

Official 2023-24 Textbook/Instructional Materials Submission Form (Exhibit A for Section D)

General Instructions

Directions for Entry:

- The bid file contains an Excel file template for Exhibit A. Publishers **must** adhere to this template when including their information. Submit this file to Tennessee.textbooks@tn.gov as an email attachment by March 8, 2024 at 10 a.m. CT with a subject of "Official Bid List".
- To complete Exhibit A:
 - There are 2 tabs that must be completed.
 - On tab 1 "Resources for Review", list ONLY the materials that are to be reviewed by the advisory panelists. These materials must include the student edition, teacher edition, and any other materials that are essential for the day-to-day delivery of the program by the teacher to students.
 - On tab 2 "Supplemental Resources", list ONLY the materials that are NOT to be reviewed by the advisory panelists. These materials must include the supplemental aspects of the program that are not essential for the delivery of the program by the teacher to students.
- Once your Exhibit A for Section B is officially submitted, it is preferred that you not add any items besides free materials before its due date. Please check that you are not leaving anything off before you submit your form.
- There will be a Pre-Bid Virtual Conference from 8:30-9:00 CT Feb. 16, 2024. You are strongly encouraged to have representation at this meeting. The meeting can be accessed [here](#).

Publisher – Exact Publisher Name

Subject Area(s) –Science, AAIMS, Math

Course Code – Include the course number located within the Section E – Course codes and title list, included in your invitation to bid portfolio.

ISBN (International Standard Book Number) – Must be given in standard format ISBN-13 characters and with the dashes in the appropriate places. For any USRP/UTRP, please include a unique numerical identifier.

Delivery Method – Identify the following:

T for a traditional delivery method (print only)

B for blended delivery method (digital and print)

TD for technology dependent (digital only)

Title – In this section, list the title of the textbook/instructional material as printed on the cover of the item.

Item type – Select what type of instructional material the item is by selecting student textbook, teacher edition, student workbook, DVD/CD, internet access code, site license; assessment resource, e-book, other.

Author – Author or editors of title

Edition – Edition number, if applicable

Copyright – Year of copyright

Grade Level(s)/Course – Grade level (or levels, via grade band) of the book

Wholesale Price – The lowest wholesale price, which shall be considered the school/district price for instructional materials sold in Tennessee.

Retail Price – The national/retail price

Subscription, Consumable, Re-occurring – Select whether items are

Annual subscription – For digital products

Consumable – product that is only used for one school year

Re-occurring – purchase will be made each year

Duration of the subscription – Applies to digital products only. Identify the length of the subscription whether it is a one year or up to eight years (the life of the contract).

Special notes for publishers:

The official bid list and the approved adoption list items are developed from the Exhibit A submissions. Publishers are responsible for ensuring that all the entries are correctly entered and visible for textbook commission and state board approval by ensuring no columns are hidden within your Exhibit A. Once approved by the Textbook Commission and State Board, changes to this list due to entry error are time consuming and cumbersome.

Publishers will need to ensure that all titles they are bidding are accounted for and accurate within this submission. You will need to prepare 5 review packages per material for the advisory panelists. You will include the materials submitted on tab 1 “Resources for Review”.

In the fall, you will receive a final copy of your approved list of titles to review. This list will be approved by both the textbook commission and the State Board of Education.