# Request for Proposal

## Digital Resources for Curriculum & Instructions

<table>
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<tr>
<th>To:</th>
<th>Publishers of State of Indiana Approved Mathematics Instructional Materials for Grades 7-12</th>
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<tr>
<td>FROM:</td>
<td>Dr. Markay Winston, Deputy Superintendent, Monroe County Community School Corporation</td>
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<td>RE:</td>
<td>Invitation to participate in the adoption and information pertaining to the submission of instructional materials for the Monroe County Community School Corporation (district).</td>
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<td>CURRICULUM SUBJECT AREA</td>
<td>Math 7 - 12</td>
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<tr>
<td>SUBMISSION DEADLINE</td>
<td>July 26, 2024</td>
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| SUBMISSION ADDRESS24 | 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 2025-2026 school year through 2030-31 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 ONE (1) COPY 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, a sample login for teachers and students to access and preview online digital content, as well as a Canvas Integration Guide and a Student Roster Integration Guide, should be included with all submissions.

After the initial screening process is completed, additional copies and accompanying materials may be requested from selected publishers.

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 11 platforms. 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 March 1, 2025.
- **MCCSC** requires digital materials and technologies to be accessible to students, employees, and community members with disabilities. Digital materials and technologies should conform to the standards for accessibility set forth in Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations (36 C.F.R. § 1194). The Revised Section 508 incorporates the Web Content Accessibility Guidelines (WCAG) by reference. Web and non-web content (including websites and documents) is required to conform to the most current version of WCAG at level AA in order to meet Section 508 requirements. Beyond Section 508, additional specifications are defined according to the type of material or the delivery format. Please refer to the attached guidance for additional information on those specifications.
- Conformance to the specified standards can be documented through the submission of an up-to-date, complete, and accurate Accessibility Conformance Report (ACR). The ACR should be based on the latest version of the Voluntary Product Accessibility
Template (VPAT®), which can be obtained from the Information Technology Industry Council (ITI) website.

- The ACR’s Remarks and Explanations for each criterion should include an explanation of not only how the criterion is supported but also how that support was validated and tested. For any criterion that is not fully supported, an explanation of the barriers created by the criterion not being supported should also be included. If the criterion does not apply, an explanation should be provided.
- In addition to a current and accurate ACR, priority will be given to product submissions whose conformance is documented through the completion of an independent, third-party audit that does not rely solely on an automated scan but also includes manual testing. If the ACR is completed by a third party and includes verification of manual testing, that ACR can serve as the independent audit.
- Updated documentation, including an assurance of continued compliance, should be provided on an annual basis or whenever a significant product update takes place.
- Resources provide options to upgrade materials and digital versions as current events and technologies change (current events are from multiple perspectives and are culturally inclusive)

 Updates and/or Additions to Adopted Materials Throughout Adoption Period:
- If, as a result of legislation, the Indiana Department of Education should mandate that local education agencies adopt curricular materials meeting specified requirements, the publisher agrees to meet those demands as part of the adoption agreement with MCCSC and will not affect any previously agreed upon pricing or professional development plans.

 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 the 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 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, support differentiated instruction, and engage learners actively. Students should be able to respond through various modalities, including visual, auditory, and kinesthetic. All instructional materials and supplemental resources must adhere to Universal Design for Learning (UDL) principles.
- Must include materials that provide resources for students with disabilities and English Language Learners that are aligned to grade-level content.
- Must include materials that incorporate opportunities for inquiry and the development and application of critical thinking skills.
- Must allow for a multidisciplinary approach.

### Standards Alignment:

- Content incorporates appropriate rigor as outlined by the 2023 Future-Focused Indiana Academic Standards. Please refer to the Indiana Department of Education’s website for the [Indiana Academic Standards](https://www2.doe.in.gov/education/standards/about-standard).
- Must include materials that are aligned with the [Mathematical Process Standards](https://www2.doe.in.gov/education/standards/about-standard).
- Must include materials that address the Indiana [Employability Skills Standards](https://www2.doe.in.gov/education/standards/about-standard).
- Must include materials that offer opportunities for students to earn credentials in mathematical foundational concepts relevant to their learning experiences. As such, we are seeking resources that provide opportunities for our students to: problem solve, attend to detail, make sound mathematical decisions and persevere.
- Must include materials that demonstrate rigor by including questioning strategies and/or questions to check for understanding at all Depths of Knowledge (DOK) levels.
- Must include materials that support building mathematical vocabulary and opportunities for students to articulate their thinking through written expression.

### Culturally Relevant & Sustaining:

- 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 be culturally relevant.
- Must include materials that are relevant, current, authentic, offer diverse perspectives, and are culturally sustaining.
- Must include materials that provide all students with opportunities to see themselves reflected in the resources.
- Must include materials that provide real-world applications that are
relevant to students.

| ADOPTION AREAS | Algebra I  
|                | Algebra II  
|                | Algebra II Honors  
|                | Analytical Algebra II  
|                | AP Calculus  
|                | AP Statistics  
|                | Business Math  
|                | Geometry  
|                | Geometry Honors  
|                | Pre-Algebra  
|                | Pre-Calculus / Trigonometry Honors  
|                | Probability & Statistics  
|                | Math 7  
|                | Math 8  |

| FORMS | All resource submission vendors **must** complete the attached Google Form by July 26, 2024 in order to be viewed and considered for possible adoption by the corporation. Failure to do so will render your submission null and void or until filled. [Publisher Information Form](#) |

| 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. |

| PRICING | a. The Bidder shall prepare a proposal that describes the best commodities the offeror desires to make available and the appropriate pricing structure.  
|         | b. All pricing 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 March 2025 allowing sufficient time to evaluate proposed electronic textbooks and digital resources for instructional purposes.  
<p>|         | h. All proposals must be for the latest edition or publication date. |</p>
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<tr>
<th>SAMPLING</th>
<th>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.</th>
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<td>ASSISTANCE</td>
<td>During the course of the adoption process, <strong>DO NOT CONTACT OR SAMPLE</strong> 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 Dr. Markay Winston 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 <a href="mailto:instruction@mccsc.edu">instruction@mccsc.edu</a> by July 26, 2024 at 3:00 PM EST. Technical inquiries may be directed to MCCSC Director of Technology, Alexis Harmon at <a href="mailto:aharmon@mccsc.edu">aharmon@mccsc.edu</a></td>
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