

## Publisher Commitments

**Electronic copies are to be sent to the address below as a part of the bid packet.**

[Tennessee.Textbooks@tn.gov](mailto:Tennessee.Textbooks@tn.gov)

### In order to participate in your adoption process, our company is committed to:

- \_\_\_\_\_ By the deadline set by the Textbook and Instructional Materials Quality Commission, file an electronic official bid by 10 a.m. CT along with a check of \$10,000.00.
- \_\_\_\_\_ Submit a copy of the publisher video recording via hyperlink to the department. Provide a video recording tutorial via flash drive to reviewers about accessing your products and program on April 12, 2024. Submit a copy of the video to Textbook Services via electronic file by April 1, 2024.
- \_\_\_\_\_ Submit all resources needed by the advisory panelists to perform a thorough review of bid materials by the deadline set by the Textbook and Instructional Materials Quality Commission. Provide digital access to the Student Edition of all materials to be posted for public review and comment by the deadline set by the Textbook and Instructional Materials Quality Commission.
- \_\_\_\_\_ Prepare to execute a replacement warranty for books not built to the [Manufacturing Standards and Specifications for Textbooks \(MSST\)](#) and for components that do not meet an industry standard identified in the Electronic Media Manufacturing Standards of the 2020 MSST with your official contract in the spring of 2025.
- \_\_\_\_\_ Respond to reviews of your programs in writing and orally (optional) in appeals as indicated in the Adoption Schedule for Section D.
- \_\_\_\_\_ Upon being awarded a contract, provide books at or below bid price for the ninety-six (96) month period beginning June 1, 2025. Contracts must be accompanied by a performance bond of \$10,000.00 for the full length of the contract.
- \_\_\_\_\_ Prepare and submit, within sixty (60) days of a request, a NIMAS file set to the National Instructional Materials Access Center (hereinafter NIMAC) that complies with the terms and procedures set forth by the NIMAC, if applicable. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.
- \_\_\_\_\_ Ensure all documents that are to be posted publicly to the Tennessee Department of Education website are ADA compliant.
- \_\_\_\_\_ By Dec. 15, 2024, provide up to six copies of returnable sample packages of each title bid for review by adoption committees in each Local Education Agency in Tennessee (this includes charter schools, municipalities, etc.). These samples remain the property of the publisher.
- \_\_\_\_\_ Consign a sufficient number of titles to meet the needs of local school systems.
- \_\_\_\_\_ Ensure public access to adopted materials throughout the duration of the contract period.

\_\_\_\_\_ Present **ONLY** approved books to local school system adoption committees.

**Publisher:** \_\_\_\_\_

**By:**  
\_\_\_\_\_

*Printed name*

*Signature*

**Position:** \_\_\_\_\_