Request for Proposals
Digital Resources for Curriculum & Instruction

TO: Publishers of Instructional Materials

FROM: John Kenny, Director of Business Operations, Monroe County Community School Corporation

RE: Invitation to participate in the adoption and information pertaining to the submission of instructional materials for the Monroe County Community School Corporation (district).

CURRICULUM SUBJECT AREA Handwriting (K-3), English/Language Arts (9-12), Spanish (K-12), Chinese (7-12), French (7-12), German (9-12), Latin (9-12), Japanese (9-12), American Sign Language (9-12)

SUBMISSION DEADLINE October 16, 2019 (date extended for World Language submissions)

SUBMISSION ADDRESS Monroe County Community School Corporation
Attn: John Kenny
315 E. North Drive
Bloomington, IN 47401

OVERVIEW Monroe County Community School Corporation (hereafter referred to as MCCSC) is soliciting proposals at this time for electronic textbooks and digital materials for courses listed in the "Curriculum Subject Area" section of this request. Resources will be adopted for use beginning in the 2020-2021 school year through 2025-2026 school year. Interested offerors are encouraged to submit a proposal specific to the guidelines listed in this request. MCCSC has an expressed commitment to quality, accuracy & accessibility in the selection of digital materials,

including alignment to 21st century college and career ready standards. All submitted proposals must also include a comprehensive strategy for providing professional development for corporation teachers and staff.

SPECIFICATIONS   Please have delivered to the above address TWO (2) COPIES of each student text, teacher editions, and ONE (1) component of each associated material, only in the listed subject area, by the submission deadline. Please provide a digital overview of materials (e.g. video, PowerPoint slides, etc.) formatted as a Canvas module that will be used for an in-house virtual vendor fair for MCCSC teachers. Also provide a sample log-in for accessing and previewing online digital content for teachers and students. Also include a Canvas Integration Guide and a Student Roster Integration Guide.

Additional copies and accompanying materials may be requested from selected publishers after the initial screening process is completed.

Central to the needs of the Corporation:

- **Digital Resources:**
  - Must include a fully web-based version of the complete text, including interactive, and multimedia features appropriate for student use, and including home use.
  - May include supplemental digital materials and enhancements such as virtual manipulatives, interactive games, and video appropriate for collaborative and individual learning environments.
  - May include online professional development components and additional instructional planning resources for teachers.
  - All electronic textbooks, digital components, features, demonstrations, virtual labs, and content must be fully accessible and operational on Apple iOS, MacOS, and Windows 10 platforms. Flash-only video resources must also be available in HTML5 or comparable language for iOS delivery. All digital content must be exportable as PDF or locally stored library on a student device, even if temporarily, for offline access.
  - All digital resource integration tools should be available and provided to the corporation by January 1, 2020.
- **Student Information System Synchronization:**
  - All digital and non-digital resources requiring rostering or the loading of class lists, teacher lists, and/or course schedules must be compatible with data housed in Skyward, MCCSC's Student Information System (SIS). Preference will be given to vendors with direct Skyward

APIs or the ability to sync through a vendor-provided roster import tool.
- Proposals should include verification of compliance with OneRoster, Clever rostering, and the EdFi Data Standard. Manual-only rostering options will not be considered as a viable and sustainable curriculum resources. APIs to our SIS or the use of vendor-provided import tools must be included as part of the base price for adoption and not offered as additional, for-purchase add on features.

- **Differentiated Instruction**
  - Must include intervention and enrichment opportunities as well as materials to support differentiation. Clear outline of various learning formats and opportunities for hands-on strategies and engaging activities. Students are provided opportunities to respond through various modalities: visual, auditory, and kinesthetic. Instructional materials and supplemental resources should adhere to the principles of Universal Design for Learning (UDL).
- **Rigorous:**
  - Content incorporates appropriate rigor as outlined by the Indiana Academic Standards and Essential Learnings. Please refer to the Indiana Department of Education's website for the standards: https://www.doe.in.gov/standards.
- **Culturally Responsive & Sustaining:**
  - Equity-centered curriculum aligned to state standards.
  - Inclusive in nature (curricular examples, scenarios): sensitive to all cultures, ethnic groups & SES, avoiding biases. Material should represent histories and narratives from multiple perspectives, avoiding stereotypes and generalizations.
  - Learning strategies and teaching methods must also be culturally inclusive. Students should be required to demonstrate knowledge and understanding of histories and representations from a wide breadth of diverse backgrounds, and are asked to demonstrate a critique of dominant narratives that may serve to oppress people.

ADOPTION AREAS

Handwriting
1. Elementary (K-3)

English/Language Arts
1. Writer's Workshop (7-8)
2. English 9
3. Honors English 9
4. English 10
5. Honors English 10
6. English 11
7. Honors English 11

8. English 12
9. Honors English 12
10. American Studies (12)
11. Biographies (11-12)
12. Beginning Video Production (9-12)
13. Advanced Video Production (9-12)
14. Speech (11-12)
15. Creative Writing (9-12)
16. Journalism (9-12)
17. AP Language and Composition (11)
18. AP Literature and Composition (12)
19. English as a New Language (9-12)
20. Newspaper (9-12)
21. Composition (12)

World Language
1. Elementary Spanish (K-6)
2. Spanish Literacy (K-6)
3. Spanish (Levels 1-6 and AP)
4. German (Levels 1-4)
5. French (Levels 1-5)
6. Latin (Levels 1-3 and AP)
7. Chinese (Levels 1-5)
8. Japanese (Levels 1-4)
9. American Sign Language

FORMS

All textbook submission vendors must complete the attached Google Form: http://bit.ly/2HqPyvv

PROPOSAL FORMAT

Proposals should be printed on 8.5" x 11" paper, with a cover page on each clearly displaying: 1) Bidder name, 2) Curricular Adoption Subject, and 3) Contact person's name, address, phone, email address and fax number.

PRICES

a. The Bidder shall prepare a proposal that describes their best commodities that the offeror desires to make available and the appropriate pricing structure.
b. All prices must be quoted less any Federal Excise or Sales Taxes from which MCCSC is exempt.
c. All proposals must include shipping charges. Shipments will be made to each school individually.
d. Proposals must be signed by an individual authorized to bind the vendor to a contract.
e. Proposals must be received by the time and date listed on the cover sheet in order to be considered.
f. Proposals received after this time will not be considered.
g. Prices must be guaranteed firm offers from the due date through July 2020 allowing sufficient time to evaluate proposed electronic

textbooks and digital resources for instructional purposes.
h. All proposals must be for the latest, most current edition or
publication date.

SAMPLING   All textbooks and instructional materials submitted for evaluation
become the property of the Corporation and will not be returned.
Shipping costs related to textbooks and supplementary materials will
be the sole responsibility of the Supplier/Publisher. Should your
textbook be selected as a semi-finalist, you may be requested to
provide a sample lesson plan and necessary materials for one lesson.
This sample lesson will be field tested by the adoption committee and
other selected Corporation teachers. Evaluations from this field testing
will become part of the final selection process.

ASSISTANCE   During the course of the adoption process, **DO NOT CONTACT OR
SAMPLE** any Corporation employee or elected official on any matter
related to the textbooks and supplementary materials submitted by
your company, except at the request of John Kenny on behalf of the
MCCSC evaluation committee. For clarification regarding curriculum
subject content areas or appropriate submission information or other
questions pertaining to this RFP, please email instruction@mccsc.edu
by October 16, 2019 at 3:00 PM EST. Technical inquiries may be
directed to MCCSC Director of Technology, Tim Pritchett, at
tpritche@mccsc.edu.