

Master Textbook Annual Calendar

(INSERT CALENDAR AND
SPECIFIC DATES HERE)

January

- Pre-Bid Conference for Publishers
- Mail Contracts to Publishers (previous year's adoption)
- Substitution Information Available to Publishers
- State Reviewer Applications Accepted
- Development of State Reviewer Training Plan

February

- Textbook Commission Training (before first Commission meeting)
- Selection of Reviewers
- Publisher Substitutions Due to TDOE

March

- Bids Due to TDOE (with Bid Deposits)
- **Textbook Commission Meeting**
 - Election of Chair
 - Substitutions Approval
 - Approve Error Correction Plan
 - Acknowledgement of Bids
 - Acknowledge State Reviewers
- Monitor Return of Executed Contracts
- Correlation Information Shared with Publishers
- Prep Materials Sent to State Reviewers

April

- LEA Adoption Reports Due to TDOE and TBC
- State Reviewers Recognized on TDOE Website
- Preliminary Bid Listing Created

May

- First week, all Bids Materials Must be Available Online
- Finished/Final Forms Due Prior to State Reviewer Process
- State Reviewer Orientation and Training
- Publisher Presentations
- Public Review Process Begins

June

- State Reviewer Meetings (as needed)

JANUARY

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July

- State Reviewer Meetings (as needed)
- SBE acknowledges Preliminary List of Bids
- LEAs receive purchased resources from previous cycle
- Mid to Late July Public Comments Closed
- Public Comments Shared with State Reviewers

August

- August 1 – State Reviewer Recommendations Due
- **Textbook Commission Meeting**
 - TDOE Presents Recommendations from State Advisory Panels
 - TDOE Presents Public Comments
 - Publisher Presentations
 - Advisory Panelists Response to Publisher Presentations
 - Open Period for Public Comment

September

- **Textbook Commission Meeting**
 - Approve Final Bid List to Recommend to State Board
 - Approve Next Year's Adoption Schedule
 - Approve Screening Instrument

October

- SBE Meeting
 - Approve Final Bid List for Textbooks
- TCA 49-3-310 (4) (A) Compliance from LEAs
- Screening Instrument Availability
- LEA Requests for Samples and Delivery of Samples

November

- TDOE Publishes Final Bid List
- Intent to Bid for next Cycle Available
- Screening Instrument Development

December

- Intent to Bids due to TDOE
- TDOE Advertises Reviewer Selection Process
- Invitation to Bid sent to Publishers

JULY

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DECEMBER

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