

TO: Publishing Companies, Content Providers, and Representatives
FROM: Virginia Mayfield, Senior Director Math, Science, & Instructional Materials
DATE: November 22, 2023
SUBJECT: Bid Information for Tennessee, Section D

This memorandum serves as official notification that Tennessee is beginning its textbook and instructional materials adoption cycle. All interested parties are invited to submit a bid for **science** to be included in Tennessee's recommended list of textbooks and instructional materials.

I. Submitting Bids

To submit materials for consideration during this adoption cycle, please complete the Publisher Contact Update Form. This form is available [here](#).

Publisher Contact Update Form. List **ONE (1)** contact person who is responsible for disseminating information regarding bids and contracts to your organization (This will be the bid manager unless otherwise noted). This person will receive communications from the Tennessee Department of Education and the Tennessee Textbook and Instructional Materials Quality Commission regarding the textbook adoption cycle. Please include your federal tax number on this form. You will receive an email confirmation once you successfully submit the information online.

Submit the form online no later than **COB, on Friday, December 15, 2023** [here](#).

Before submitting a bid, publishers should review all the Tennessee state laws, rules, and policies on textbooks and instructional materials to ensure submissions are compliant, including all laws relating to textbooks and instructional materials passed during the 112th Session of the General Assembly, such as PC 205, now codified at T.C.A. 49-6-2202(b). Additionally, it is important to note that materials should be bid by grade band (i.e., to bid a grade 7 book, grades 6 and 8 must also be bid). In High school, materials should be bid by sequence (e.g., Biology I and Biology II).

II. Categories Bid

With your submission of the publisher contact form, you are also asked to complete a Section D – Categories to be Bid Form. Within the form, check all categories your company intends to bid. Submit the form online no later than **Friday, December 15, 2023**.

*All materials bid must align 100% to the Tennessee science standards which were revised in March 2022. The revised standards are currently available [here](#).

III. Digital Review of Textbooks and Instructional Resources

T.C.A. § 49-6-2203(d)(3)(C) requires that publishers make all their instructional materials available online for public review. Due to the Textbook Transparency Act, it is important to note that materials must be available digitally for the duration of the adoption.

Please note that instructional materials must be available online no later than **COB on Monday, April 1, 2024**. Specific information will be outlined in the invitation to bid documents which will be made available **Friday, February 9, 2024**.

IV. Overview of Textbooks and Instructional Resources Submission

The 2024 Tennessee Official Textbook and Instructional Resources Submission Excel Form will be provided with the invitation to bid on **Friday, February 9, 2024**. Publishers will submit their completed list electronically as part of the Invitation to Bid no later than **10:00 a.m. CT, on Friday, March 8, 2024**.

V. Important Dates (Tentative and Subject to Change as Needed)

Textbook Adoption Schedule D (click [here](#))

This document lists important dates for publishers, including the pre-bid conference scheduled for **Friday, February 16, 2024**. It is the responsibility of publishers to adhere to all dates and deadlines listed in this document. Failure to do so may disqualify a publisher from participating in the bidding process.

We look forward to working with you during the upcoming adoption cycle. If you have any questions, please contact Virginia Mayfield (Virginia.Mayfield@tn.gov).

cc: Dr. Christy Wall, Assistant Commissioner of Academics