September 29, 2023

Dear Publisher,

Orange County Public Schools has begun this year's instructional materials adoption process for K-12 Science. The Courses and Product Groups are listed in the table below and continued on the following page.

*Note that the AP courses listed at the bottom of the table will be reviewed in tandem with the core courses, but the review rankings will only serve as recommendations for individual OCPS schools to purchase independently.

Course Number	Course Name	Product Group
2000010	M/J Life Science	M/J Life Science
2000020	M/J Life Science, Advanced	M/J Life Science
2000310	Biology 1	Biology
2000320	Biology 1 Honors	Biology
2000350	Anatomy and Physiology	Anatomy Physiology
2001010	M/J Earth/Space Science	Earth/Space Science
2001020	M/J Earth/Space Science, Advanced	Earth/Space Science
2001310	Earth/Space Science	Earth/Space Science
2001320	Earth/Space Science Honors	Earth/Space Science
2001340	Environmental Science	Environmental Science
2002040	M/J Comprehensive Science 1	M/J Comp Sci
2002050	M/J Comprehensive Science 1, Advanced	M/J Comp Sci
2002070	M/J Comprehensive Science 2	M/J Comp Sci
2002080	M/J Comprehensive Science 2, Advanced	M/J Comp Sci
2002100	M/J Comprehensive Science 3	M/J Comp Sci
2002110	M/J Comprehensive Science 3, Advanced	M/J Comp Sci
2002480	Forensic Science 1	Forensic Science
2002500	Marine Science 1	Marine Science
2003310	Physical Science	Physical Science
2003320	Physical Science Honors	Physical Science
2003340	Chemistry 1	Chemistry
2003350	Chemistry 1 Honors	Chemistry
2003380	Physics 1	Physics
2003390	Physics 1 Honors	Physics

5020010	Science - Grade K	K-5 Science
5020020	Science - Grade 1	K-5 Science
5020030	Science - Grade Two	K-5 Science
5020040	Science - Grade Three	K-5 Science
5020050	Science - Grade Four	K-5 Science
5020060	Science - Grade Five	K-5 Science

AP Recommendations

Course Number	Course Name	Product Group
2000340	Advanced Placement Biology	AP Biology
2001380	Advanced Placement Environmental Science	AP Environmental Science
2003370	Advanced Placement Chemistry	AP Chemistry
2003421	Advanced Placement Physics 1	AP Physics 1/2
2003422	Advanced Placement Physics 2	AP Physics 1/2
2003425	Advanced Placement Physics C: Electricity and Magnetism	AP Physics E/M
2003430	Advanced Placement Physics C: Mechanics	AP Physics E/M

This year's adoption process is being coordinated by Thomas Chang (Thomas.Chang@ocps.net) Senior Administrator of Instructional Materials. Orange County Public Schools is a closed district. During this process, please adhere to the following guidelines:

- Do NOT visit the schools or contact teachers (including, committee members, department chairs, lead teachers and resource teachers) via email, phone or mail during our adoption process about the materials which are up for adoption.
- Committee members and resource teachers are not permitted to receive any items from the publishers. All items will be reviewed electronically per Section 1006.29(b), Florida Statutes.
- If you have other business with these individuals, please contact Thomas Chang (Thomas.Chang@ocps.net).

ENTRY REQUIREMENTS

Complete the Product Groups in EdCredible
Each publisher intending to participate must complete the following in **EdCredible** by **Monday, October 30th, 2023 at 12 noon**. Late or incomplete submissions run the risk of being excluded from the review process:

- For assistance with EdCredible, please contact support@edcredible.com
- Complete the **Prescreen Form** for SSO / Digital Content Requirements.
- Product Groups must be submitted in EdCredible. For example, the entire K-5 program will be reviewed as only one Product Group. Information regarding all of the grade levels must be included under the one Product Group.
- Use the "Supporting Documents Attachments" feature within each Product Group to attach all documentation. See the section below for "Upload Supporting Documents Attachments."
- Complete these fields in the EdCredible product response form:
  - **Title/Product** - the name of the overall program
  - **Product Type** - note that OCPS will not be reviewing Supplemental materials
  - **Product URL** - the publisher's public-facing webpage
  - **Description** - publisher introduction, history, values, etc.
  - **Access Details URLs** - Provide links and credentials to access all digital content (student, teacher) being presented, as well as all Public Access links per Section 1006.29(1)(b), Florida Statutes. These links must be accessible until August 2024.
  - **Correlation to State Standards URL**
  - **Implementation and Training Plan URL** - the plan needs to thoroughly define the publisher's terms for offering professional development, including the number of sessions offered per year sustained over the adoption cycle, and the formats offered for the PD

- ○ **EdReport URL**
- In the field for **Video URL**, provide a link to a downloadable **Video Presentation** file for each course call submitted. *OCPS will not host live presentations (pre-recorded presentations only).*
  - ○ **The Video Presentation must address the following:**
    - ■ All rubric items and should mimic a live presentation.
    - ■ Digital & Physical Platform features including:
      - ● Teacher & student access
      - ● Compatibility with Canvas (if applicable)
    - ■ Beginning screen must include:
      - ● publisher name
      - ● product name
      - ● intended course name(s) and course code(s) addressed by the video presentation
      - ● the duration of the video presentation
    - ■ The video **file name** must include publisher name and the course name
    - ■ The video **file must be Vimeo, Youtube or in a downloadable format**. OCPS will upload the video to CANVAS. The video will only be shared with the Adoption Review Committee members.
    - ■ Video Format Specifications and Compatibility may be found at https://community.canvaslms.com/t5/Studio/What-file-formats-does-Canvas-Studio-support/ta-p/1676
  - ○ The **M/J Comp Sci** Product Group video presentation must be
    - ■ no more than 90 minutes in duration (or 10GB in size), and should address the courses in all 3 grade levels. There is no minimum duration as long as the video addresses the rubric items.
  - ○ **All Other** Product Group video presentations must be
    - ■ no more than 60 minutes in duration (or 10GB in size). There is no minimum duration as long as the video addresses the rubric items.
  - ○ The video presentations may mimic live presentations with a presenter and a slide deck (such as an Microsoft TEAMS meeting recording). Vendors or products will not be evaluated based on the quality of the video production for the presentation. The video presentation production only needs to be audible and free of any significant issues with resolution.
  - ○ Questions about the products from the Review Committee members will be relayed in a timely manner to the publishers through the EdCredible chatter feature. Responses from the publishers in EdCredible will then be relayed back to the Review Committee members (refer to the timeline provided below).

Upload Supporting Documents Attachments
- Upload all of the following documents to the Supporting Documentation Attachments section of each EdCredible Product Group so that the Adoption Review Committee has access to them.
- Upload this **Letter to the Publishers** signed and dated by a publisher representative.
- Upload the provided **Scope of Work** document signed and dated by a publisher representative.
- Upload the **UDL Rubric** indicating areas where the publisher meets UDL needs, and areas where the publisher does not meet the needs.
- Upload the **Evaluation Rubrics with publisher notes.**
  - The evaluation rubrics are provided to guide the publishers' video presentations.
  - Publishers must also upload these rubrics to include notes or annotations that provide product references and evidence for meeting the rubric items. These will assist the Review Committee members with the review and evaluation process.
- Upload the EXCEL (XLSX) file of the **OCPS K-12 Science Itemized Product List**.
  - Each publisher must upload the XLSX spreadsheet providing the requested details of each component included in all bundles (including student editions, student workbooks, teacher editions, teaching guides, literature libraries, leveled readers, etc.). Examples in rows 2-5 may be deleted. The spreadsheet must include independent columns for:
    - The title of the component
    - The core course number associated with each component
    - ISBN of each component (both 10 and 13 digit where applicable)
    - Prices for each component (must match state contract and FSBD catalog prices)
    - Implementation Details - please include any information that will help the reviewers understand the intent of the component
    - Is the component print? (yes/no)
    - Is the component replenished annually as a consumable? (yes/no)
    - Is the component readily available online in the digital platform? (yes/no)
    - Is the component intended for Two-Way Dual Language (K-5 only)? (yes/no)
  - Also please include
    - student bundle pricing options for 5 years
    - print only options for IEPs
    - digital only options for 6-12
    - parallel Spanish language bundles with print and digital options for Two-Way Dual Language (K-8 only)
    - publisher name in the tab for the sheet
  - Note that the Adoption Review Committee will refer to these itemized product lists when evaluating the programs.

Additional Information for Entries
- OCPS intends to purchase **K-5 and M/J** Science programs that have a parallel **Spanish** program for OCPS Two-Way Dual Language Schools.
- **K-5 Science** is a combined grade level Product Group. The evaluation rubric includes items to determine which standards are missing or present for each entry.
- **M/J Comp Sci** is a combined grade level Product Group. The evaluation rubric includes items to determine which standards are missing or present for each entry.
- Recommendations from various OCPS stakeholders will be offered to the Review Committee, but only the OCPS Review Committee members will complete the rubric evaluations and have the final selection vote after reviewing the scores and comments submitted to EdCredible.
- Recommendations coming from outside of the Review Committee will abide by requirements of FL Statutes, current FL Legislation and FL Sunshine Law.
- Product Groups for **AP** courses may include multiple editions of the same product. But different editions must not be entered as separate Product Groups.
- **AP** products selected by the Committee Group will be reviewed in tandem with the core courses, but the review rankings will only serve as recommendations for individual OCPS schools to purchase independently.

The OCPS timeline for the K-12 Science instructional materials adoption is posted below.

Milestones	Date	Notes
Publisher: Access to adoption documents and the OCPS Letter to the Publishers which includes the requirements for participation.	September 29th, 2023	Digitally provided with publisher letter through EdCredible
Publisher: Thorough submittal of ALL requirements within EdCredible. Incomplete or inadequate entries will not participate.	October 30th, 2023	Publisher submissions due via EdCredible
Publisher: Presentations for Review Committees. Video Presentations will be viewed synchronously through OCPS LMS.	December 4-8, 2023	Pre-recorded Video Presentations
OCPS: Review Committee Evaluation Period and Questions for Publishers	December 8, 2023 - January 22, 2024	All communications conducted in EdCredible Chatter
OCPS: Notify all publishers of the awarded products.	TBD	Announced via EdCredible

Sincerely,

Thomas Chang
Senior Administrator of Instructional Materials

cc: Dr. Tashanda Brown-Cannon
            Chief Academic Officer

<u>Acceptance:</u>

As a representative of the publisher, this signature confirms that the information has been read and understood, and provides agreement to the requirements in this document.

Publisher Signature _____ Date _____