Instructions for *Proclamation 2019* Official Bids

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Director, Review and Adoption

September 14, 2018

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Official Bid Deadlines

You must have completed your *Order Processing Information Form* and entered at least one bid for each *Complete Description* you submitted by 5:00 p.m. on Friday, September 28, 2018.

5:00 p.m., Fri., Jan. 25, 2019

5:00 p.m., Fri., Sep. 28, 2018

After staff conducts a review of these initial bids, you will have until 5:00 p.m. on Friday, January 25, 2019, to enter additional bids.

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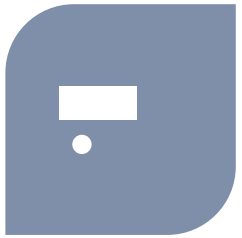
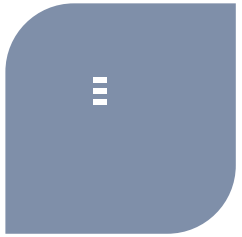
Questions to ask before you begin



HOW WILL WE SHIP OUR ORDERS?

WHICH COMPONENTS WILL WE INCLUDE IN OUR PACKAGES?

HOW MUCH WILL WE CHARGE FOR EACH PACKAGE?



HOW MUCH WILL WE CHARGE FOR EACH COMPONENT IF ORDERED SEPARATELY?

WHAT IS THE PAGE COUNT OF EACH PRINT STUDENT COMPONENT?

DO I HAVE UNIQUE ISBNS FOR EVERY PACKAGE AND EVERY COMPONENT?

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Order Processing Information Form

This form tells us the following:

- Who at your company should receive emails when a new order is placed in EMAT
- How you want to receive your orders
- Whether you will process your orders or use a depository

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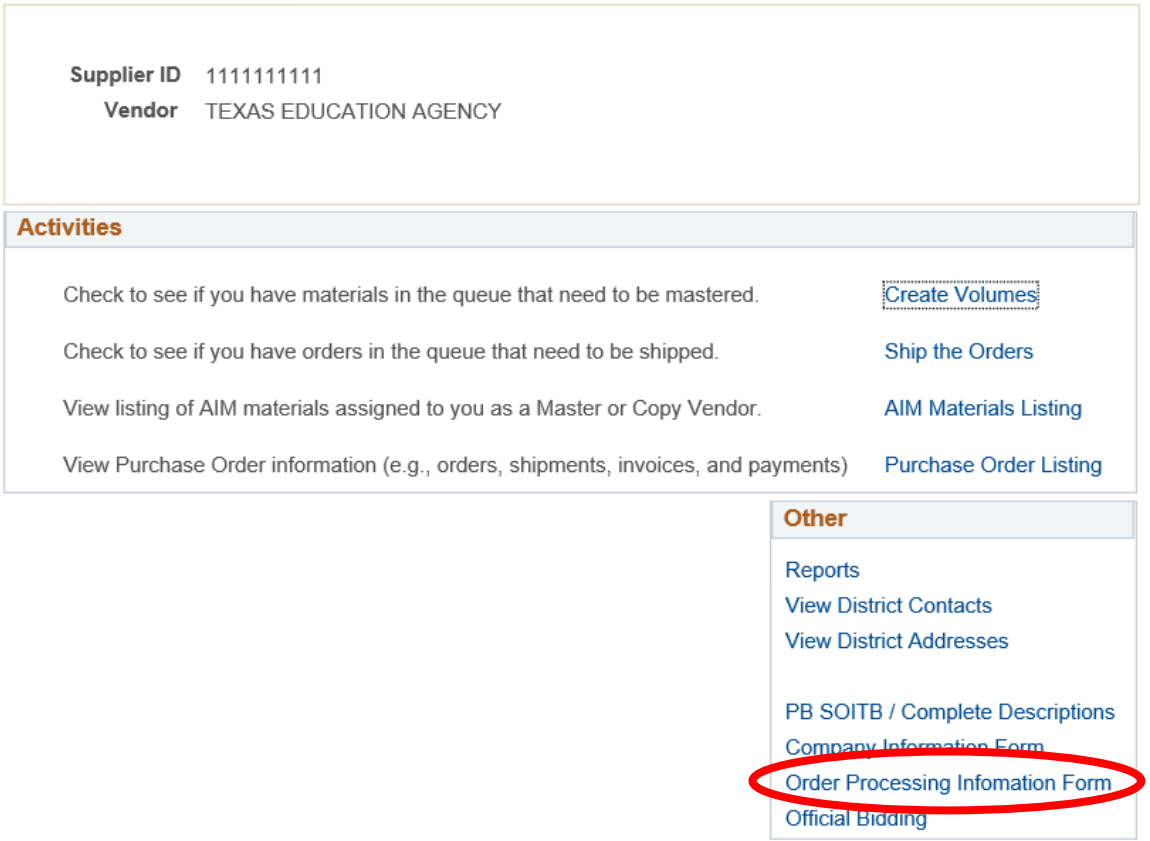
Vendor Start Page



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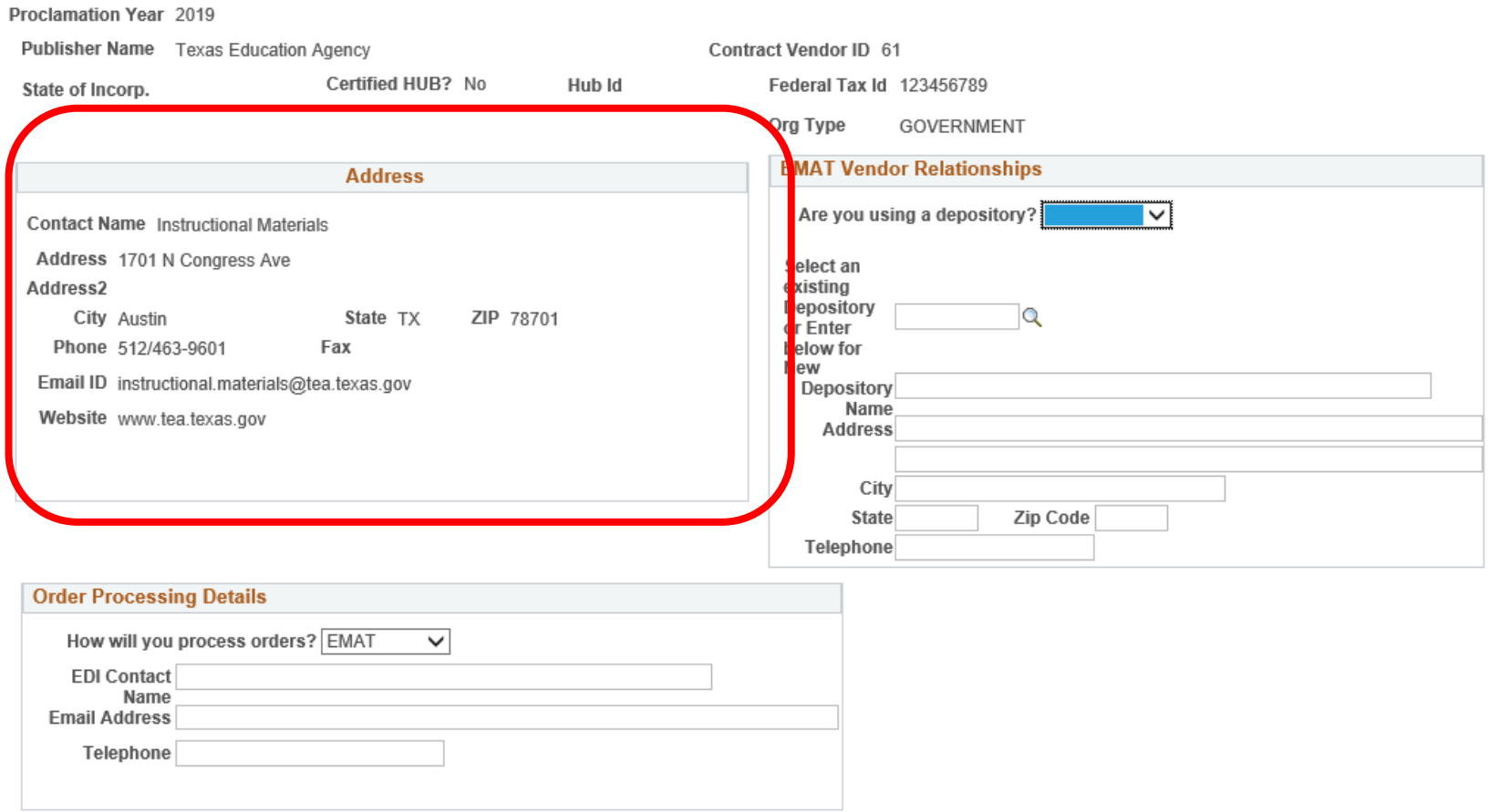
Order Processing Information Form



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Address

This section will be pre-populated with the information you provided on your *Company Information Form*.

If you need to update it, please update the sales contact for new customers on your *Company Information Form*.

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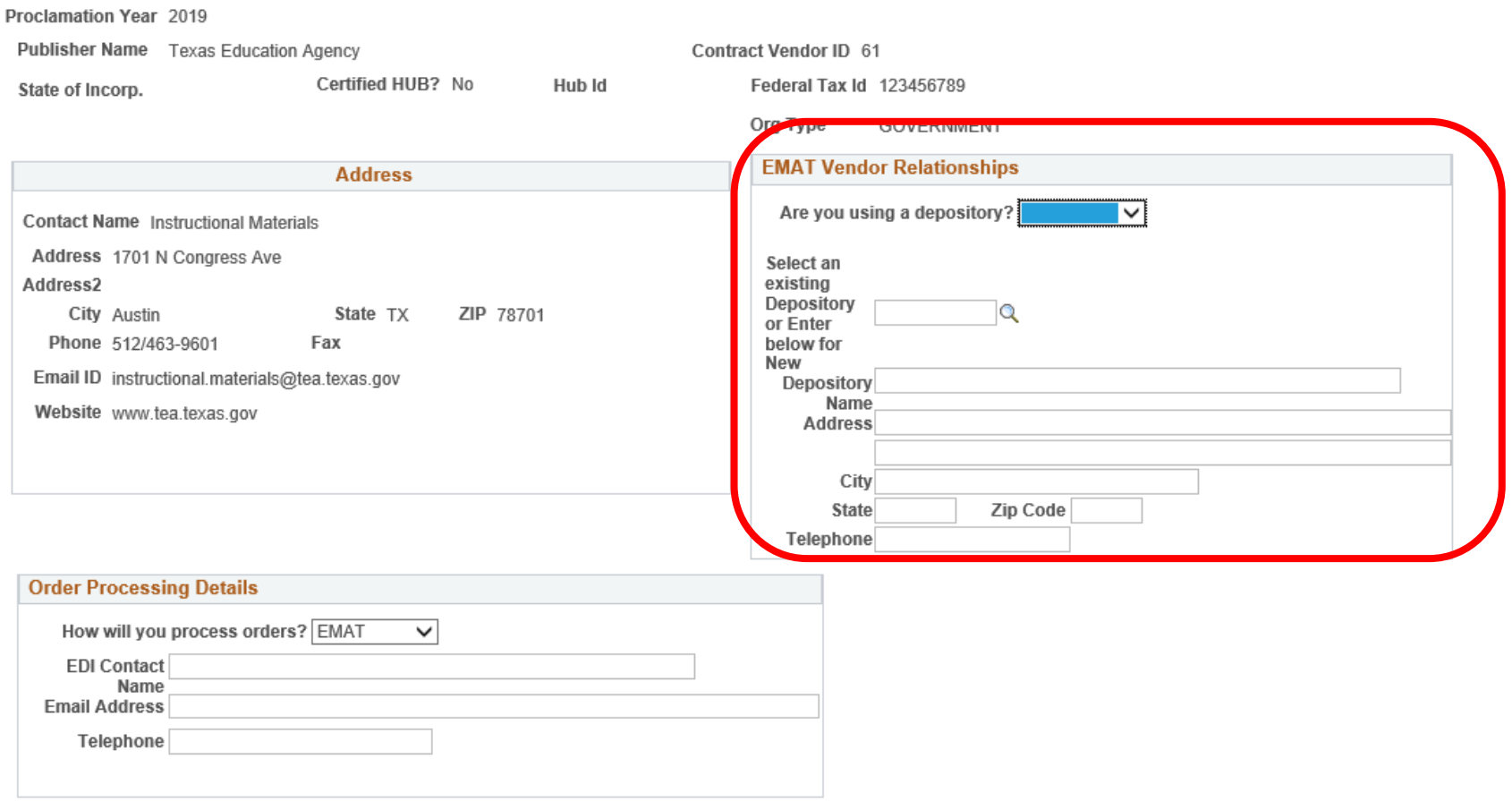
Order Processing Information



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EMAT Vendor Relationships

If you are not using a depository to ship your orders, select *no* and move on to *Order Processing Details*.

If you are using a depository, select *yes* and either select the depository from the list or enter the depository's name, address, and phone number.

Remember, TEA will only pay for intrastate freight charges.

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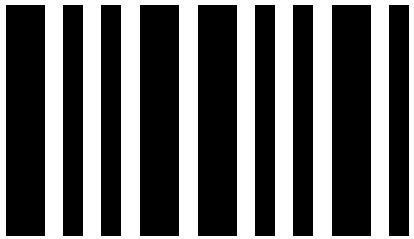
Depository

- A depository is an entity through which publishers fill orders for instructional materials.
- Depositories must be able to receive send and receive files using the electronic data interchange (EDI).
- Archway is the only depository with which TEA has a relationship.
- Publishers are not required to use a depository.



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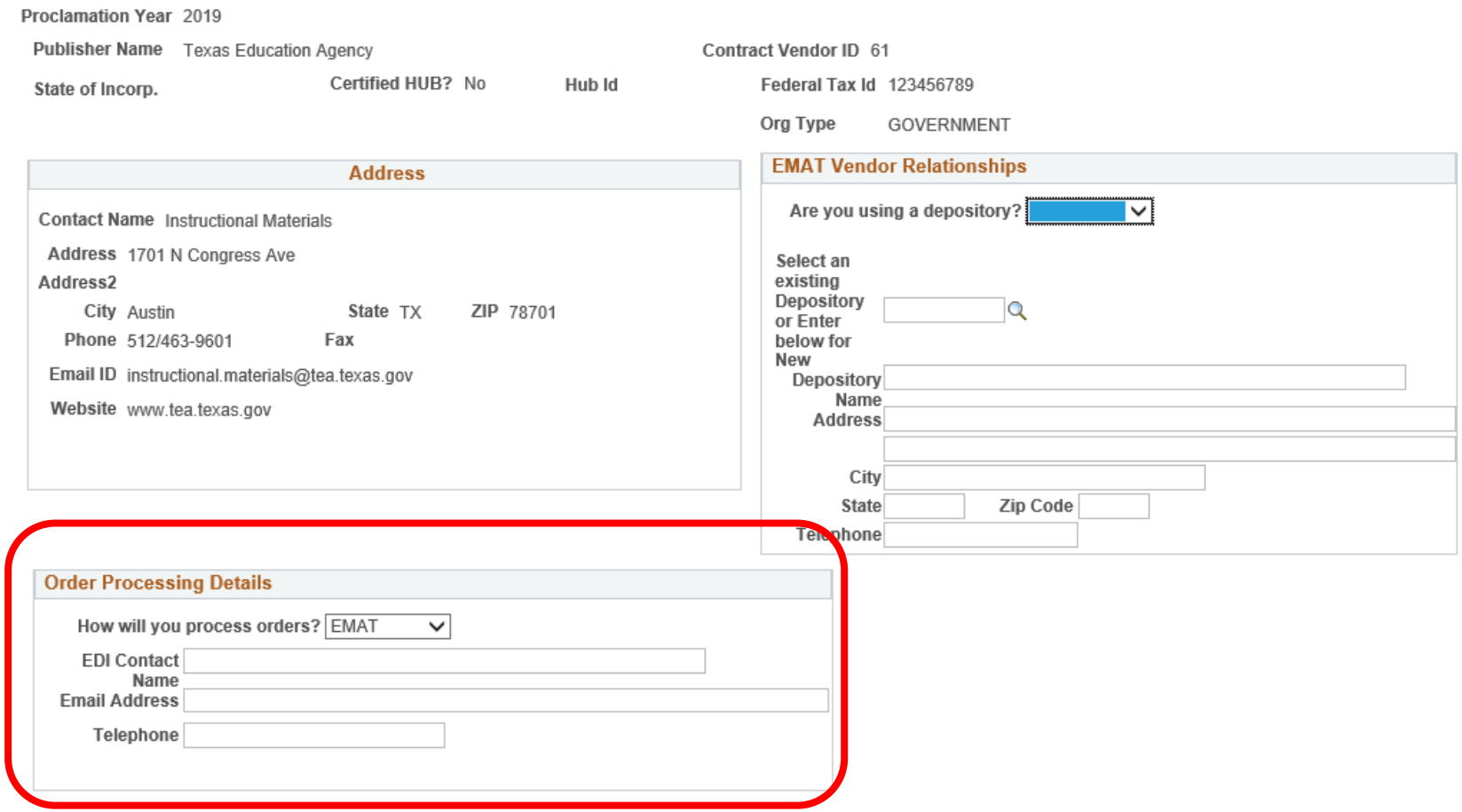
Order Processing Information



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Order Processing Details (EMAT vs. EDI)

For EMAT orders, the sales contact receives an email when orders are ready to process. The order is viewed and marked as shipped in EMAT once it is processed.

For EDI orders, the publisher or depository receives an electronic file with the order information. A return file is sent to TEA once the order is processed and shipped.

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Invoices

Regardless of how you process orders, do not mail paper invoices for any reason.

TEA will process payments once the order is marked as shipped in EMAT or the EDI file is returned.

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Official Bids

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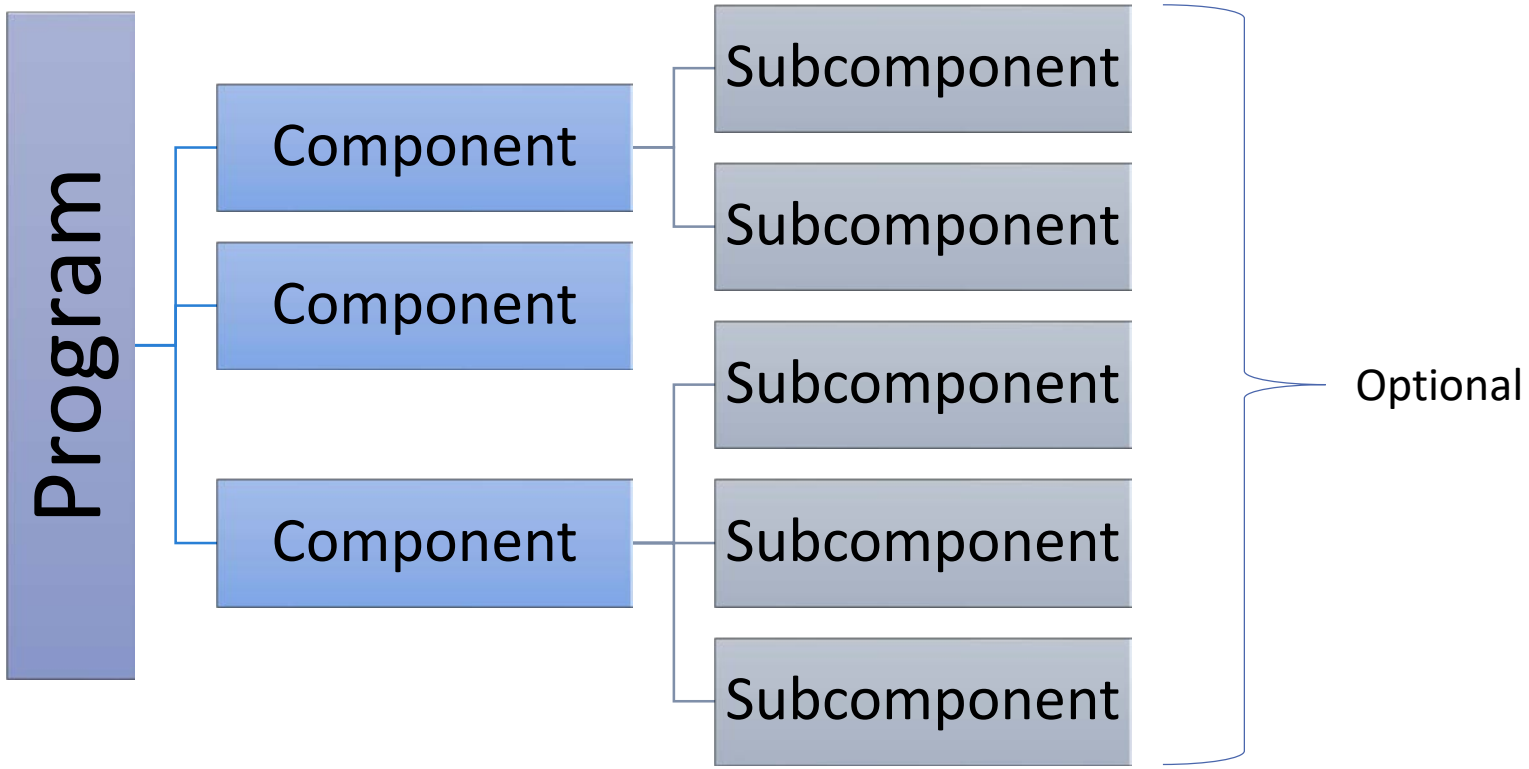
Official Bids—Structure



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Official Bids—Structure

A **program** or **package** is a collection of instructional materials that can be ordered by the number of students or teachers served.

A **component** is a single instructional material (e.g., student edition) or is a subset of materials within a program (e.g., teacher resource package or leveled readers). A component can be ordered as part of a program or individually.

A **subcomponent** is a single instructional material that is part of a subset of materials within a program (e.g., a single title contained within a set of leveled readers or one volume of a multi-volume set of teacher editions).

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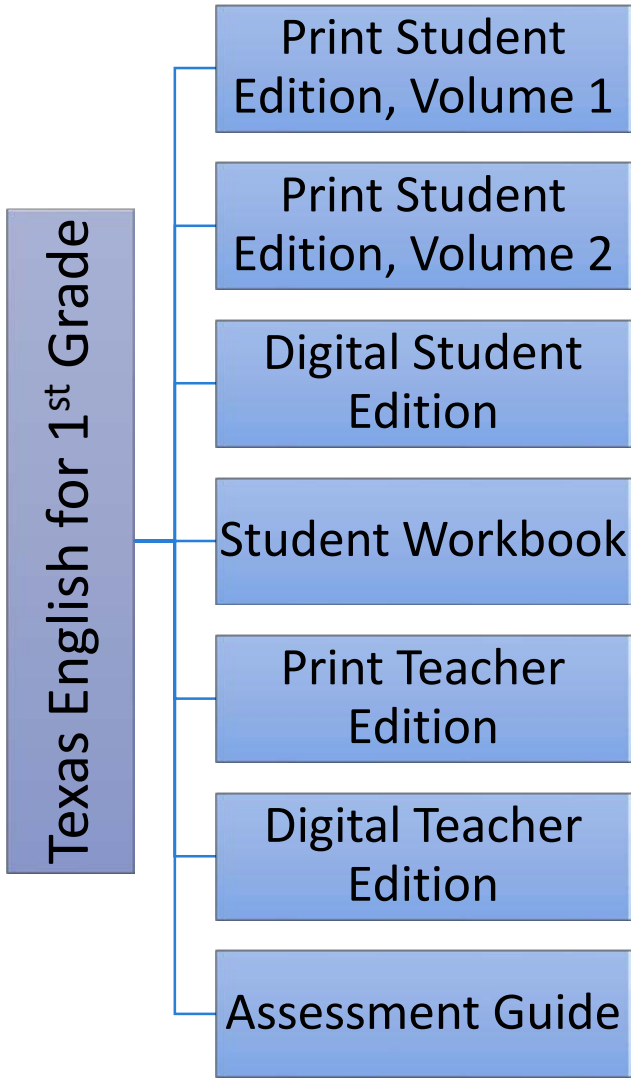
Bid Example 1



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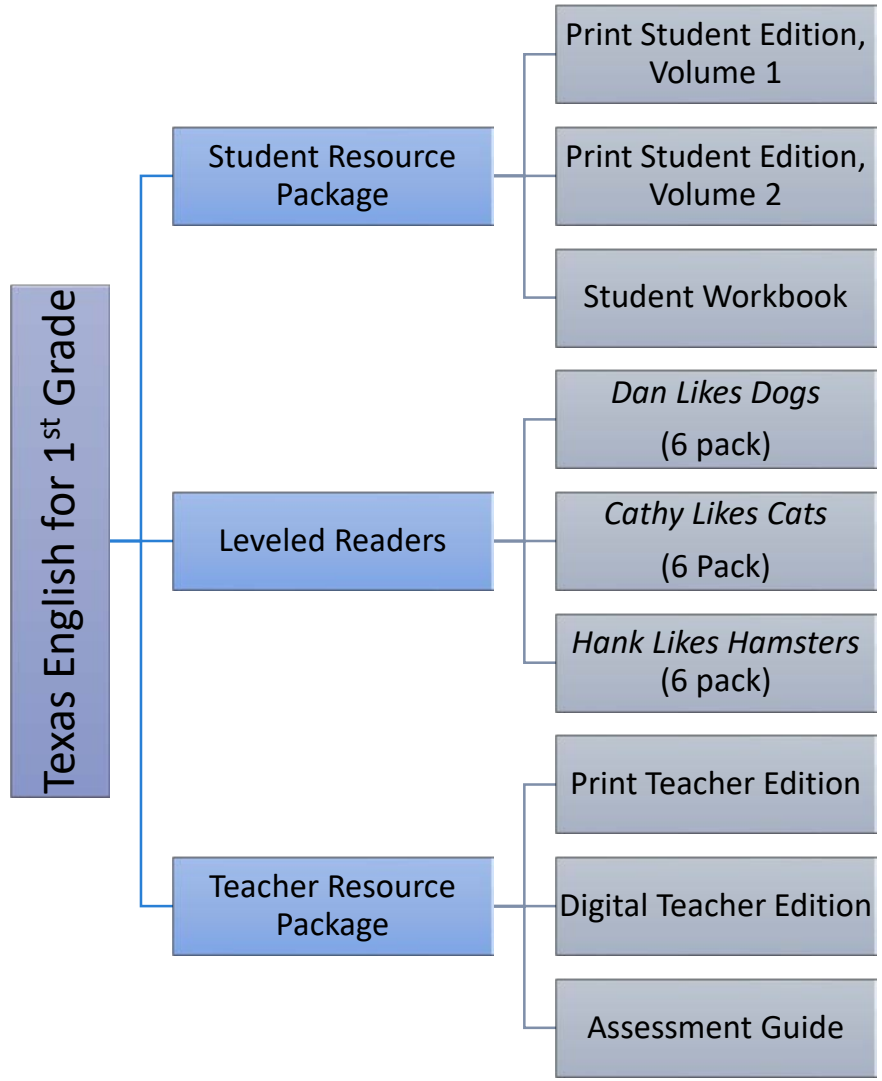
Bid Example 2



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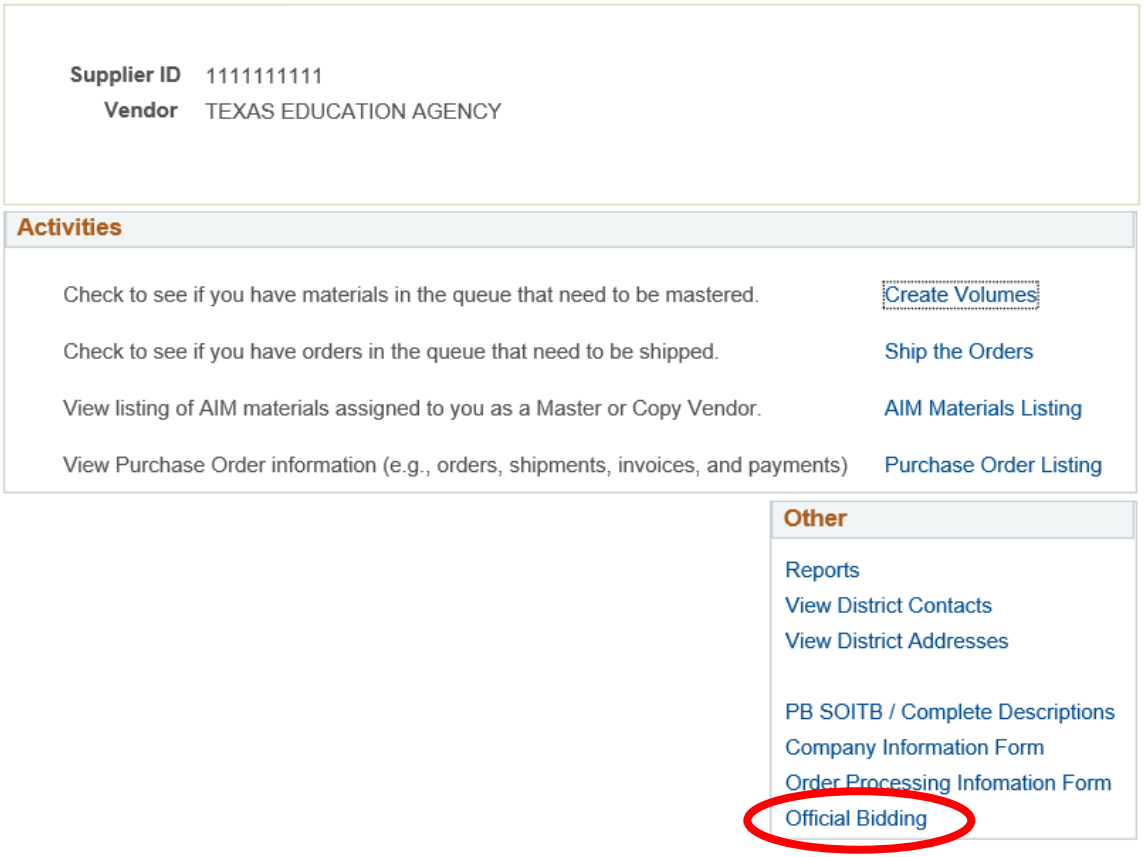
Vendor Start Page



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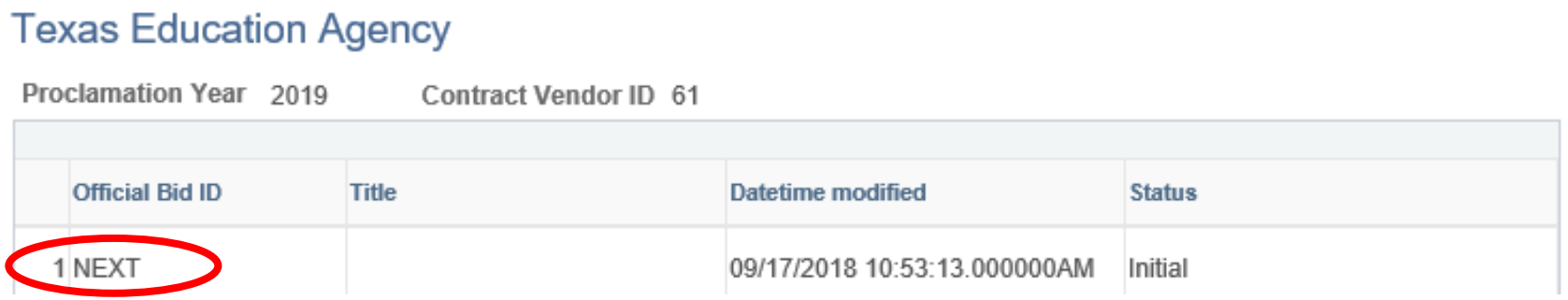
Official Bid Start Page

Official Bid Create and Modify

Click the *NEXT* link in the Official Bid ID column to create the *Official Bid*.

Click the Official Bid ID number to modify an existing submission.

A separate bid is needed for each program or package option. If one program is being submitted for multiple grade levels or courses, each grade level or course can be listed on a single bid.



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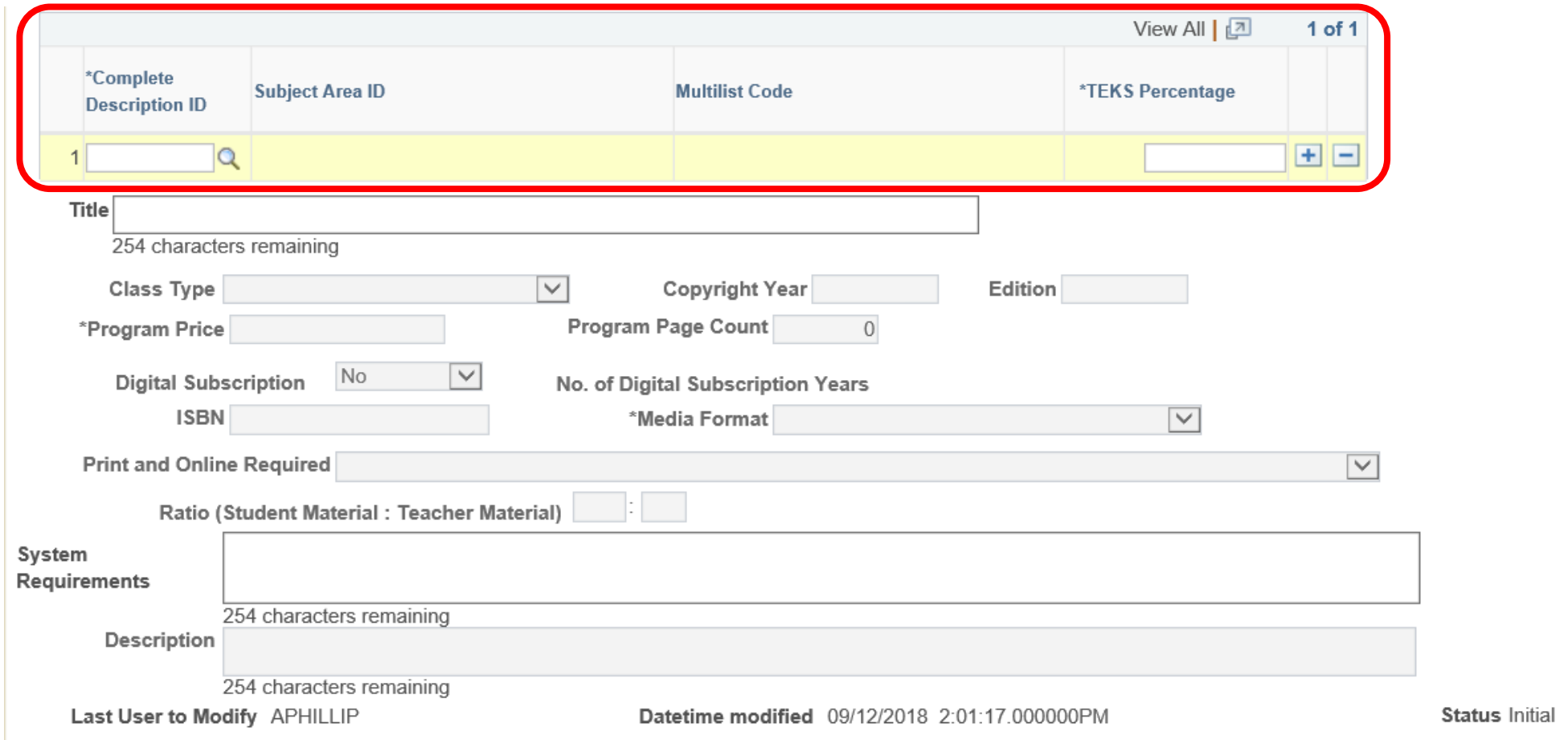
Official Bids—Program Information



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Official Bids

Each *Official Bid* must be linked to a *Complete Description* and must contain the components that were used to cite TEKS coverage at the review.

You will be able to modify the component information originally provided on the *Complete Description*.

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Official Bids—Program Information

Districts will see very limited information when ordering.

They will select a multiple list code (MLC) and then a program title.

If you intend to offer multiple options, each program title must be sufficiently descriptive.

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Official Bids—Program Information

If you have multiple offerings for the same course, your titles should use one of the following formats:

Program Type	Format	Example
Includes one or more digital components and includes media format in the title	Product Title (# of Years)	Texas English, Grade 1 Digital Courseware (1YR)
Includes one or more digital and non-consumable print components and does not include media format in the title	Product Title (# of Years and Format)	Texas English, Grade 1 (3YR Digital with Print)
Includes print consumables and one or more digital components	Product Title (# of Years Digital/# of Years Consumable)	Texas English, Grade 1 (3YR Digital/1YR Consumable)
A teacher system	Product Title (# of Students Served)	Texas English, Grade 1 Class Set (30 Students)

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Official Bids—Program Information

There is an exception for eight-year subscriptions.

If your system will allow price updates to existing ISBNs, you should use *Through SY 2026–27* in your titles instead of *8-YR*.

Each year, you will be given the opportunity to reduce the price of the *Through SY 2026–27* package before EMAT opens for the next school year.

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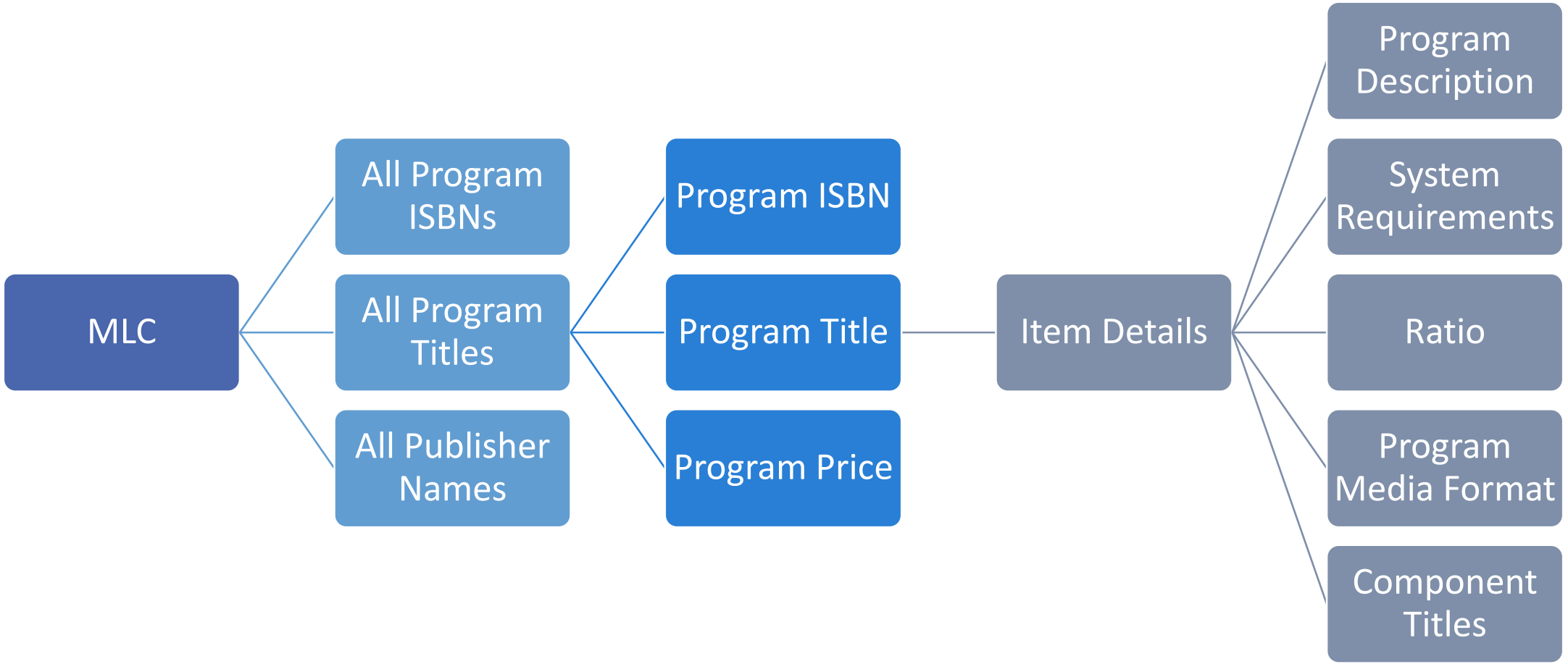
How Bids Appear to Districts in EMAT



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Official Bids—Program Information

Class Type

- **Student**—Districts will order this package by the number of student materials. The program components must include student materials and can also contain teacher materials.
- **Teacher**—Districts will order this package by the number of teacher materials. The program components must only include teacher materials.
- **Teacher System**—Districts will order this package by the number of teacher materials. The program components must include teacher materials and a class set of student materials.

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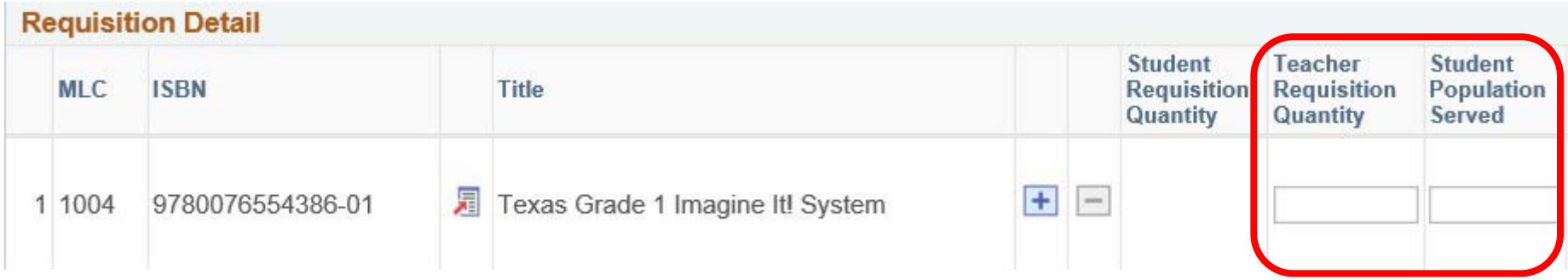
Official Bids—Program Information

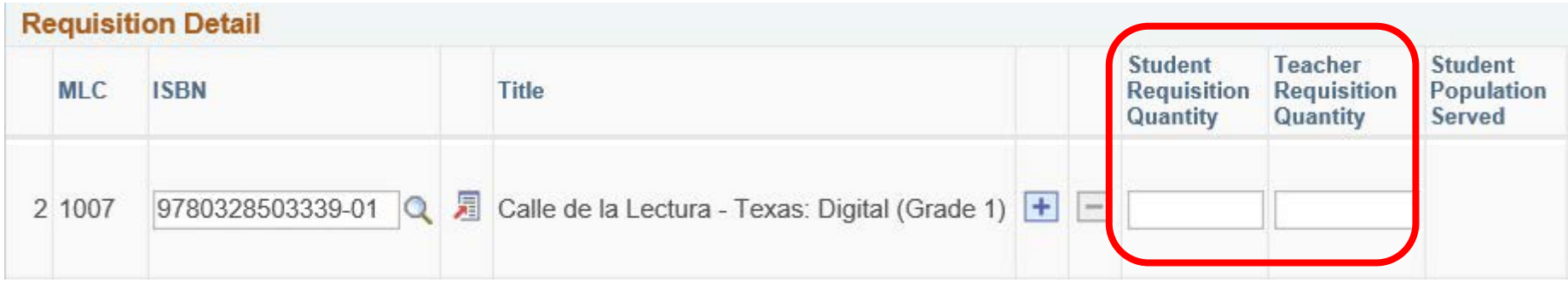
Class type = Teacher System or Teacher (Ordered by the number of teachers)



Requisition Detail

	MLC	ISBN		Title			Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served
1	1004	9780076554386-01		Texas Grade 1 Imagine It! System	+	−			

Class type = Student (Ordered by the number of students)



Requisition Detail

	MLC	ISBN		Title			Student Requisition Quantity	Teacher Requisition Quantity	Student Population Served
2	1007	9780328503339-01		Calle de la Lectura - Texas: Digital (Grade 1)	+	−			

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Official Bids—Program Information

Program Price—The price a district will pay for the entire package

Program Page Count—The total number of print pages for all print student components and any pages in teacher components intended for student use (Do not include digital page counts.)

Digital Subscription—A subscription or license for digital materials that will expire after a certain number of years

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Official Bids—Program Information

ISBN—You must assign a unique ISBN to each program, even if the program has only one component.

Media Format—Select the format that best describes the collection of components on the bid.

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Official Bids—Program Information

If you are using EMAT to process orders, you may add extensions to ISBNs instead of assigning new ISBNs to each component.

The ISBNs must conform to the following formats:

Component Format	ISBN format
Digital subscription	13-digits–00# (# = years of subscription, 1–8) Example: 9788888889991-005
Print student edition	13-digits–SE Example: 9788888889991-SE
Print teacher edition	13-digits–SE Example: 9788888889991-TE

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Official Bids—Program Information

Print and Online Required

The information you provide in this field will help us determine what materials need to be produced in accessible formats.

Yes—In order for a student with a print disability to have the access to the same student content as a student without a print disability, the student will need access to BOTH the print and digital student components.

No—Students with and without print disabilities will have access to the same student content by using only the print student components.

N/A—There are not any print student components.

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Official Bids—Program Information

Ratios (Student Material : Teacher Material)

A ratio indicates the number of student orders a district must place to receive the teacher materials at the program price listed on the bid.

Districts will enter the desired number of student and teacher materials when they place orders.

Publishers are only required to send the number of teacher materials indicated in the ratio, regardless of how many teacher materials a district requests.

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Ratio Example

The program price on the bid is $100, and the bid includes a print student edition, a consumable workbook, and a teacher edition.

The district enters an order in EMAT for 35 students and 2 teachers.

The ratio listed on the bid is 20:1, which means the district will receive one set of teacher materials for every 20 student materials ordered.

The district will pay $3,500.00 (35 students x $100) for the order.

The publisher is required to send 35 copies of the student material and one copy of the teacher material.

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Ratios (continued)

EMAT will not automatically adjust the number of teacher materials based on the ratio.

Publishers must check each order to determine the number of teacher materials the district is entitled to.

If you do not wish to enter a ratio, you must enter separate bids for your student and teacher materials.

In that case, districts would order the student and teacher items separately.

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Official Bids—Program Information

System Requirements—If any of the components are digital, provide a detailed list of system requirements.

Description—Enter anything that will help differentiate this bid from others you are submitting for the same course or grade level.

Both fields have a 254 character limit.

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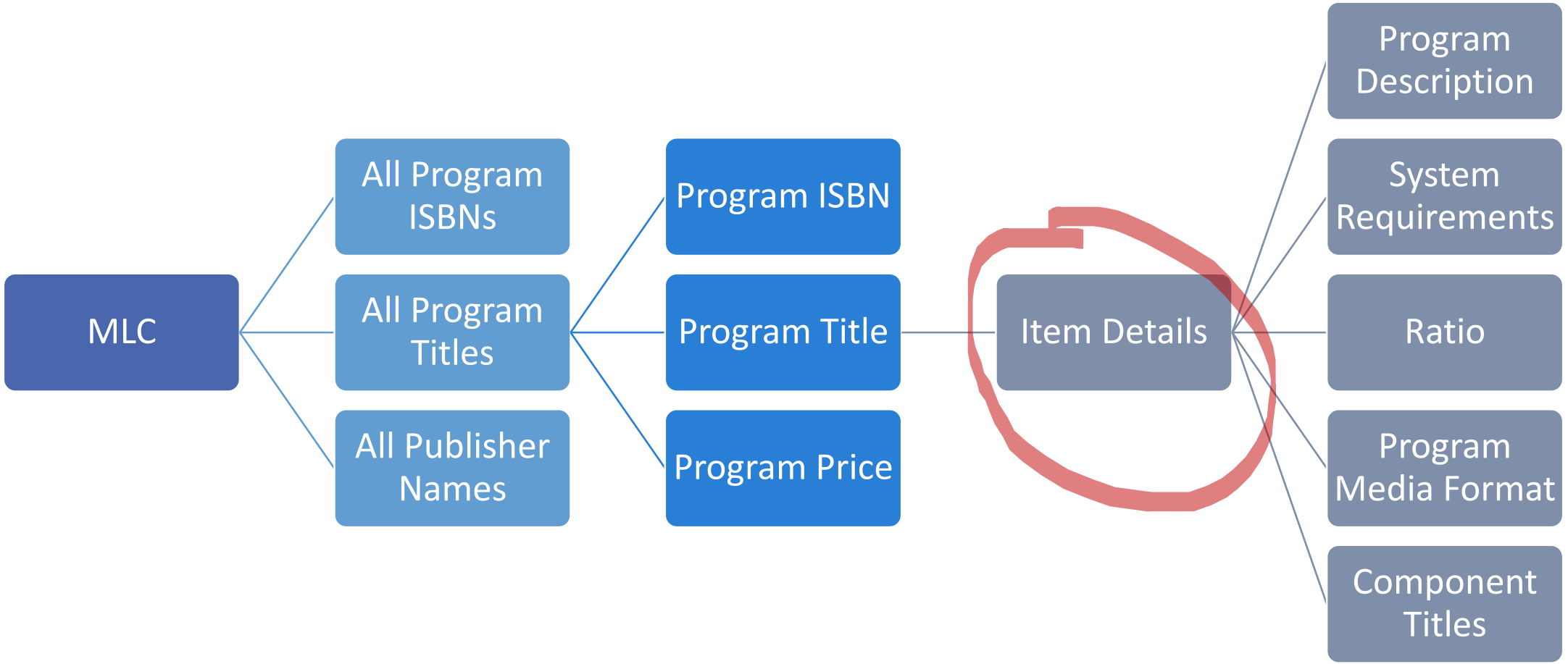
How Bids Appear to Districts in EMAT



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Reminders

- Each program, component, and sub-component must have a unique ISBN.
- One component can be entered in multiple bids.
- Changes made to a component on one bid will change the data associated with that component on every bid.
- Districts must be able to order any component and sub-component separately without ordering the other components listed in the bid.
- Components and sub-components ordered separately will be sold at the component or sub-component price.

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Official Bids—Component Information

Information Transferred From the *Complete Description*

- Component Titles
- Component Author(s)
- Component ISBNs
- Component Media Format
- Consumable Designation
- Component Page Count
- Item Type (Student or Teacher)
- Component Copyright Year
- Component Quantity
- Component Price
- Component Type (Textbook , Online, etc.)
- Digital Subscription Designation

New Information

- Number of Print Consumable Years*
- Stand-Alone Component
- TEKS-Bearing Component
- Number of Subscription Years*

*If applicable

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Official Bids—Component Information

Consumable—Any print instructional material that is intended to be written in, depleted, or otherwise consumed during the first year of use

Number of Print Consumable Years—The number of years the publisher will provide the consumable component to the district at the program price listed on the bid

Digital Subscription—Any digital instructional material that requires a license for a specific period of time

Number of Digital Subscription Years—The number of years the publisher will provide the digital subscription to the district at the program price listed on the bid

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Official Bids—Component Information

Stand-Alone Component—A print student component that contains all of the student content or can be combined with additional print student components on the same bid that will together contain all of the student content

Tips:

- If you selected *Yes* in the program field *Print and Online Required*, select *No* in this field.
- Select *No* for all teacher components and all digital student components.
- TEA will use this information to determine which print student components must be converted to braille, large-print, and audio versions.

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Official Bids—Component Information

TEKS-Bearing Component—Any student or teacher component that was used at the state review panel meeting to demonstrate TEKS coverage

Tips:

- Districts use this information when ordering components individually to ensure they have all of the components that were used to achieve the TEKS percentage listed in EMAT.
- Any components listed on your *Complete Description* and used on your correlations should be marked as TEKS bearing.

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Official Bids—Sub-Component Information

You may choose to enter sub-components if you have a group of items that can be divided into smaller parts.

Student Resource Package	Teacher Resource Package	Leveled Readers
• Student edition • Student workbook	• Teacher edition, volume 1 • Teacher edition, volume 2 • Assessments • Blackline masters	• Title A • Title B • Title C

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Official Bids—Sub-Component Information

Why use sub-components?

- You already have ISBNs for the bundle of components and each of the sub-components.
- Districts may want to submit a component requisition to order all of the sub-components.
- Districts will receive a price break for ordering all of the sub-components together.

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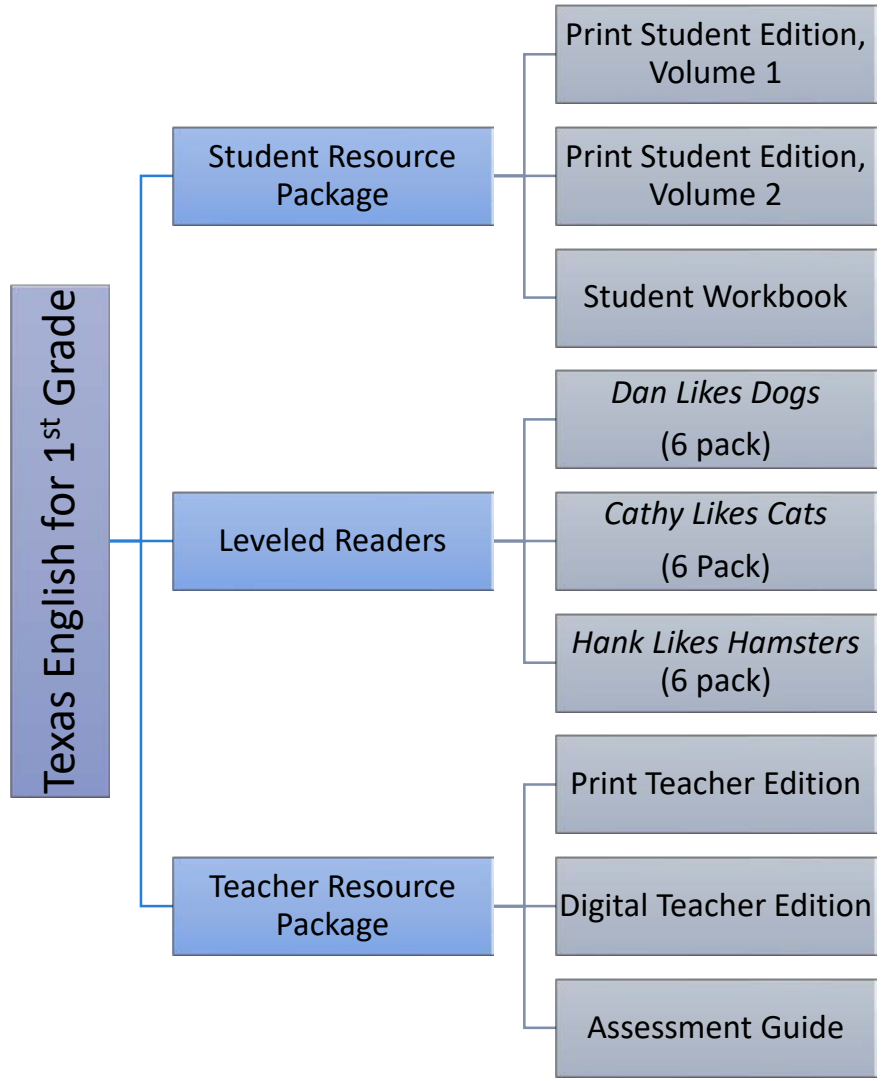
Bid Example 2



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Reminders

- You need to enter at least one bid for each *Complete Description* by the September 28 deadline.
- TEA will close EMAT for one to two weeks to verify that you have done so.
- You will have three months to enter any remaining bids and to make corrections to your initial bids.
- Speak with your sales and marketing team BEFORE entering bids to verify pricing and package options.
- Speak with your sales and marketing team AFTER entering bids to inform them of the pricing and package options and associated ISBNs that will be available in EMAT.

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Questions

As always, if you have any questions, please contact your liaison.

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