

# *Proclamation 2024 Publisher Handbook*

ISSUED JANUARY 2023

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# Vision and Change Log

This handbook is designed to provide information to publishers participating in the [Proclamation 2024](#).

This document may occasionally be updated to reflect the latest best practices for deliverables. Deadlines for deliverables will not change without the consent of the State Board of Education.

A change log is included below to track changes in this handbook.

Date	Page Impacted	Update Made
9/6/22	Page 9	Changed deadline for <i>Complete Descriptions</i> to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 11	Changed deadline for preliminary correlations to Monday, February 13, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 11	Changed deadline for final correlations to Monday, May 8, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 14	Changed deadline for pre-adoption samples to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 15	Changed deadline for <i>Affidavit of Authorship or Contribution</i> to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 16	Changed deadline for <i>Certification of Editorial Review</i> to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 19	Changed deadline for <i>Report on Interoperability and Ease of Use</i> to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
10/31/22	Page 11	Added preliminary correlation are due by 5:00 p.m. CT on Monday, April 10, 2023, if you have not already submitted preliminary correlations for the first due date.
10/31/22	Page 18	Added <i>from the September SBOE meeting</i> to the second bullet and added the third bullet at the top of the page.
10/31/22	Page 27	Added <i>from the September SBOE meeting</i> to the second bullet
1/31/23	Page 10	Added Personal Financial Literacy and Economic to the list of courses needing ELPS coverage
1/31/23	Page 16	Corrected <i>Certification of Editorial Review</i> date to April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
1/31/23	Page 21	Clarifying if you are providing print samples for the review, you must provide at least five copies of your materials.
1/31/23	Page 35	Corrected date to send final NIMAS files to NIMAC to Monday, March 25, 2024.

# Review and Adoption Process Overview

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There is a specific process that publishers or providers of instructional content must follow to participate in the [Texas State Board of Education's](#) (SBOE) [instructional materials review and adoption](#) process.

The SBOE establishes an [adoption cycle](#) for subjects in the foundation curriculum and the enrichment curriculum (Texas Education Code [TEC], [§31.022](#)). The cycle is periodically adjusted based on the revision schedule for the Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), and Texas Prekindergarten Guidelines (TPG).

The SBOE issues a proclamation calling for instructional materials in specific subjects and courses. Within the proclamation you will find an adoption timeline, list of deliverables and requirements, enrollment information, links to the standards, and a glossary of terms.

Proclamations are named for the year materials are intended to be implemented in the classroom (TEC, [§31.022\(d\) and \(e\)](#), 19 Texas Administrative Code [TAC] [§66.27](#)).

After each proclamation is issued, publishers that wish to participate must submit a *Company Information Form* and *Statement of Intent to Bid* indicating their interest in submitting materials. Typically, publishers have 18 months to develop new materials that align with the requirements of the proclamation (TAC [§66.27\(f\)](#)). A publisher that misses this deadline cannot participate in the proclamation.

To be eligible for adoption by the SBOE, science, technology applications, career and technical education (CTE), and Personal Financial Literacy and Economics instructional materials must cover at least 50 percent of the TEKS for the grade level or course for which the materials are intended in both the material intended for student use and the material intended for teacher use. All materials must be suitable for the subject and grade level, be reviewed by [academic experts](#) appointed to the state review panel (SRP), comply with manufacturing standards, be fully accessible to individuals with disabilities, and be free from factual errors at the time they are delivered to schools, including significant grammatical or punctuation errors that have been determined to impede student learning or that make the program of a quality not acceptable in schools. All materials submitted for science and any CTE courses that meet high school graduation requirements for a foundation subject area must also cover 100 percent of the applicable ELPS.

To comply with TEC [§31.082](#), TEA will contract with a private entity to evaluate instructional materials submitted in response to this proclamation for science through the [Texas Resource Review](#) (TRR). The commissioner of education determines the cycle for quality reviews. The TRR reports will be presented to the SBOE prior to their adoption vote.

After the review, the panels' findings are reported to the commissioner of education (19 TAC [§§66.30](#) and [66.36](#)). Using the findings of the SRP, the commissioner of education produces a preliminary report of materials eligible and ineligible for adoption based on the percentage of TEKS covered. The commissioner will publish the Proclamation 2024 *List of Instructional Materials Eligible for Adoption* by October 2023.

To ensure transparency, pre-adoption samples are available for public review and comment on the Texas Education Agency (TEA) website and by appointment at [TEA](#) and each of the [20 education service centers \(ESCs\)](#). Any resident of Texas may report errors and may submit written comments for, against, or about instructional materials under consideration. Alleged factual errors and comments received by Monday, August 21, 2023, will be posted to the TEA website and provided to the SBOE at the September 2023 meeting. Errors and comments received after the September 2023 meeting will be provided to the SBOE at the November 2023 meeting. Errors and comments received after Monday, October 30, 2023, will be shared with SBOE members.

Additionally, the SBOE holds at least one public hearing to provide citizens the opportunity to provide oral testimony regarding instructional materials being considered for adoption. Representatives of publishing companies may register to make oral responses to testimony at the hearing. Further information regarding the SBOE's public testimony instructions and procedures can be found on the [SBOE meetings website](#).

Using the commissioner of education's reports as a guide, the SBOE approves materials for placement on the adopted list (TEC, §[31.023](#), 19 TAC §§[66.63](#) and [66.66](#)). The SBOE's action is final. All materials on the adopted list must be free from factual errors before being delivered to schools.

Following the SBOE's action, TEA sends contracts to publishers of adopted materials. Contracts signed and returned by the publishers are then signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA, and publishers receive copies of the executed contracts (TEC, §[31.023](#), 19 TAC §[66.72](#)). All deadlines following the SBOE's action are not applicable to publishers with materials not adopted by the SBOE.

Following the adoption, TEA contracts for the development of braille, large-print, and audio versions of adopted instructional materials.

Local school boards and charter schools set their own policies for selecting the most appropriate instructional materials for their students. Districts may select adopted or non-adopted instructional materials. Instructional materials must be adopted locally in an open meeting (19 TAC §[66.104\(a\)](#)).

Upon making their decisions, school districts and charter schools place their orders for adopted materials online with TEA through EMAT, which is a statewide electronic instructional materials management tool used to process all orders and payments for adopted instructional materials. Once the orders are received and verified, the materials are shipped to the districts from the publishers or privately-owned depositories. Districts can also order materials directly from publishers and request a disbursement through EMAT to pay for them. EMAT only lists materials that have been adopted by the SBOE.

Participation in this adoption process does not guarantee materials will be purchased by school districts. Publishers are responsible for all costs associated with participation in the SBOE review and adoption process.

The summer following adoption, TEA confirms that all identified errors have been corrected in adopted materials. TEA reports any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error. TEA will also contact publishers with

less than 100 percent TEKS coverage with the opportunity to update the coverage percentage for adopted materials (19 TAC §[66.75\(l\)](#)).





Publishers cannot make content changes prior to adoption by the SBOE. Publishers can make content updates or substitute a new edition of the adopted material following adoption. Publishers must obtain approval by submitting a written request to TEA prior to making any changes (19 TAC §§[66.75](#) and [66.76](#)). Publishers must verify that the update will not result in an additional cost to the state and certify that the new material meets applicable essential knowledge and skills, is free from factual errors, and does not affect the program’s coverage of TEC, §[28.002\(h\)](#). Updates that involve content cited in the standards alignment dashboard and approved by the SRP must be approved by the SBOE. Updates that do not involve content used to demonstrate alignment to the TEKS, ELPS, and/or TPG must be approved by TEA. The written request must be submitted using the substitution request forms or update request forms, as applicable. Publishers who fail to seek approval prior to making content changes may incur penalties by the SBOE (19 TAC §[66.15\(f\)\(3\)](#)).

All correspondence with and documents provided to TEA are considered public information under [Chapter 552](#) of the Texas Government Code, commonly referred to as the Public Information Act.

### Additional Information

This handbook includes information regarding deadlines that are applicable to publishers participating in [Proclamation 2024](#). Please use the icons in the legend to identify the unit of measurement for each deliverable. For example, if only one form is required from each company, then you will see the publisher icon. If one form is required for each program, regardless of how many formats the content is offered in, then you will see the program icon.

### Legend

Unit	By Publisher	By Program (Grade Level)	By Media Format	By Component
Icon				

# Company Information Form and Statement of Intent to Bid



Purpose: The *Company Information Form and Statement of Intent to Bid* (SOITB) serves as a publisher's official notification of its intent to submit materials for specific courses.

You must submit a SOITB for each grade level program you intend to submit for consideration (19 TAC §66.28(c)). If you wish to submit a product line for a grade band or multiple courses, you should submit a SOITB for each course. Do not submit multiple SOITBs unless the content in each course is different. If you intend to provide the same content in multiple media formats (i.e., print and online), only submit one SOITB and select the additional format(s) in the *Additional Media Formats* field.

Do not submit different SOITBs for different pricing options, subscription lengths, or media formats. You will have an opportunity to submit information regarding different pricing and subscription bundles at a later time.

Along with the SOITB, you must also submit a *Company Information Form* providing specific staff phone numbers and email addresses. It is only necessary to provide the company information once, regardless of the number of SOITBs you submit. The company information must include the following:

- Home office address
- Main contact (for deliverables and state review purposes)
- Bids and contracts contact (for official bids and instructional materials contract purposes)
- Accessible materials contact (for NIMAS files)
- Production manager contact
- Sales contact (for new orders and for EMAT access)
- Customer service contact (for existing customers)

If any of your staff contact information changes after submitting your *Company Information Form*, you are required to inform us so we can reopen the form to allow you to make updates.

The SOITB must include detailed specifications regarding estimated TEKS coverage percentage and any system requirements included in an instructional materials submission. You will be given the opportunity to update the TEKS coverage percentage on the *Complete Description* and again on the correlations. The system requirements can be updated on the *Complete Description* and should be final on the *Official Bid*.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will submit the SOITB and your company information directly into EMAT. If you have an [EMAT](#) username and password, use it to submit the SOITB and *Company Information Form* from your vendor start page. If you do not have an EMAT username and password, use the open link on the [Adoption](#)



[Resources for Publishers](#) webpage on the TEA website to access EMAT Publisher Bidding. You can watch a [training video](#) that will be posted to the [Adoption Resources for Publishers](#) webpage. Only those publishers that submit a *Company Information Form* and SOITB by the deadline will be allowed to participate in the adoption.

### Next Steps

- Watch and listen to the training video on the [Adoption Resources for Publishers](#) webpage.
- Submit a *Company Information Form* in EMAT by 5:00 p.m. CT on Monday, December 5, 2022.
- Submit a SOITB for each program in EMAT by 5:00 p.m. CT on Monday, December 5, 2022.
- Add all [Proclamation 2024](#) deadlines to your calendar.

# Complete Description

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Purpose: A *Complete Description* provides information about each component a publisher intends to use for TEKS coverage.

You must submit a separate *Complete Description* for each program and media format (19 TAC §66.28(d)(6)). Do not submit a separate *Complete Description* for different pricing options or subscription lengths. You will have the opportunity to provide that information in your official bids.

Your *Complete Description* must include a comprehensive list of components that will be used for TEKS coverage and must include unique program and component ISBNs, preliminary prices, estimated TEKS coverage percentage, and other relevant information as indicated in the instructions. It should specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall program), and whether each component is consumable.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will have one more opportunity to update your system requirements in your official bids.

Do not include ancillaries or any other components that will not be provided to the SRP to demonstrate TEKS coverage. Only include information about the components that will be used for TEKS coverage at the SRP meeting. The information you provide will be used by TEA staff to plan for the SRP meetings and will be posted to the *Proclamation 2024* section of the [Proclamations webpage](#) for ESCs and districts.

You will submit the *Complete Description* directly into EMAT Publisher Bidding. If you have an EMAT username and password, use it to submit your complete descriptions from your vendor start page. If you do not have an EMAT username and password, use the open link on the [Adoption Resources for Publishers](#) webpage on the TEA website to access EMAT Publisher Bidding.

## Next Steps

- Watch and listen to recorded webinars and the *Complete Description Training* video on the [Adoption Resources for Publishers](#) webpage.
- Submit a *Complete Description* in EMAT by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) on the [proclamation](#). Submit a *Complete Description* in EMAT for Spanish science and courses marked with a double asterisk (\*\*) by 5:00 p.m. CT on Tuesday, May 30, 2023.

# Correlations to the TEKS & ELPS

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Purpose: Correlations provide information regarding the specific locations in instructional materials where publishers believe the TEKS are covered.

## General Information

- You must supply correlations using the method determined by TEA. No other format will be accepted.
- The SRP uses the correlations you supply as their primary reference as they review the instructional materials. It is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen correlations can result in a program being determined ineligible for adoption.
- You are required to provide correlations for every program. If you submit the same program in different media formats, you can submit one set of correlations for both formats; however, you must provide citations for each format if the location is different in each format. If you submit a product in different courses, you must submit correlations for each course.
- You should submit preliminary correlations for one program before final versions are due. This provides TEA an opportunity to provide you with feedback regarding the completion of your correlations. You should complete at least 5 percent of the correlations for review.
- You are required to embed the correlations to the TEKS in any electronic components in your pre-adoption sample program. This means that you must have links to your correlations within your program that will take the user directly to the specific location of the content cited on the correlation document in your electronic program.
- For content cited in electronic components, you must provide links in your correlations that will direct users to the exact locations of the content you believe sufficiently addresses each student expectation (SE).
- You must provide details in your correlations for content cited in print components that will guide reviewers to the exact location where you believe each SE is covered (e.g., page number, top of the page, second paragraph).
- The best, most closely aligned content should be provided in the correlations.
- To be eligible for adoption by the SBOE, science, technology applications, CTE, and Personal Financial Literacy and Economics instructional materials must cover at least 50 percent of the TEKS for the grade level or course at least twice (narrative and activity citations) in both the material intended for student use and the material intended for teacher use. (Note: Districts have to certify that they are teaching 100 percent of the TEKS for each grade level or course.)
- All materials submitted for science, any CTE courses that meet high school graduation requirements for a foundation subject area, and Personal Financial Literacy and Economics must also cover 100 percent of the applicable ELPS at least once (either a narrative or an activity citation) in both the material intended for student use and the material intend for teacher use.
- A citation can only be accepted if the citation provides an opportunity for the teacher to teach or the student to learn the skill (narrative), or if it provides an opportunity for the student to demonstrate the knowledge or practice the skill (activity).

- Anything that is covered in the student materials will count toward the student and teacher TEKS percentages since the teacher uses both student and teacher materials to plan and deliver instruction.
- Content in a caption or sidebar cannot be used to satisfy the requirements for coverage of the TEKS.
- Content in a table of contents, appendices (including glossaries) or front- or end-matter cannot be used to satisfy the requirement of the TEKS coverage.
- Your TEKS coverage percentage will be automatically calculated based on the number of required SEs and the number of SEs for which you provided the required type of citations. You will have an opportunity to accept or override that percentage. This information will be used during the SRP meetings. It is crucial that you carefully consider the TEKS coverage percentage and specific citations you provide. Only those programs that are determined to meet at least 75 percent of the TEKS coverage percentage you indicate will be eligible for new content or new citations at the review (19 TAC §[66.41](#)).
- Your percentage will be calculated by identifying the number of required SEs and the number of SEs for which you have provided the required citations (one narrative and one activity for each breakout associated with the SEs). The number of SEs with the required citations will be divided by the total number of SEs, resulting in your program's TEKS percentage.

## Next Steps

- Watch and listen to the correlations training video on the [Adoption Resources for Publishers](#) webpage.
- Look for instructions regarding access to the correlations in your email from TEA staff.
- Complete one preliminary correlation with at least 5 percent of the correlations completed by 5:00 p.m. CT on Monday, February 13, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) on the [proclamation](#). Complete one preliminary correlation for Spanish science and courses marked with a double asterisk (\*\*) by 5:00 p.m. CT on Monday, April 10, 2023, if you have not already submitted preliminary correlations for the first due date.
- Incorporate feedback into final correlations.
- Submit final correlations by 5:00 p.m. CT on Monday, May 8, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) on the [proclamation](#). Submit final correlations by 5:00 p.m. CT on Monday, June 26, 2023, for Spanish science and courses with a double asterisk (\*\*).
- Download a final correlations csv file from the dashboard and email the completed electronic final correlations file to each of the twenty ESCs by 5:00 p.m. CT on Monday, May 8, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, June 26, 2023, for Spanish science and courses with a double asterisk (\*\*). A list of the ESCs and contact information is available on the [Adoption Resources for Publishers](#) webpage. If TEA discovers additional edits are needed to your final correlations, it is your responsibility to make the corrections in a timely manner and ensure that each ESC receives an updated version.

# Pre-Adoption Sample Instructional Materials

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Purpose: Pre-adoption samples provide the opportunity for the public, SBOE members, educators, and other interested parties to preview your materials. They may review materials for errors, quality, ease of use, applicability to the classroom, etc.

You must submit one complete, electronic, pre-adoption sample of all instructional materials to TEA and each of the twenty ESCs.

Upon request, you must submit one complete pre-adoption sample of instructional materials to SBOE members. The SBOE member will indicate in the request if the sample must be print or electronic. If a request is made for a print sample, the sample does not need to be in the final format that will be delivered to schools following adoption, but it must contain all of the content intended to be in the final version.

Sample materials provided to TEA, ESCs, the SRP, and at the request of SBOE members must be complete versions and include all content in the final program, not just the content identified in the complete description and/or correlations.

Samples must also be provided to school districts upon request. Samples provided to districts can be electronic or print, but it must be a complete version. You can read further information in the *District Samples* section below.

Please review the specific features required for pre-adoption samples below.

- Is accessible to individuals with disabilities (PDFs only)
- Is complete and fully functional
- Contains a draft watermark (suggested)
- Has embedded correlations (electronic products only)
- Allows multiple simultaneous users
- Is a static (unchanged) version
- Includes a word search (electronic products only)
- Does not include advertisements or promotional information
- Does not require users to provide personal information, including name, address, phone number, district or school name, and email address

The original pre-adoption samples must remain available and unchanged until final post-adoption samples are submitted in March 2024. Any changes you wish to propose must be carefully documented on a form provided by TEA and may not be made to the pre-adoption sample. If you wish to provide an additional sample for public review that reflects changes, you may do so.

**Reminder: You may not make any changes to your pre-adoption sample. We strongly recommend that you conduct a thorough editorial review of your materials and make corrections prior to submitting your pre-adoption samples.**

## TEA Samples

Samples provided to TEA must be in electronic format. This doesn't mean the final program has to be electronic. You must supply TEA with all information, including locator information and password, required to access the pre-adoption samples. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the Adobe Acrobat program. You can find instructions for performing the accessibility check on the [Adobe](#) website.

To facilitate the public review, TEA will make samples available to view online. The original version of the pre-adoption sample must remain unchanged throughout the entire process. You may add a sample watermark, if you wish.

## ESC Samples

Samples provided to each of the twenty ESCs must be in electronic format. This doesn't mean the final program has to be electronic. You must supply each of the twenty ESCs with all information, including the locator information and password, required to access the pre-adoption sample. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the Adobe Acrobat program. You can find instructions for performing the accessibility check on the [Adobe](#) website. You may add a sample watermark, if you wish.

You can find contact information for each of the twenty ESCs on the [Adoption Resources for Publishers](#) webpage. You will be notified if an ESC does not receive your material.

## State Review Panel Samples

If the review meeting is held virtually, you must supply an electronic sample. If the review meeting is held in person, you have the option to supply print or electronic samples. You may add a sample watermark to print samples, if you wish.

TEA will notify you of the review meeting logistics. If the review meeting is held in person, we will provide shipping instructions if you wish to mail print samples to the location of the SRP meeting no earlier than one week before the meeting. TEA is not responsible for any samples mailed to the location of the SRP meeting and does not guarantee the return of print samples.

You can find more information about SRP samples on pages 20–21.

## SBOE Samples

You must provide samples to any SBOE member who requests them. TEA will contact you directly and provide shipping instructions if an SBOE member requests a sample.

## District Samples

Districts may contact you directly to request a sample of your material. Samples must be provided at no cost. You can provide an electronic sample or a print sample copy at the request of a district (TAC [§66.28\(d\)\(7\)](#)). If you need the print samples returned, you must notify the district in advance and provide a shipping label and date samples should be returned. You must clearly mark print samples *Sample Copy—Not for Classroom Use*.

## Next Steps

- Review pages 24–26 of the Deliverables and Requirements for Publishers section of [Proclamation 2024](#).
- Email login credentials and a link to your pre-adoption sample to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (\*\*).
- Email login credentials and a link to your pre-adoption sample to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (\*\*). Contact information for each of the twenty ESCs can be found on the [Adoption Resources for Publishers](#) webpage.
- Enter login credentials for each program into the standards-alignment dashboard.
- Send complete samples to SBOE, if requested.
- Send samples to districts, if requested.

# Affidavit of Authorship or Contribution

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Purpose: *Affidavit of Authorship or Contribution* identifies the specific contributions of each individual listed as an author or contributor in the materials submitted for adoption. It also ensures compliance with 19 TAC §[66.28\(h\)\(1\)](#), which prohibits publishers from submitting materials for review that have been authored or contributed to by a current employee of TEA.

You are required to submit a signed *Affidavit of Authorship or Contribution* for each program. The electronically signed form certifies that each individual whose name is listed as an author or contributor of content contributed to the development of the materials. In the affidavit, you must also state in general terms each individual's involvement.

You must submit an affidavit even if you have removed author's names from your program.

## Next Steps

- Review page 20 of the Deliverables and Requirements for Publishers section of [Proclamation 2024](#).
- You must supply the *Affidavit of Authorship or Contribution* using the method determined by TEA by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (\*\*).
- Find the *Affidavit of Authorship or Contribution* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.



# Errors and Corrections

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Purpose: By meeting these requirements, publishers ensure all students receive materials that are accurate and do not contain any errors that would impede student learning.

## *Certification of Editorial Review*

You are obligated, as a condition of adoption by the SBOE, to ensure that instructional materials are free from factual errors.

You must submit the *Certification of Editorial Review* by Monday, April 10, 2023, for all courses except those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for courses with a double asterisk (\*\*), affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation (19 TAC §[66.28\(m\)](#)). You must submit one form for each program.

## Next Steps

- You must supply the *Certification of Editorial Review* using the method determined by TEA by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (\*\*).
- Find the *Certification of Editorial Review* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

## *List of Corrections and Editorial Changes*

The list of publisher corrections will be combined with the list of errors identified by the SRP to create the report of required corrections provided to the SBOE at the September 2023 meeting. A list of editorial changes, including those identified by the publisher, made in response to SRP feedback and public comment, will also be provided to the SBOE at the September 2023 meeting.

If you submitted a product for different courses, you can submit one *List of Corrections and Editorial Changes* through the standards-alignment dashboard.

### Pre-SRP

The *List of Corrections and Editorial Changes* can be added manually in the standards-alignment dashboard or can be uploaded using a CSV file. You may directly enter intended changes or use the template in the standards-alignment dashboard to record any changes that you make or intend to make to the content between the time you submit the pre-adoption sample and the time the materials are adopted, including error corrections and editorial changes. If you believe that no corrections or editorial changes are necessary, you must notify us that no corrections or editorial changes are necessary.

You must submit the list by Monday, July 31, 2023 (19 TAC §[66.28\(l\)](#)).

### Post-SRP

After the review, you will see a separate list of comments and errors submitted by the review panel(s) in the standards-alignment dashboard if the reviewers identified errors or left comments. You are required

to respond to errors and comments identified by the SRP by providing acceptable corrections or justifications for not doing so.

You must use the csv template to record any new content reviewed and approved by the SRP or manually enter the information into the Standards-alignment dashboard. If you did not have any comments or errors or new content reviewed and approved by the SRP, no action is required.

Due date to be determined based upon the conclusion of the SRP meeting.

**Reminder: Your original pre-adoption sample must remain unchanged.**

### During and After the Public Comment Period

The public comment period begins when the pre-adoption samples are posted on the TEA website and ends on Monday, October 30, 2023.

Any alleged factual errors and comments submitted by the public will be entered into the standards-alignment dashboard. You are required to respond to the alleged factual errors and public comments.

If you wish to make content changes based on public comment and/or alleged factual errors from the public, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes in the standards-alignment dashboard.

You must submit the list by Tuesday, November 7, 2023 (19 TAC §[66.28\(l\)](#)).

### During and Before the SBOE Meeting

If you wish to make content changes based on public testimony received during the SBOE meeting, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes.

Both the pre- and post-SRP list of corrections and editorial changes will be combined to create the *Report of Required Corrections and Approved New Content*. All changes will be posted to the agency website (19 TAC §[66.43\(b\)](#)).

Again, your original pre-adoption sample must remain unchanged.

The public has until the Monday, October 30, 2023, to submit alleged factual errors and comments (19 TAC §[66.42\(a\)](#)). Any alleged factual errors and comments will be entered into the standards-alignment dashboard for your response. You are not required to respond to public comments; however, you are required to respond to alleged factual errors.

You must submit the list by Tuesday, November 7, 2023. TEA will post the content changes made in response to public comment on Thursday, November 9, 2023.

### Next Steps

- Look for information on the *List of Corrections and Editorial Changes* from TEA staff.
- Submit the *List of Corrections and Editorial Changes* with your identified errors and changes for each program by 5:00 p.m. CT on Monday, July 31, 2023.
- Look for information on the *List of Corrections and Editorial Changes* containing SRP errors and feedback from TEA staff.

- Submit the *List of Corrections and Editorial Changes* with your responses to SRP-identified errors and feedback by 5:00 p.m. CT on due date determined based upon the conclusion of the SRP meeting.
- Submit the *List of Corrections and Editorial Changes* containing additional error corrections you've identified, any content changes made in response to public comment, any content changes made in response to public-identified alleged errors, and/or public testimony from the September SBOE meeting for each program by 5:00 p.m. CT on Tuesday, November 7, 2023.
- Submit the *List of Corrections and Editorial Changes* containing any content changes made in response to public testimony from the November SBOE meeting for each program by 5:00 p.m. CT on Wednesday, November 15, 2023.

### *Certification of Intent to Correct*

You must affirm that you intend to make all required corrections of factual errors and add approved new content to the final adopted material.

#### Next Steps

- You must supply the *Certification of Intent to Correct* using the method determined by TEA by 5:00 p.m. CT on Monday, October 16, 2023.
- Find the *Certification of Intent to Correct* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

### *Affidavit of Corrections and New Content*

You must verify that all corrections of factual errors have been made and confirm that all approved new content has been added to the final adopted instructional materials prior to sending to schools (19 TAC §66.28(h)(1)). This is a condition of adoption by the SBOE. You must submit one form for each program adopted by the SBOE and listed on the *Report of Required Corrections and Approved New Content*.

#### Next Steps

- Review the *Report of Required Corrections and Approved New Content* on the [Publisher Portal](#).
- You must supply the *Affidavit of Corrections and New Content* using the method determined by TEA by 5:00 p.m. CT on Monday, March 25, 2024.
- Find the *Affidavit of Corrections and New Content* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

### Confirmation of Corrections

To confirm that all factual errors are corrected, TEA will conduct a review of all newly adopted programs in the summer of 2024. You will be given an opportunity to review the results of the confirmation of corrections. TEA will report any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error.

# Report on Interoperability and Ease of Use

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Purpose: The *Report on Interoperability and Ease of Use* gathers information from publishers regarding an electronic program's ability to work with different systems and can be used by districts to determine compatibility with existing district technology.

You must submit a *Report on Interoperability and Ease of Use* for each electronic program submitted for adoption. The report provides information about your program's interoperability and ease of use to the SBOE and districts. The information will be posted to the agency website.

## Next Steps

- Review page 24 of the *Deliverables and Requirements for Publishers* section of [Proclamation 2024](#).
- You must supply the *Report on Interoperability and Ease of Use* using the method determined by TEA by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (\*\*) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (\*\*).
- Find the *Report on Interoperability and Ease of Use* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

# State Review Panel Meetings

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Purpose: Appointed SRP members review materials under consideration for adoption for coverage of the standards

## Expectations

TEA strongly encourages you and members of your editorial staff to attend the SRP meetings. You may be asked to respond to questions about your programs. The representative(s) should be available to attend meetings with TEA staff and provide technical and content support for programs. You should send names and contact information of those attending the in-person or virtual SRP meetings to TEA staff at least two weeks prior to the meeting.

TEA encourages you to attend the orientation session for SRP members which is typically held on the first day. This is an opportunity to observe the training and information provided to reviewers. You will be asked to leave the meeting room before reviewers begin the review of materials. TEA staff will host a meeting specifically for publishers to provide you with additional information and answer any questions you may have.

You are not allowed in the TEA office or the SRP meeting room at in-person meetings without permission and must be accompanied by TEA staff. You are allowed to attend daily announcements in the SRP meeting room. TEA staff will let you know when announcements will begin each day. You will be asked to leave the room promptly following announcements. Please do not linger in or around the meeting room.

You are not allowed to partake in any food or beverage items specifically provided for the SRP members at in-person meetings.

You are responsible for all expenses incurred by your participation in the review and adoption process.

The SRP meeting is typically held in person at a hotel in Austin, Texas; however, TEA staff will notify you if the meeting is moved to a virtual setting. If you wish to stay at the in-person meeting location, you must contact the hotel directly to make reservations.

You must register with TEA staff and display your name badge at all times whenever you are in the hotel during the in-person review meeting. There will be a registration table outside the meeting room.

To help the review meeting go smoothly, you should communicate regularly with TEA staff and respond promptly to all questions.

TEA staff will keep you updated on SRP logistics as they become available.

## Sampling Requirements

Samples provided to SRPs must include all content intended to be in the final program, not just the content used to cover TEKS. Electronic instructional materials, including online programs, must be fully functional for review purposes.

Samples cannot include advertisements or promotional information. No letters, brochures, or giveaways (e.g., pens, bags, etc.), business cards, table displays, or other materials are permitted at the SRP

meetings. TEA does not guarantee the return of sample instructional materials or packaging. If you are providing print samples for the review, you must provide at least five copies of your materials. If you need to make changes to your final correlations between the final correlation due dates and the SRP meeting, you are required to notify TEA as soon as possible.

For electronic programs, you should provide instructions for the use of your program, but the instructions cannot include marketing or advertising information, contact information, or any other non-necessary information.

You are responsible for providing any equipment necessary to review your material. You should provide the hardware necessary (including computers and headphones) for panel members to properly review each submission. You must label all equipment. You are permitted to pre-load your programs on computers you provide to the panels; however, panelists will be given the option of using their own computers instead of yours.

If your material contains audio, you should bring enough headphones to ensure concurrent access for five users. Speakers are not allowed.

TEA staff will contact you to set up equipment prior to the start of the review meeting.

If the meeting is held virtually, samples must be provided electronically, regardless of their final format.

You can find further information regarding sample materials for the SRP on page 24–25 of [Proclamation 2024](#).

## Review Process

The materials submitted for adoption undergo a full and complete investigation by one panel to identify the extent to which they cover the TEKS. Panels will also identify factual errors and may provide feedback about the materials. Each panel will review more than one program, but the panels will not compare the programs or identify one program's coverage of the TEKS based on another program's coverage of the TEKS.

You will not be able to give a presentation or demonstrate your material to panel members. If the panel has questions, TEA staff will share them with you and relay your answers to the panel. TEA staff can conduct a meeting between you and the panel to facilitate communication only at the request of the panel.

## Reports and New Content/Citations or Second Review

You will receive a summary report in the standards-alignment dashboard following the initial review of your material. The report will contain information from the SRP about the TEKS coverage percentage.

If you meet the requirements described in 19 TAC §[66.41](#), you will be given an opportunity to submit new content or new citations in order to address the TEKS the panel determined were not covered. To be eligible to provide new content or new citations, your material must be identified as meeting at least 75 percent of the TEKS coverage percentage that you indicated on your correlations.

You can request a second review if you are not eligible to submit new content or new citations.

If you are eligible to provide new content or new citations, you will be provided with instructions for doing so. You must enter the new citations into the standards-alignment dashboard and provide the sample of new content, if applicable, that is labeled with the breakout number and citation type (e.g., (1)(A)(ii), activity). You can provide the new content physically in print or electronic via email. If the meeting is held virtually, the new content must be provided via email.

If you request a second review, TEA will assign the program to a new review panel who will be asked to review all the citations that were rejected by the previous panel.

Once you receive notice that you are eligible to provide new content or new citations or to request a second review, you must respond within 24 hours and provide new content or new citations within 48 hours of receiving notice. It is in your best interest to provide the new content or new citations as quickly as possible. Failure to respond within 24 hours or provide your new content or new citations within 48 hours will result in the review being complete for your program.

The standards-alignment dashboard will automatically send an email notification when each program changes status throughout the review process.

### No-Contact Period

You cannot contact, directly or indirectly, any person who has been appointed to serve on the SRP or who is being considered for appointment to the SRP. The no-contact period begins with TEA's initial communication to prospective panel members regarding a possible appointment and ends when the list of instructional materials eligible for adoption is posted on TEA's official website, scheduled for October 2023.

You cannot solicit input on new or revised content from a member of the SRP for a program the panelist reviewed while the program is being considered or even after the program has been adopted or rejected (19 TAC §[66.28\(j\)](#)).

### Post-State Review Meetings

Upon conclusion of the SRP review meeting, any new content presented during the review and accepted by the panel must be provided to TEA and each of the 20 ESCs to be made available to the public along with the original pre-adoption sample. The content must be submitted in an accessible PDF. You can add all new content reviewed and approved by the SRP to your sample website. You may not add the new content to the original pre-adoption sample. Your original pre-adoption sample must remain static and unchanged. You must also add the new content to the *List of Corrections and Editorial Changes*. The purpose of this requirement is to ensure the transparency of the review and adoption process by allowing members of the public to review changes made in response to SRP feedback.

**Reminder: You cannot submit non-accessible PDF copies of new content to TEA.**

### Next Steps

- Review additional instructions and meeting details sent via email from TEA staff.
- Send names and contact information for those attending the review meeting to TEA staff at least two weeks prior to the first day of the meeting.

- Email copies of all new content provided to and approved by the SRP to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) or notify TEA that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 21, 2023.
- Submit copies of all new content provided to and approved by the SRP to each of the twenty ESCs or notify each ESC that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 21, 2023. Contact information for each of the twenty ESCs can be found on the [Proclamations](#) webpage.



# Vendor Setup Form and EMAT Access

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To process payments for instructional materials, the State of Texas must have specific information, such as tax identification numbers and routing numbers for financial institutions. This information is required to conduct business with the state and to establish the requisite entries in EMAT and the Centralized Accounting and Payroll/Personnel System (CAPPS).

If you are new to the Texas review and adoption process and do not currently conduct business in Texas, you are required to submit a Vendor Setup form to get a vendor identification number and to gain access to EMAT to submit your initial and supplemental bids. You should receive your identification number within five business days of the submission of your form.

If you already have EMAT access, you do not need to submit a Vendor Setup form unless any of the information you previously submitted has changed.

Publishers that wish to receive payments from the State of Texas directly into their checking accounts must fill out the direct deposit section of the Vendor Setup Form. If a publisher declines this option, payments will be made by a warrant (state check) sent via the U.S. Postal Service.

Direct deposit is strongly recommended but not required. Publishers that already have direct deposit established do not have to submit a form unless payee information has changed.

You are required to promptly notify TEA of any changes in the information provided to establish payments, including organizational name changes, mergers or divestitures, or a change in your financial institution. Please provide at least 45–60 days' notice before closing an account to which payments are made.

Once the vendor setup form is submitted, you will receive a response from TEA's Accounting Division containing your TIN within five to seven business days. You will then use this number to apply for TEAL/EMAT access.

To apply for TEAL access:

1. Go to TEA's homepage, [www.tea.texas.gov](http://www.tea.texas.gov).
2. Click on *TEAL Login* in the Popular Applications toolbar. The toolbar is located at the top of the homepage.
3. Select *Request New User Account*.
4. Complete the online form and click *Submit*. Note: Select *Other* in the *Organization Type* field.
5. Follow the prompts to create a password.
6. Follow the prompts to select and set up your security questions. They are used to verify your identity if you need to reset your password in the future.

To apply for EMAT access:

1. Log on to TEAL at <https://pryor.tea.state.tx.us/> with your username and password.
2. Read the assurance statement and click *I Agree*.
3. Click *My Application Accounts* on the Self-Service Menu.

4. Click *Request New Account*.
5. Select *EMAT* in the pop-up window.
6. Click *Add Access*.
7. Type *EMAT* in the *Organization* field and select *EMAT Vendors/Publishers (940085)* from the list.
8. Select *Publisher* or *Depository* in the *Roles & Parameters* section. Selecting a different role will result in request being denied.
9. Enter your vendor ID number (10-digit number from the TIN application). Entering an incorrect vendor ID will result in request being denied.
10. Click *Done*.
11. Click *Save Changes*. Note: If the request was submitted successfully, a success message appears at the top of the tab.

You will receive an email within five business days from a procurement specialist with confirmation that the request has been approved or denied. Denied request emails will include instructions for resubmitting the request.

### Next Steps

- Find the Vendor Setup form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.
- Send your Vendor Setup form to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) by 5:00 p.m. CT on Monday, July 31, 2023, if you currently do not have a *Taxpayer Identification Number* established with the State of Texas.
- Wait to hear back from TEA regarding your new vendor ID.
- Apply for EMAT access, if you currently do not have access with new vendor ID.

# Show-Cause Hearing

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Purpose: The show-cause hearing is a formal opportunity for a publisher to present evidence that citations rejected by the SRP adequately address the required standards. The show-cause hearing is not a forum to address complaints alleging procedural irregularities or violations of statutes or rules or to provide new content or citations.

Following the SRP meetings, the commissioner of education will issue a preliminary report based on the reports of the SRP which lists the TEKS coverage for each program. If you are not satisfied with the preliminary report, you may request a show-cause hearing, if eligible. You will be notified of your eligibility at least two weeks prior to the deadline.

To be eligible to request a show-cause hearing, a program must have met the eligibility requirements to submit new content during the review and, upon completion of the final review, be identified as meeting one of the following:

- At least 95 percent of the TEKS coverage percentage indicated on the correlation document for that program
- Less than 50 percent of the TEKS for which the program is intended

Show-cause hearings are either held at the [TEA office](#) in Austin, Texas or virtually. The hearings are presided over by TEA staff from the Instructional Strategy department and Legal division. TEA staff will provide you with additional information and update you on the proceedings.

**Reminder: Show-cause hearings are an opportunity for publishers to provide evidence that the state review panel's findings were not valid. It is not an opportunity to provide new content or new citations to demonstrate TEKS coverage.**

## Next Steps

- Review the qualifications to be eligible and requirements for a show-cause hearing in 19 TAC §§[66.41\(b\)](#) and [66.63](#).
- Request a show-cause hearing by 5:00 p.m. CT on Monday, August 21, 2023, if eligible.
- Watch for information on scheduled hearing from TEA staff, once requested.

# Participation in the SBOE Public Hearing and Responses to Comments

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Purpose: The public review of materials under consideration allows for the public to provide comments and report alleged factual errors. The public hearing is an opportunity for the public to provide public testimony regarding materials under consideration for adoption by the SBOE.

The SBOE will also hold at least one public hearing at which members of the public may provide oral testimony regarding instructional materials submitted for consideration. You may sign up to provide oral testimony during the public hearing. If invited by the SBOE to respond, you may provide oral responses to public testimony at this hearing, or you may respond to the testimony in writing.

Additionally, you can make content changes in response to public comments. These changes must be documented in the standards-alignment dashboard.

You must contact TEA if you wish to make changes to content that was reviewed and approved by the SRP prior to the SBOE's final action. TEA will provide you with next steps and inform you if the change is allowable.

Prior to the public hearing, TEA will post written comments and lists of alleged factual errors to the TEA website.

Following the public hearing, TEA will post written publisher responses and proposed content changes provided in response to public comment to the TEA website.

The public has until Monday, October 30, 2023, to submit alleged factual errors and comments about materials under consideration for adoption. Any alleged errors and comments will be entered into the standards-alignment dashboard.

## Next Steps

- Watch the webcast of the public hearing on the [SBOE website](#).
- Submit the *List of Corrections and Editorial Changes* of any content changes made in response to public comment, public-identified alleged factual errors, and/or public testimony from the September SBOE meeting in the standards-alignment dashboard by 5:00 p.m. CT on Tuesday, November 7, 2023.

# Order Processing Information and Official Bids

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Purpose: Official bids detail the overall program price, as well as individual component prices, of adopted instructional materials. Pricing will be in place for eight years with the option to extend for an additional four years. Publishers must also inform TEA of how they plan to process their orders.

You will need publisher bidding access in EMAT to submit your *Order Processing Information Form* and official bids. If you are new publisher, please review the section.

Before you can submit any official bids, you must submit an *Order Processing Information* form providing information on how you plan to process your orders. You may choose to use a depository or fulfill your own orders.

Typically, depositories use an electronic data interchange (EDI) compliant system to receive and fill orders. This will require additional setup and testing to ensure the depository and TEA can share files in appropriate formats. If you choose to use a depository that is not already set up with TEA, TEA will reach out with sample file formats and further information about setup.

If you choose not to use a depository, you must use EMAT. The new sales contact indicated on your *Company Information Form* will receive notifications of orders. You may also use an electronic data interchange (EDI) compliant system to receive and fill orders. See information above about additional set up for using EDI.

You are required to inform us of any changes in your plans.

The freight, shipping, and expenses associated with delivering the adopted instructional materials to the districts and charter schools will be paid by the state, subject to the requirements of the instructional materials contract.

Once you have provided your order processing information, you will be able to submit your official bids. By submitting an *Official Bid*, you are making an offer to provide a specific instructional materials package to districts and charters in Texas at a specific price. The *Official Bid* will become *Exhibit A* of the *Texas Education Agency Standard Contract*.

All approved official bids will be made available on the *Proclamation 2024* section of the [Proclamations webpage](#). We encourage you to submit as many bids as possible by the initial deadline.

The *Official Bid* must list each component that will be offered and give the official price of the instructional materials package and of each individual component. Each package option must have a separate bid. Each instructional material offered as part of a bundle must also be available for purchase individually (TAC §[66.27\(g\)](#)). Each *Official Bid* must include all components used to identify TEKS coverage. Each program must have at least one component.

The *Official Bid* should also specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall program), and whether each component is consumable.

The system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

The system requirements must be final. If you wish to update your system requirements, please notify TEA.

Each bid must have a unique program ISBN and each component and subcomponent must have unique ISBNs. This can present a challenge if you offer the same package and/or component for varying subscription lengths (e.g., one year, four years, eight years, etc.). If you do not use EDI to process your orders, you may choose to add a three-digit extension to the end of the 13-digit ISBN (for example, 9780001234567-001 for a one-year subscription or 9780001234567-004 for a four-year subscription). If using this option, use the 13-digit ISBN for your eight-year program. You may also add an extension to distinguish the program ISBN from a component ISBN (for example, 9780001234567-SE for a student edition or 9780001234567-TE for a teacher edition). If you are using EDI, you may not add extensions and must have unique ISBNs for every program and component.

The program and component titles must include enough information to allow districts to distinguish one title from another. To create more consistency, we have established the naming conventions below.

<b>Program Type</b>	<b>Format</b>	<b>Example</b>
Includes one or more digital components and media format in the title	Program Title (# of Years)	Texas Biology Digital Courseware (1 Yr)
Includes one or more digital components and non-consumable print components	Program Title (# of Years and Format)	Texas Biology (4 Yr Digital with Print)
Includes print consumables and one or more digital components	Program Title (# of Years Digital/# of Years Consumable)	Texas Biology (4 Yr Digital/4 Yr Print Consumable)
A teacher system	Program Title (# of Students Served)	Texas Biology Class Set (30 Students)

Publishers must provide per-student pricing and information regarding volume discounts in the manner designated by TEA.

After the first year of adoption, eight-year bids will no longer be valid. If your ordering system allows you to reduce the price and number of subscription years associated with an ISBN, you should use the expiration of the subscription in the title rather than the length of the subscription in years for eight-year bids. All other subscription lengths should include the number of years. For example, a one-year

subscription might be titled *Texas Biology, Texas Edition (1-year subscription)*. An eight-year subscription might be titled *Texas Biology, Texas Edition (Through SY 2032–33)*. If you cannot change the number of subscription years and price associated with an ISBN, you can provide a post-contractual bid prior to the second year of adoption for a seven-year subscription.

The *Official Bid* must be submitted in EMAT. Failure to submit any bids by the initial deadline of Monday, August 21, 2023, will serve as your notice to withdraw from the adoption process. You must submit at least one *Official Bid* for each program by the initial deadline to be eligible to submit any additional bids (19 TAC §[66.28\(f\)](#)).

If you meet the initial bid deadline, you will be able to add bids in EMAT until Monday, November 6, 2023. The option to submit additional bids allows you to respond to the needs of districts. Additional bids can be new package options or lower prices on existing packages or components. Prices on additional bids may not be higher than prices included on initial bids (19 TAC §[66.28\(f\)](#)).

EMAT will close after the initial bid deadline for at least two weeks while TEA staff reviews your submissions. TEA staff will provide you with necessary corrections and suggestions for improvement, and then EMAT will reopen to allow you to continue submitting bids.

## Next Steps

- Verify your EMAT username and password.
- Watch and listen to recorded webinars and the *Order Processing Information Form and Official Bid Training* video on the [Adoption Resources for Publishers](#) webpage. (This training will be posted by summer 2023.)
- Watch for an email from TEA announcing EMAT is open for bids at least one month prior to the deadline.
- Submit your order processing information via the EMAT system by 5:00 p.m. CT on Monday, August 21, 2023. You should only submit one form.
- Submit your initial bids via the EMAT system by 5:00 p.m. CT on Monday, August 21, 2023.
- Review TEA feedback on initial bids and make necessary corrections and edits as soon as possible, if required.
- Submit any additional bids via the EMAT system by 5:00 p.m. CT on Monday, November 6, 2023, if you wish.

# Disclosure of Campaign Contributions and Gifts

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Purpose: The *Disclosure of Campaign Contributions and Gifts* brings publishers into compliance with SBOE Operating Rule 4.3, which requires publishers to report gifts made to current or potential SBOE members.

According to the SBOE Operating Rule [4.3](#), you must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE.

## Next Steps

- You must supply the *Disclosure of Campaign Contributions and Gifts* using the method determined by TEA by 5:00 p.m. CT on Monday, October 16, 2023.
- Find the *Disclosure of Campaign Contributions and Gifts* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.



# Register of Contact

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Purpose: The *Register of Contact* brings publishers into compliance with 19 TAC §[66.4](#), which requires publishers to disclose any contact they may have had with members of the SBOE throughout the review and adoption process.

You must complete a *Register of Contact* form to record all contacts with members of the SBOE between January 28, 2023, and December 1, 2023. You must disclose the time, date, location, and purpose for each communication with a member of the SBOE.

The form is required from any company employee who has communicated with a member of the SBOE for any reason. We encourage you to use the form to track your communications until the deadline.

You must submit this form even if you have not had contact with members of the SBOE. In that case, the form must indicate that no contacts were made and be signed by a company official. If contacts were made, each individual from your company must record his or her contacts on a separate form.

## Next Steps

- You must supply the *Register of Contact* using the method determined by TEA by 5:00 p.m. CT on Friday, December 1, 2023.
- Find the *Register of Contact* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

# Requirements for the Production of Accessible Instructional Materials

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Purpose: By meeting these requirements, publishers help to ensure that all students have equal access to adopted instructional materials.

## Print Materials

If your materials are print, you must provide electronic files to facilitate the production of braille, large-print, and audio versions of your adopted materials. The electronic files must conform to the National Instructional Materials Accessibility Standard (NIMAS), the purpose of which is to help increase the availability and timely delivery of print instructional materials in accessible formats to students with visual impairments. The *NIMAS Technical Specification v1.1* can be found on the [National Center on Accessible Education Materials \(AEM Center\)](#) website.

If you do not have a National Instructional Materials Access Center (NIMAC) account, email [nimac@aph.org](mailto:nimac@aph.org) to request one. The NIMAC will provide instructions on how to set up an account and submit files. You may be required to provide a sample NIMAS file to the NIMAC for review before NIMAC grants an account. Specific information and resources, including a list of frequently asked questions, can be found on the [NIMAC website](#). You will need to select a conversion service provider to produce your NIMAS files if you cannot produce files in-house. Please allow at least two to three months for the production of your NIMAS files.

NIMAS files are required for all student print components on the *Official Bid*, not just those used for TEKS coverage, to facilitate the production of braille, large-print, and audio versions. You should also submit an extractable high-quality PDF which should be an exact replica of the print material. The PDF should not be a scanned version of the material. NIMAS files and the high-quality PDF must be submitted to the designated braille producer(s) on Monday, February 5, 2024. You should also include a screenshot from the NIMAC Validation Wizard showing that each file has passed validation.

In the event a school district needs teacher materials for a teacher with a visual impairment, you are required to produce and submit NIMAS files, three print copies, and a high-quality PDF of the requested adopted teacher materials to the designated braille producer(s) or one print copy and a high-quality PDF of adopted teacher materials to the designated large-print producer.

If you do not meet the requirements for providing electronic files for the production of braille, large-print, and audio versions of print materials for any specific program, that program will be removed from EMAT and the adopted list. The program will be returned to the adopted list (and EMAT) when you provide the required files.

On Monday, March 25, 2024, you are required to submit one final, complete copy of all adopted print student materials, an extractable high-quality PDF, and NIMAS files to the designated audio and large-print producers. In addition, you are required to submit three final, complete copies of all adopted print student materials to the designated braille producer(s). If any changes occurred between Monday, February 5 and Monday, March 25, 2024, you are also required to submit updated high-quality PDFs, updated NIMAS files, and a side-by-side list showing all changes to the designated braille producer(s).

You should also include a screenshot from your copy of the NIMAC Validation Wizard showing that the file has successfully passed validation with “0 errors, 0 warnings” for both the XML file and OPF file. TEA and the NIMAC will coordinate to ensure that a final corrected file is uploaded to the NIMAC.

TEA will provide you with the contact information of the designated braille, large-print, and audio producer(s).

If you did not make any corrections or edits to your materials after sending the original NIMAS files and high-quality PDF in February 2024, you must notify TEA and the designated braille producer(s) before the March 2024 deadline that no changes have been made and submit your print samples.

If you have any questions regarding accessible materials, please submit an [Instructional Materials Help Desk ticket](#).

### Next Steps for Print Materials

- Email [nimac@aph.org](mailto:nimac@aph.org) to request a NIMAC account, if you do not have one.
- Review information and resources, including a [list of frequently asked questions](#) on the [NIMAC website](#).
- Review the samples information for braille, large-print, and audio producers in the [Post-Adoption Sample Instructional Materials section](#).
- Watch for an email from TEA staff announcing the designated braille, large-print, and audio producer(s).
- Send one high-quality PDF, one copy of NIMAS files, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer(s) by 5:00 p.m. CT on Monday, February 5, 2024.
- Send one high-quality PDF and NIMAS files of blackline masters and any other materials included in the teacher component that are intended for student use to designated braille producer(s) by 5:00 p.m. CT on Monday, February 5, 2024.
- Send three final complete copies of adopted print student materials, one high-quality PDF, one copy of NIMAS files, a screenshot from the NIMAC Validation Wizard showing that each file has passed validation, and a side-by-side list of changes, if changes were made to materials after Monday, February 5, 2024, to designated braille producer(s) by 5:00 p.m. CT on Monday, March 25, 2024. If no changes were made, you should notify the braille producer(s).
- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file passed validation to designated audio producer(s) by 5:00 p.m. CT on Monday, March 25, 2024.
- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file passed validation to designated large-print producer(s) by 5:00 p.m. CT on Monday, March 25, 2024.
- Send final NIMAS files and a side-by-side list of changes made between Monday, February 5 and Monday, March 25 or notice that no changes were made to TEA by 5:00 p.m. CT on Monday, March 25, 2024.

- Send final NIMAS files to NIMAC by 5:00 p.m. CT on Monday, March 25, 2024.

## Electronic Materials

You must provide an accessibility compliance report, produced by a reputable third-party, for each electronic student and teacher component. You are responsible for contracting with a third-party to complete the accessibility compliance report by the deadline established in the *Adoption Timeline*. You are strongly encouraged to develop your program or product with the required accessibility features in place rather than attempting to bring a fully developed program or product into compliance with accessibility standards. Third-party vendors typically take several weeks to produce an accessibility report. You are encouraged to begin searching for a third-party vendor to complete the report at least three months before the deadline. You should supply the selected vendor with the *Accessibility Compliance Report Cover Sheet*. The cover sheet outlines the specific requirements of your report and should accompany the final report submitted to TEA. You can find the cover sheet on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.

The report must verify that the components follow Web Content Accessibility (WCAG) 2.1 AA standards and technical standards required by the Federal Rehabilitation Act, [Section 508](#).

You can determine the total number of pages to be included in the audit.

When testing the accessibility of the materials, the third-party tester must do the following:

- Use automated web accessibility evaluation tools to analyze the selection of pages and note any problems indicated by the tools
- Manually check a percentage of the pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check all pages with dynamic content, forms, or other applications
- Determine whether all page content and controls can be accessed, operated, and reset when necessary, using only a keyboard
- Examine pages with graphical user interface (GUI) browsers (e.g., Internet Explorer or Microsoft Edge, Firefox, Chrome, and others) while listening to the page with screen-reader software
- Report all findings to TEA electronically
- Employ and include documentation of the experience of real users with disabilities for manual testing
- Test a random sample of each different type of electronic component

The report must be based on an audit testing the accessibility of the materials and must include, at a minimum, the following:

- The *Accessibility Compliance Report Cover Sheet* that includes the third-party vendor's name, publisher name, proclamation year, program title, program ISBN, component title(s), and component ISBN(s)
- Third-party vendor's contact information
- The date the report was started and completed
- The total number of pages tested (including the home page people use to enter the site), one randomly selected page with at least one table or form, one randomly selected page with a least

one informative image (such as a diagram, map, or graph), one page from each component within the program, and one page with interactive content

- The list of issues identified (if any), how the publisher is working to correct them, and when they will be corrected
- Confirmation from the publisher that the third-party vendor conducted the activities outlined above

Failure to provide a report verifying that your program or product meets the required accessibility standards will result in that material's removal from the adopted list (and EMAT). Materials that are not fully accessible to students with disabilities, as indicated by the independent accessibility audit report, will be removed from the adopted list and the contract may be presented to the SBOE for termination. If the contract has not yet been terminated, the material will be returned to the adopted list (and EMAT) when the publisher provides information verifying that the material meets the required accessibility standards and submits an updated cover sheet and an *Accessibility Compliance Certification Final* form.

If you provide access to materials to individuals with disabilities through an alternative format, you must include a link to that material on the entrance page of the main program or product. All content within a program must be accessible, not just content used for TEKS coverage.

The accessibility compliance report, along with the *Accessibility Compliance Report Cover Sheet* is due Monday, March 25, 2024. If all of your content is hosted on the same site and users enter the site from the same home page using the same method, you can submit one report listing each adopted program; however, each component in each program available on the site must be tested.

If you have any questions regarding accessible materials, please submit an [Instructional Materials Help Desk ticket](#).

**Reminder: Every digital component must be tested to establish compliance with accessibility standards, not just those intended for students.**

### Next Steps for Electronic Materials

- Research and select a reputable company to complete your accessibility compliance report at least two to three months before the deadline.
- Find the *Accessibility Compliance Report Cover Sheet* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage .
- Supply the selected vendor with the *Accessibility Compliance Report Cover Sheet* that outlines the specific requirements of the report and must accompany the final report submitted to TEA.
- Email the completed accessibility compliance report, along with the cover sheet, to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) by 5:00 p.m. CT on Monday, March 25, 2024.
- Email TEA staff asking for a copy of the *Accessibility Compliance Certification Final* form, if there were outstanding issues that were corrected.
- Email a revised accessibility compliance report, along with an updated cover sheet, and an *Accessibility Compliance Certification Final* form to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov), if there were outstanding issues in the original report as soon as the component(s) are in compliance.

## Additional Information

Failure to provide the deliverables due on Monday, March 25, 2024, will result in the material's removal from the adopted list and the EMAT system.

If you make unauthorized updates to or substitutions of adopted materials, you will be responsible for the cost of producing new braille, large-print, or audio materials.

You can read additional information regarding samples for braille, large-print, and audio producers in the [Post-Adoption Sample Instructional Materials section](#).

# Certification of Compliance with Manufacturing Standards

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Purpose: The *Certification of Compliance with Manufacturing Standards* documents publishers' adherences to established manufacturing standards for print and electronic components.

You must ensure that all instructional materials adopted by the SBOE and included in the *Texas Education Agency Standard Contract* conform to or exceed in every instance in the latest edition of the [Manufacturing Standards and Specifications for Textbooks](#) (MSST), developed by the State Instructional Materials Review Association.

## Print Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for each print student component used in your correlations.

## Electronic Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for all electronic components intended for student and teacher use.

## Additional Information

Understanding the standards found in the MSST before final copies of instructional materials are produced is important. Instructional materials that do not meet the standards will not be made available for ordering through EMAT.

For the most part, the manufacturing standards and specifications are established by different component types, not the intended grade level, and each student print component must conform to the specifications applicable to that component type.

The four main categories are hard-cover textbooks, non-consumable soft-cover texts, consumable soft-cover texts, and ancillary materials, workbooks, etc. Some specifications, like paper weight, are broken down further into grade bands.

The table below includes the required industry standards from the MSST for non-textbook products.

Medium	Industry Standard
Audio Compact Disc	ANSI Standard (Red Book)
CD-ROM	ANSI (Yellow Book)
DVD	DVD Forum Standard
DVD-ROM	DVD Forum Standard
Online	W3C Recommendations

The MSST is updated periodically. To get a copy of the MSST, please visit <https://www.bmibook.com/msst>. Interpretations of the standards and specifications of the MSST can be made by the MSST committee. You can contact them at [info@bmibook.com](mailto:info@bmibook.com) or (386) 986-4552.

Failure to provide the form by Monday, March 25, 2024, may result in the program's removal from the adopted list and the EMAT system.

## Next Steps

- Find the *Certification of Compliance with Manufacturing Standards* form on the *Required Proclamation Forms* list on the [Adoption Resources for Publishers](#) webpage.
- Contact the MSST Committee at [info@bmibook.com](mailto:info@bmibook.com) or (386) 986-4552, if you have questions regarding standards and specifications.
- You must supply the *Certification of Compliance with Manufacturing Standards* for each print component intended for student use and each electronic media component intended for student and teacher use that was submitted for adoption using the method determined by TEA by 5:00 p.m. CT on Monday, March 25, 2024.



# Post-Adoption Sample Instructional Materials

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Purpose: TEA and the 20 ESCs are each required to maintain a copy of all adopted instructional materials and to make them available for public review

Post-adoption instructional materials must be final, complete versions of your materials, incorporating any updates, new content reviewed and approved by the SRP, revisions, and corrections made throughout the review and adoption process.

You must submit a post-adoption sample of your material to TEA, each of the ESCs, and the designated braille, large-print, and audio producers.

If requested, you must also submit a post-adoption sample of your material to school districts.

It is your responsibility to ensure access to your adopted material remains available throughout the contract period. If access to your material changes over the course of the contract, you are required to notify TEA. TEA will conduct regular audits of post-adoption samples.

## TEA Samples

You must supply TEA with an electronic post-adoption sample. You should include all information required to access the post-adoption sample (e.g., locator information, password) or provide an accessible PDF. The sample must include access to everything a district will have access to when purchasing a package from the official bids.

## ESC Samples

You must supply each of the twenty ESCs with an electronic post-adoption sample. You should include all information required to access the post-adoption sample (e.g., locator information, password) or provide an accessible PDF. The samples must include access to everything a district will have access to when purchasing a package from the official bids.

You can find contact information and shipping addresses for each of the twenty ESCs on the [Adoption Resources for Publishers](#) webpage. You will be notified if an ESC does not receive your material.

## Samples for Designated Braille, Large-Print, and Audio Producers

You are required to submit three print post-adoption sample copies of your adopted student material to each of the designated producers on Monday, March 25, 2024. You are also required to submit blackline masters or any other materials included in the teacher materials that are intended for student use to the designated producers on Monday, March 25, 2024.

If your samples are not submitted to the producers by 5:00 p.m. CT on Monday, March 25, 2024, your program will be removed from the adopted list and the EMAT system.

In the event a school district needs teacher materials for a teacher with a visual impairment, you are required to produce and submit NIMAS files and three print copies and a high-quality PDF of adopted teacher materials to the designated braille producer(s) or one print copy and a high-quality PDF of adopted teacher materials to the designated large-print and audio producers as soon as possible. TEA will notify you and provide the shipping instructions if a district requests a copy.

## Districts Samples

Districts may contact you directly to request a sample of your adopted material. You must provide a complete electronic sample in open or closed format. You are not required to provide a print sample if requested by the district; however, you may do so. Print samples must be provided at no cost to districts and must be marked with *Sample Copy—Not for Classroom Use*. No state or local funds may be used.

If you need the samples returned, you must notify the district in advance and provide a shipping label and a date samples should be returned. You should work with districts to retrieve samples after local selections are completed. TEA does not guarantee the return of sample materials (19 TAC §[66.101](#)).

## Next Steps

- Review page 15 of the Deliverables and Requirements for Publishers section of [Proclamation 2024](#).
- Review the [Requirements for the Production of Accessible Instructional Materials](#) section of Proclamation 2024 *Publisher Handbook*.
- Email access information to your electronic post-adoption samples to [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) by 5:00 p.m. CT on Monday, March 25, 2024.
- Email access information to your electronic post-adoption samples to each of the twenty ESCs by 5:00 p.m. CT on Monday, March 25, 2024. Contact information for each of the twenty ESCs can be found on the [Adoption Resources for Publishers](#) webpage.

# Machine-Readable TEKS



Purpose: All electronic materials must be designed to use machine-readable TEKS, as required by the SBOE.

You will access the machine-readable TEKS on the [Texas Gateway](#). If you are accessing the site for the first time, you will be asked to register. The Texas Gateway contains several guidance documents related to the integration of the machine-readable TEKS. The machine-readable TEKS are provided in an IMS Global Competencies and Academic Standards Exchange (CASE) certified format, either through an application programming interface (API) or as a comma-separated values (CSV) file. If you plan to use the API, you should familiarize yourself with the [CASE](#) framework structure and the core concepts of the [JSON](#) data format. Using the API will ensure that you are always using the most up-to-date version of the TEKS.

The purpose of the machine-readable TEKS format is so districts' learning management systems can easily access up-to-date versions for use within their applications. It creates a consistent way of documenting and referencing learning standards and competencies.

It is not necessary to be a member of the IMS Global to access the machine-readable TEKS.

It is highly recommended that, at a minimum, the content used in a publisher's correlations is tagged using the machine-readable TEKS.

## Next Steps

- Review the machine-readable TEKS information on the [Texas Gateway](#).
- Submit a [help-desk ticket](#), if you need technical assistance with implementation.
- Tag content in your electronic post-adoption material using machine-readable TEKS.

# Form 1295 Certificate of Interested Parties

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Purpose: In accordance with [HB 1295](#) (84<sup>th</sup> Texas Legislature, 2015), *Form 1295 Certificate of Interested Parties* incorporates reporting requirements that companies must meet before conducting business with the state.

You must complete a [Form 1295 Certificate of Interested Parties](#) upon entering into a contract with the SBOE. Completed forms will be posted to the [Texas Ethics Commissions' website](#). You can contact the TEA Contracts office at [TEAcontracts@tea.texas.gov](mailto:TEAcontracts@tea.texas.gov) if you have any questions.

You are required to complete a separate form if you enter into a contract with a district or any other state agency.

## Next Steps

- Click on the [Form 1295 Certificate of Interested Parties](#) website on the [Texas Ethics Commissions' website](#).
- Create a username and password on the [Texas Ethics Commissions' website](#).
- Select *Business Entity* as the user type.
- Enter *Proclamation 2024 Instructional Materials Adoption/[Your Company Name]* as the contract identification number.
- Submit the *Form 1295 Certificate of Interested Parties* form to the Texas Ethics Commission by 5:00 p.m. CT on Monday, February 5, 2024.
- Submit a PDF copy of the form using the method determined by TEA by 5:00 p.m. CT on Monday, February 5, 2024.

# Texas Education Agency Standard Contract

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Purpose: The publisher contract documents the instructional materials a publisher is obligated to offer to Texas public schools, the price at which those materials will be offered, and the specific terms under which they will be offered.

Following the November 2023 meeting, the SBOE will offer an eight-year contract to each publisher of adopted instructional materials. You will receive one contract that covers all your adopted programs. The contract will provide for the purchase or licensing of adopted instructional materials at a specific price. The price is determined by your submitted *Official Bids* and may not be higher than the lowest price offered to any other state, school, or district. You must agree to the terms of the contract to have your program(s) available to districts through EMAT.

The contracts must be signed by an authorized representative, and you must provide proof of the signer's authority when returning a contract. Signed and returned contracts will be signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA; signed electronic copies will be sent to you.

You will have an opportunity to lower your price and/or submit a *Post-Contractual Bid* at the end of each contract year. You will also mark any bids that exceed the number of contract years remaining as unavailable in EMAT. TEA staff will provide information and deadlines to submit information prior to the re-opening of the EMAT system in May of each year, including which bids need to be marked as unavailable.

**Reminder: You must have a signed contract in order to have materials available in EMAT. TEA uses a standard set of terms and conditions for all contracts, and those terms are non-negotiable.**

## Next Steps

- Watch for the TEA email containing the executed *Proclamation 2024* contract for your signature.
- Submit any post-contractual bids in EMAT, if you wish to update your pricing after executed contracts.
- Watch for TEA email announcing the opportunity to lower your prices before EMAT re-opens for each school year.

# Responsibility of Back-Ordered Instructional Materials

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If you have materials adopted, you will begin distributing them to school districts and charter schools in June 2024. You must ensure that adopted materials are in stock and available for distribution for the life of the adoption. If you must place adopted materials on backorder, you are required to notify the affected school districts of the expected ship date for each title and report the number of back-ordered materials to TEA.

All reports of backorders are presented to the SBOE for possible penalties.

For additional information or to notify TEA of back-ordered materials, submit an [Instructional Materials Help Desk Ticket](#).

# Updates to and New Editions of Adopted Materials

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Purpose: Publishers must follow specific procedures to update content in or to substitute a new edition of adopted instructional materials in order to comply with 19 TAC §§[66.75](#) and [66.76](#).

You must obtain prior approval to make any changes to adopted materials, except for technical enhancements or improvements that do not add or change the content. All requests must include the required form, updated correlations, and an electronic sample or screenshots of the proposed updated or changed content. All requests will be posted to the TEA website for public comment.

You should email TEA to obtain the required forms. Incomplete requests will not be considered and could delay your timeline.

## Updates to Adopted Materials

If you wish to update your adopted material by adding, removing, or changing content, you must request approval by submitting an update request certifying that the content meets the applicable TEKS, does not affect coverage of TEC, §[28.002\(h\)](#), and is free from factual errors, and you must explain why you wish to update the materials. You must also verify that there will be no additional cost to the state.

All requests for updates that affect content used in citations reviewed and approved by the state review panels to determine the program's TEKS coverage must be approved by the SBOE. Proposed changes are posted to the [TEA website](#) for public review for a minimum of seven days prior to consideration by the SBOE.

You must complete a *Request to Update Content Reviewed and Accepted by the SRP* form as part of your request to update content that was used to determine TEKS coverage. Requests must also include an electronic sample and updated correlations.

You must complete a *Request to Update Content Not Reviewed and Accepted by the SRP* form as part of your request to update content that was not used to determine TEKS coverage. Requests must include an electronic sample or screenshots of the proposed updated content.

You cannot add new internet links or redirect users to external internet links without the approval of TEA.

If, at the initial review, your program meets less than 100 percent of the TEKS, you may have an opportunity to update content and submit new correlations to improve your adopted program's official TEKS coverage percentage(19 TAC §[66.75\(l\)](#)). TEA will notify you of this opportunity, if applicable, and provide additional information following adoption by the SBOE.

## New Editions of Adopted Materials

If you wish to submit a new edition of your adopted material, you must request approval by submitting a substitution request and certify that there will be no additional cost to the state associated with the updated edition.

You must complete a *Substitution Request* and provide an explanation for the offer of a new edition and proposed changes to content that was used to determine TEKS coverage. Requests must also include an electronic sample and screenshots of the proposed content, and updated correlations.

You must complete a *Request to Substitute a Current Edition with a New Edition that does not Change Content Reviewed and Approved by the SRP* form and provide an explanation for the offer of a new edition and proposed changes to content that was not used to determine TEKS coverage. Requests must also include an electronic sample and screenshots of the proposed content.

Proposed changes are posted to the [TEA website](#) for public review for a minimum of sixty days prior to consideration by the SBOE (19 TAC §[66.76\(a\)](#)).

If your substitution request is approved, you are required to provide the original version of the adopted print materials to any district that requests it for the duration of your contract.

**Reminder: You may not change any content in an adopted instructional material without prior approval. If you do, you may incur penalties from the SBOE (19 TAC §66.15(f)(3)).**

### Next Steps

- Review the requirements of substitution and update requests in 19 TAC §§[66.75](#) and [66.76](#).
- Review 19 TAC §[66.15\(f\)\(3\)](#).
- Submit an [Instructional Materials Help Desk Ticket](#) to submit a substitution or update request.
- Watch the applicable [SBOE meeting](#). TEA staff will provide details if your program is on the SBOE agenda.
- Submit an updated electronic sample of your material to TEA after update/substitution request has been approved.



# Glossary

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Purpose: Below are words and terms commonly used in this publisher handbook.

You can find additional words and terms starting on page 34 of [Proclamation 2024](#).

## Adoption Timeline

The section in the proclamation that lists the specific activities and deadlines related to the review and adoption of instructional materials

## Breakouts

The separate parts of an end-of-year outcome or student expectation

## By Component

Deliverable required to be submitted for each component

## By Program (Grade level)

Deliverable required to be submitted for each program submitted in multiple media formats (print and online) with identical content and standards coverage

## By Media Format Program

Deliverable required to be submitted for each media format regardless of identical content

## By Publisher

One form or deliverable is required from a publisher

## Class Type

The intended audience and configuration of the program listed in the SOITB, the complete description, and official bid. Select *Student* if the district can order any quantity of student materials. At least one component listed must be a student component. Select *Teacher* if all components are intended for the teacher. Select *Teacher System* if the program includes a class set of student and teacher materials and should be ordered by the number of teachers rather than students.

## Component

An individual material in a program or sometimes referred to as a title (e.g., workbook or teacher manual)

## Citation

The identification of one occurrence of a specific example of content that covers one element of each of the end-of-year outcomes or student expectations (narrative or activity)

## Closed Format

A media format that requires the user to download and install proprietary software

## Depository

An entity through which publishers receive and fill orders for instructional materials

## EMAT

TEA's statewide electronic instructional materials management system that processes all requisitions and payments for adopted instructional materials

## [Education Service Centers \(ESCs\)](#)

Public entities created by state statute to provide educational support programs and services to local schools and school districts

## Galley Proof

A complete (as to content) print sample that is bound (e.g., in a 3-ring binder, as a spiral, or in a similar manner)

It is representative of the final pagination, layout, and organization of the program. A gallery proof shows the actual size of the program (either by the trim size of the gallery pages or with crop marks), resembles an advance reading copy of the final material rather than a proofreading or copyediting copy, and provides the SRP an accurate depiction of what the final bound materials or online program will look like.

## Grade-Band Product

A collection of materials that spans an entire grade band

## [International Standard Book Number \(ISBN\)](#)

A unique number that identifies books and book-like materials internationally

## Instructional Materials

Content that conveys the essential knowledge and skills of a subject in the public-school curriculum through a medium or a combination of media through instruction and teaching the information to a student

The term includes books, supplemental materials, a combination of a book, workbook, and supplemental materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resources (TEC, [§31.002](#)).

In this handbook, program and product are also used to describe instructional materials.

## [Manufacturing Standards and Specifications for Textbooks \(MSST\)](#)

A publication containing the physical standards of quality and performance for K–12 instructional materials

## [National Instructional Materials Access Center \(NIMAC\)](#)

Created by IDEA 2004, NIMAC is a federally funded, online file repository of source files in the NIMAS format

Authorized users can access more than 62,000 kindergarten through 12<sup>th</sup>-grade NIMAS files for use in the production of accessible formats for students with disabilities.

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

Technical standard used by publishers to produce source files (in XML) that can be used to develop multiple specialized formats (such as braille or audiobooks) for students with print disabilities

## **Open-File**

A media format that is accessible by anyone through open-source or free technologies or software, such as HTML and PDF

## **Program**

A collection of components for a single grade level

## **Student Version**

Components of an instructional materials submission that are intended for use by the student and comprised of several student components

## **Student Component**

A specific element (workbook, textbook, website, etc.) of the student version of a product

## **Student Text Narrative**

The part of the instructional material that instructs the student or provides an opportunity for the student to acquire knowledge or learn a skill

## **Substitution Request**

A request to the commissioner of education for approval to substitute a new or updated edition of a state-adopted instructional material that may or may not affect TEKS, ELPS, and/or TPG coverage

## **Teacher Component**

Any resource that is specifically intended for use by a teacher

## **[Texas Education Agency \(TEA\)](#)**

The state agency that oversees primary and secondary public education in the state of Texas

## **[Texas Essential Knowledge and Skills \(TEKS\)](#)**

The state standards for the foundation and enrichment curriculum, adopted by the SBOE, that identify what students should know and be able to do at the end of each grade level or course

## **[Texas Education Agency Login \(TEAL\)](#)**

Security gateway to TEA web applications and resources

This portal allows users to request secure access to TEA applications and to manage user account information.

## **Update Request**

A request to the commissioner of education for approval to update content that was and/or was not used in determining the program's eligibility for adoption and TEKS, ELPS, and/or TPG coverage