Requirements for Math K–5**

Manipulatives must be bid as ancillary (free with order).

## **Mathematics 6–8 and 9–12**

Publishers must bid programs that are strongly aligned to the *2023 SC CCR Mathematics Standards*. Publishers should bid a variety of materials but only the essential or core student materials will be state funded.

Materials should strongly emphasize the importance of learning conceptually prior to working with procedures and algorithms with opportunities for real-world application through varied experiences utilizing the Mathematical Process Standards. The Mathematical Process Standards must be incorporated as an integral part of overall student expectations when assessing content understanding because the process standards drive the pedagogical component of teaching and serve as the means by which students should demonstrate understanding of the content standards. Materials should provide formative and summative assessment tasks.

Since manipulatives and technology are integral to the development of mathematical understanding in all grade levels and courses, curriculum should include the use of a variety of concrete materials and technological tools to help students explore connections, make conjectures, formulate generalizations, draw conclusions, and discover new mathematical ideas.

### **Additional Ancillary (Free-with-Order) Requirements for Math 6–8 and 9–12**

Manipulatives must be bid as ancillary (free with order).

The K-12 Review Panels will determine which program components are core student materials. Non-core components bid by publishers will be listed as supplemental for districts and schools to purchase with local funds.

### **Website Links to Standards for Correlations**

*(Deadline to submit correlations is by July 26, 2024)*

## **Academic Standards**

### **Computer Education**

- Computer Science A, Advanced Placement ([AP College Board](#))
- Computer Science Principles, Advanced Placement ([AP College Board](#))

### **Mathematics**

- Mathematics, K-5 (includes Immersion Language Programs for Chinese, German, French, and Spanish) ([South Carolina College and Career Ready Mathematics Standards 2023](#))
- Mathematics, 6-8 ([South Carolina College and Career Ready Mathematics Standards 2023](#))

## **Mathematics, 9-12** ([South Carolina College and Career Ready Mathematics Standards 2023](#))

- Algebra 1 and Algebra 2 with Probability
- Applications and Modeling
- Calculus
- Calculus AB, BC, Advanced Placement ([AP College Board](#))
- Discrete Mathematics
- Geometry with Statistics
- Precalculus
- Statistics, Advanced Placement ([AP College Board](#))
- Reasoning in Mathematics
- Statistical Modeling

## **CTE Course Standards**

Refer to course list on pages 2–4 ([CTE Course Standards](#))

### **Publisher/Vendor Requirements for Review Panels and SCDE**

#### **SCDE and Review Panel Samples**

On or before **July 26, 2024**, publishers/vendors must provide digital material samples, correlations, and evaluation briefs to **each** appropriate Review Panel member and appropriate **SCDE** staff as outlined below.

- One set of digital access to all materials bid,
- One set of the digital ancillary materials bid,
- One electronic copy of the correlations, and
- One electronic copy of the evaluation briefs.

On or before **August 16, 2024**, publishers/vendors must provide print copies of the samples to **each** appropriate Review Panel member and appropriate **SCDE** staff as outlined below.

- One set of printed materials bid and
- One set of printed ancillary materials bid.

Review Panel and SCDE contact information with sampling instructions and additional information will be provided to publishers/vendors by **May 31, 2024**.

Bidders of digital materials must ensure that Panel members and SCDE retain access to the materials throughout the review process. The SBE action on Panel recommendations on **January 14, 2025**, will be considered as the completion of the review process. All sample boxes and information shipped to SCDE, and Review Panels must be clearly labeled “Official Review Samples” with the appropriate subject area.

#### **Evaluation Brief**

Bidders are required to furnish by email an evaluation brief to the appropriate Review Panel members and the SCDE for each instructional program, textbook, or series (print/digital) being offered. Failure to do so will exclude materials from the review process. Briefs must be submitted by **July 26, 2024**, via email to Panel members and SCDE and include the information below in the order as listed.

- Name of bidding company
- Title of the textbook, program, or series (print/digital)
- Subject area of the materials
- Annotation or description that provides an overview of the instructional materials bid.
- Author's name and background
- Copyright of student materials

- Intended grade levels of the materials (advanced, honors, college prep, etc.) or ability level (above, on, or below grade level, etc.).
- Indicate accessibility - WCAG 2.1 for Section 508 and WCAG Compliance for digital student materials.
- Indicate availability of NIMAS file set for print student materials.
- Indicate compliance with 1EdTECH Global standards in order to ensure interoperability with a variety of platforms (indicate for digital content and print content).
- Indicate if print student materials bid are consumables.
- Indicate if the materials bid is in manuscript format (print/digital).
- Attach the Ancillary Materials and Services list (must be identical to the ancillary bid data submitted in the IMBP and include detailed descriptions of training and professional development).
- For hardbound pupil editions, indicate if the texts do or do not meet the terms of the Manufacturing Standards and Specifications for Textbooks established by the Advisory Commission on Textbook Specifications.
- Any additional information that will assist the Review Panel in the evaluation of the materials/programs.
- Name of publisher's/vendor's representative, telephone number, and email address

### **Materials in Manuscript Format**

Materials may be bid in manuscript format. Adoption will be subject to approval of material in its complete and final format (print and digital). Content of manuscript samples must be **complete** and submitted according to the instructions for Official SCDE and Review Panel Samples (Sample deadline: **July 26, 2024**). Publishers/vendors with manuscripts that have received tentative approval by SBE must provide final version to Review Panel members and the SCDE by deadline of **October 1, 2024**. The final version is subject to approval by the OIM and the appropriate Review Panel.

### **Disposition of Instructional Material Samples**

Sample copies of instructional materials furnished and digital access to materials shall remain available to the Review Panel members until the adoption process is completed. The SBE's action on the Panels' recommendations on **January 14, 2025**, will be considered the completion of the adoption cycle. The publisher/vendor shall notify the SCDE of its intent to reclaim or not to reclaim samples when bids are submitted. (See Bid Affidavit and 2024 Bid Cover Sheet available on the SCDE's website [2024 Call for Bids](#)).

Publishers/vendors opting to retrieve sample materials must do so within thirty (30) days of the completion of the adoption cycle (**January 14, 2025**) and at their own expense. **Shipping instructions to return materials must be provided to Panel members with the delivery of samples** (i.e., enclose a mailing label with company's FedEx/UPS account number and instructions to each Panel member and SCDE). The SCDE will retain the official samples of all instructional materials associated with programs adopted by the SBE including ancillary and supplemental materials.

Bidders of digital materials must ensure that the SCDE retains access to the materials through the duration of the contract. Appropriate SCDE must retain access to ALL content via the Instruction Hub.

### **Instructional Materials Review Panel Presentations**

The Instructional Materials Review Panels will meet during the week of **July 29–August 2, 2024**, for orientation and presentations by bidding publishers/vendors. Publishers/vendors will receive the schedule of the June presentations with information on the presentation format (in person or virtual). Presenting to the Review Panels is optional and will not be a factor in the evaluation of the materials.

### **Panel Q&A Sessions**

The Instructional Materials Review Panels will meet during the week of **October 7-11, 2024**, to deliberate on the materials bid and to make their adoption recommendations. Should the Panels have questions on the materials/programs; the publishers/vendors will have an opportunity to respond by phone during the individual

Panel Q&A Sessions. Publishers/vendors will receive the Q&A Session schedule and instructions for designating their Q&A contact person by **August 15, 2024**.

### **Virtual and In-Person Public Review of Materials**

- A required 90-day public review for ALL student editions will be held virtually from **August 2-October 31, 2024**. For the virtual public review, publishers must provide links, instructions, and passwords to access digitally all student editions by **July 26, 2024**, for posting on the SCDE's OIM website. Links, instructions, and passwords must be sent to [OIMinfo@ed.sc.gov](mailto:OIMinfo@ed.sc.gov) Attention: Public Review. Public Review comments submitted through October 4 will be shared with the Panel members during deliberation meetings.
- A required 60-day public review of *Panel-recommended student materials* will be held at display sites across the state from **November 1, 2024-January 3, 2025**. Information for providing print copies will be provided to publishers/vendors by **October 15, 2024**. Publishers/vendors must ship to all review sites a print copy of the student editions for each grade level of the recommended program. For 100% digital materials, publishers/vendors must send sufficient print information to provide citizens with a thorough overview of the program to each review site.

Panel recommendations for instructional materials with citizen comments from both public reviews will be submitted to the SBE on **January 14, 2025**.

### **Instructional Materials Caravan**

The SCDE will coordinate with publishers/vendors to conduct an instructional materials caravan in **February 2025** that will give school and district staff the opportunity to review new state adopted instructional materials through presentations by participating publishers/vendors. Presentations included on the caravan are those subject areas with anticipated funding that have large student enrollments or a large number of state adopted programs. Publishers/vendors will receive the caravan guidelines and schedule after designation of the presentation areas. Participating publishers/vendors are responsible for the costs of conducting the caravan. Dates and locations for the 2024 Instructional Materials Caravan will be provided upon confirmation of caravan meeting sites. Participation in the caravan is not mandatory.

### **Contact Information**

For questions or additional information about the bid and adoption process, please send emails to [OIMinfo@ed.sc.gov](mailto:OIMinfo@ed.sc.gov).