

Proclamation 2020 Company Information Form and Statement of Intent to Bid Training

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November 9, 2019

Purpose

- A *Company Information Form* provides the contact information for individuals in specific roles at your company.
- A *Statement of Intent to Bid (SOITB)* serves as a publisher's official notification of its intention to submit materials in response to a specific proclamation.

What do you
need before you
start?

Contact information for the individuals responsible for the following:

- Deliverables and state review
- Bids and contracts
- Accessible materials
- Production
- Sales
- Customer service

The following information about the materials you intend to submit for review:

- Program title and author(s)
- Media format(s)
- Preliminary TEKS coverage percentage
- System requirements

ACCESSING THE LANDING PAGE

Publishers with EMAT credentials

<p>Supplier ID 999999999</p> <p>Vendor MULTI-VENDOR</p>
<p>Activities</p> <p>View Purchase Order information (e.g., orders, shipments, invoices, and payments) Purchase Order Listing</p>
<p>Other</p> <p>Reports</p> <p>View District Contacts</p> <p>View District Addresses</p> <p>PB SOITB / Complete Descriptions</p> <p>Company Information Form</p> <p>Order Processing Information Form</p> <p>Official Bidding</p>

Publishers without EMAT credentials

EMAT Login

Publishers who have [EMAT](#) user names and passwords can use EMAT to submit bid information, including *Statements of Intent to Bid*, *Complete Descriptions*, and *Official Bids* by the specified deadlines listed in the proclamation. Publishers who do not have EMAT user names and passwords can [click here](#) to submit bid information.

Publishers can also view and process orders for adopted materials in EMAT. District and charter EMAT/EVI contacts, district order lists, and payment reports are available in the EMAT system.

Company Information Form

- Main TEA Contact—The person responsible for submitting most deliverables
- Bids and Contracts Contact—The person responsible for submitting bids and receiving contracts
- Accessible Material Contact—The person responsible for producing NIMAS files or ensuring accessibility of digital materials
- Production Manager Contact—The person responsible for producing instructional material
- Sales Contact—The person a district should contact to place new orders
- Customer Service Contact—The person a district should contact to resolve issues with existing orders

Tip for success

You may want to use a project mailbox address rather than an individual's email address to increase the likelihood of emails being seen in the event of staff turnover.

Statement of Intent to Bid

- Multiple List Code (MLC)—A four-digit code created by TEA that identifies a specific subject area and grade level or course
- Program Title—The name under which your product will be sold, excluding references to media format or subscription length
- Program Author(s)—The names of the individuals who will be listed as authors in all components that will be used to demonstrate TEKS coverage
- Estimated TEKS Coverage—The percentage of the student expectations for a specific course that you believe your product will meet
- Media Format—The media format(s) of the components that will be included in a program
- System Requirements—The minimum requirements needed to access digital content

Tip for success

You must complete a separate *SO/ITB* for every course for which you are submitting materials.

Tip for success

You only complete one *SOITB* for content that will eventually be sold in multiple media formats (e.g., print and online).

Tip for success

You will have an opportunity to change or update information you provide on the *SOITB* when you submit a *Complete Description* in January and will provide your official TEKS coverage percentage when you submit your correlations in April.

Tip for success

You must submit all *SO/ITBs* by 5:00 p.m. on Friday, December 7, 2018.

Tip for success

It is best to submit an *SOITB* even if you have not made a final decision about participating in the proclamation.

Questions

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