

## TIPS AND INSTRUCTIONS FOR THE INSTRUCTIONAL MATERIALS BID PORTAL

### IT Provided Training

Use the following link to access training information for registering and completing bid requirements in the Instructional Materials Bid Portal [2024 Call for Bids](#).

### Additional Instructions

- After completing the training, please review the following additional instructions and tips for completing the 2024 bid submission through the Instructional Materials Bid Portal (IMBP).
- **Required** fields are indicated with a red asterisk (\*) and must be completed before information can be saved.
- Please submit IMBP errors with a screenshot to [OIMinfo@ed.sc.gov](mailto:OIMinfo@ed.sc.gov).

### Bid Data

Bid data consists of bid items for state adoption, supplemental/support, and ancillary materials. Ancillary materials are materials and services provided by the publisher/vendor as free or at a reduced rate. Note: A separate form for ancillary materials is not available for the 2024 IMBP submissions.

### Enter Bid Data

- Select **Instructional Materials Bid** on the left sidebar then select **2024 Call for Bids**
- On the taskbar, select the **Bids** tab then select **Add New Bid** to enter a bid item
- Enter the bid data including author
- Enter the author's name then select **Add Author**. The limit is two authors.
- For items in manuscript, include manuscript and anticipated completion data in the **Component Description**
- If there is no ancillary item, select **No** in the **Ancillary Materials** dropdown list located at the bottom of the page and select **Save & Add More** or **Save & Return to List**. To add an ancillary item, select **Yes** in the **Ancillary Materials** dropdown list and enter the required data in the ancillary fields and select **Save & Add More** or **Save & Return to List**.
- When the ancillary items exceed bid items, select the **Bids** tab and **Add New Bid**, complete the required fields but in the following fields complete as indicated below. When complete, select **Yes** in the **Ancillary Materials** dropdown list and complete required information.

<u>Field</u>	<u>Enter or Select</u>
Component Description	None
Component	Other
Component Content	Other
Digital Format	Not Applicable
Component License Duration	Not Applicable
Material Number	Product Number
Product Number	None
Net Wholesale Price	0

### Bundle

A bundle refers to a student edition bid with digital access or subscription. For bundled items, please select **No** for each of the questions listed under the **Consumable vs Non-Consumable** section.

### Form B and Form M

- Each printed student edition requires a Form B
- On the Form B, select the radio button (☉) on the far right of the row with the Program Title
- Each digital student edition requires a Form M