



Request for Instructional Material Submission RIM# 2021C

TO:	Publishers of High School Science Instructional Materials
FROM:	Ellen Badger, Instructional Materials Facilitator, Washoe County School District
RE:	Invitation to participate in the adoption and information pertaining to the submission of instructional materials for the Washoe County School District (“District”), State of Nevada
CONTENT SUBJECT/ADOPTION AREA	High School Chemistry Instructional Materials that will serve as a basis of core instruction
SUBMISSION DEADLINE	December 10, 2021 <i>NOTE: Proposals will NOT be accepted via email, fax, or verbally at any point of time in the RIM process (e.g., withdrawal and/or resubmitting). Only sealed proposal submissions will be accepted. Any proposal submissions that are otherwise received will be rejected. All RIM responses must be signed by an authorized representative of the submitting vendor in order to be considered for consideration. Any submission not signed will be disqualified and rejected. Certified electronic digital signatures are acceptable. Non-certified electronic digital signatures will NOT be accepted.</i>
SUBMISSION REQUIREMENTS	Request for Instructional Materials and any signed/acknowledged Addenda/Amendment(s) shall be submitted in a sealed envelope or box and labeled using the following format: SUBMITTING PROPOSER NAME: _____ RIM TITLE: High School Chemistry Instructional Materials RIM #: 2021C DUE/OPENING December 13, 2021, at 2:00 p.m. (local time) DATE & TIME: MAIL OR DELIVER PROPOSAL TO: Washoe County School District Instructional Materials Division – Curriculum & Instruction Attention: Ellen Badger, Instructional Materials Facilitator 380 Edison Way, STE 102, Door A Reno, NV 89502
SUBMISSION DOCUMENTS CHECKLIST	Documents must be signed where indicated. Unsigned submissions will NOT be accepted. Certified electronic digital signatures are acceptable (refer to Page 1 for information). Non-certified electronic digital signatures will NOT be accepted. <input type="checkbox"/> Sealed Bid (do not include Program Materials Information with sealed documents)

	<p><input type="checkbox"/> Publisher Information Sheet <input type="checkbox"/> Master Price Agreement <input type="checkbox"/> Bid Sheets <input type="checkbox"/> Financials</p> <p>Program Materials Information and Digital Access <input type="checkbox"/> Please email digital access information for reviews to Ellen Badger, ebadger@washoeschools.net, and include in Program Materials information. <input type="checkbox"/> Program Materials information may be submitted digitally via email or in hardcopy. Please do not include this information in the sealed bid.</p>
<p>SPECIFICATIONS & REQUEST FOR INSTRUCTIONAL MATERIALS REQUIREMENTS</p>	<p>Please have TWO (2) COPIES of each student text and teacher edition, and ONE (1) set of associated components to the delivery address above by the submission deadline. Please include full digital access (access codes, login credentials) to online materials for a minimum of FIVE (5) teachers and FIVE (5) students.</p> <p>Additional copies and accompanying materials may be requested from selected publishers after the initial screening process is completed.</p> <p>Central to the needs of the District is a product that includes</p> <ul style="list-style-type: none"> • Materials that are aligned to the Nevada Academic Content Standards for Science NVACS-S (based on the Next Generation Science Standards) for High School Chemistry through phenomena-based, three-dimensional learning including engineering that is integrated with science core ideas. • Learning opportunities which connect to student interests and experiences. • An assessment system with formative, summative and performance assessments. • Supports for diverse learners to scaffold and differentiate instruction. • Resources to support oral and written language processing to involve students in scientific discourse. • Research-based methodologies including strategies to leverage interaction with others which is a cognitively effective way of learning. • Materials that reflect the diversity of our students and society in a culturally responsive manner. • Materials that offer equitable learning opportunities free from bias and accessible to all students. • Resources for families to support learning at home. <p>Submitted instructional materials must include</p> <ul style="list-style-type: none"> • Comprehensive High School Chemistry core instructional materials (listed on Schedule A). • Both print and online versions of text-based instructional materials. • Interactive and multimedia features appropriate for student use, including home use accessible on a variety of digital devices and operating systems. • Professional learning and additional instructional planning resources for teachers listed in Schedule A for the life of the adoption. • Technology support for the life of the adoption. • Schedule A or B must include consumable price for the entire length of the contract (7 Years).

	<ul style="list-style-type: none"> Instructional materials include assurance from publishers agreeing to comply with the most current National Instructional Materials Accessibility Standard (NIMAS) specifications regarding accessible instructional materials.
PUBLISHER/ SUPPLIER INFORMATION	Depositories will be designated by the District and approved by the Supplier/Publisher.
FORMS – SEALED BID	<p>All instructional materials submissions must be accompanied by TWO (2) COPIES of the Publisher Cover Sheet, Master Price Agreement, Schedule A (Core Instructional Materials), A.1 (Associated Instructional Materials) and, if applicable, B (Incentives and/or Additional Offers to be Evaluated) bid sheets for each set of instructional materials submitted. All forms must be signed.</p> <p>If your instructional material is adopted, the Schedule A (Core Instructional Materials) and A.1 (Associated Instructional Materials) bid sheets will convert into the official contract between the District and the Publisher. Please ensure the accuracy of these documents.</p>
INCOMPLETE FORMS	Submission packets not submitted in the manner designated above, or incomplete packets will be returned to the Publisher for correct submission. Instructional Materials will not be considered for adoption by the District until complete submission packets, and core and associated materials are received by the District.
CONTRACT	<p>Washoe County School District contracts all adopted instructional materials and associated materials, which will guarantee the price and availability of each adopted item for High School Chemistry, for a term of SEVEN (7) YEARS.</p> <p>After completion of the fourth (4th) year of adoption, the Supplier/Publisher may request a one-time price increase for the remaining three (3) years of the adoption period at a price not more than the current price being charged to other school districts.</p> <p>Additionally, the District reserves the right to contract additional unique specifications which will become a component of the price/availability contract (Schedule B). Terms of this article will be a mutual agreement between the Publisher and the District.</p>
FINANCIAL STABILITY	<p>Submit (A) Balance Sheets and (B) Income Statements for the <u>last three (3) consecutive years</u> of operation.</p> <p>If the requested documents (A and B, at minimum) are not provided with Proposal, then WCSD reserves the right to reject proposal as “non-responsive.”</p> <p>The financial documents are to be provided in <u>one (1) separate, sealed envelope</u>, so that it can be easily forwarded to WCSD’s Office of Business and Financial Service for review. Do NOT include this</p>

	<p>documentation in the proposal binders. Only one (1) copy of the documents is required with submission Should a privately held company deem certain financial information to be confidential, it must identify what information is to be considered confidential as supported by law.</p> <p><i>NOTE: Submission and review is required. WCSD's Office of Business & Financial Services will review all financial documents submitted by Proposers. Should a Proposer's submission of said financial documents be marked as "FAIL," then the Proposer's submission will be rejected in its entirety and will not be considered for award.</i></p>														
<p>TIMELINE and FIELD TESTING</p>	<p>The High School Chemistry Instructional Materials Evaluation Committee, made up of teachers, administrators, family and community members will conduct a technical review of each submission to determine if the material meets the needs expressed in the RIM. Once a submission passes the technical review, the committee will use a more detailed evaluation tool vetted by Curriculum & Instruction Program Facilitators and District content area teachers to determine how well the materials align to the goals and needs of the District. The committee will, based on evaluation findings, identify submissions that they would like to field test. Select publishers may be asked to present to the committee and to provide sample materials for use in the field test. Evaluations from this field testing will become part of the final selection process.</p> <p>A final recommendation will be made to the WCSD Board of Trustees for approval in the early months of 2022.</p> <p>All instructional materials submitted for evaluation and field testing become the property of the District and will not be returned. Related shipping costs will be the sole responsibility of the Supplier/Publisher.</p> <p>The following is the <i>TENTATIVE</i> schedule of events for the RIM submittal and selection process. WCSD reserves the right to change the schedule at any time.</p> <table border="1" data-bbox="545 1417 1511 1894"> <thead> <tr> <th>Schedule of Events</th> <th>Date & Time</th> </tr> </thead> <tbody> <tr> <td>RIM Released/Posted/ Distributed</td> <td>November 9, 2021</td> </tr> <tr> <td>Sealed Bids Due</td> <td>December 10, 2021 at 3:30 pm (local time)</td> </tr> <tr> <td>Sealed Bids Opened</td> <td>December 13, 2021 at 2:00pm (local time)</td> </tr> <tr> <td>Letter of Intent/ Recommendation of Award</td> <td>March 8, 2022 (Estimated)</td> </tr> <tr> <td>Award by Board of Trustees</td> <td>March 8, 2022 (Estimated)</td> </tr> <tr> <td>Notice of Award</td> <td>April 1, 2022 (Estimated)</td> </tr> </tbody> </table>	Schedule of Events	Date & Time	RIM Released/Posted/ Distributed	November 9, 2021	Sealed Bids Due	December 10, 2021 at 3:30 pm (local time)	Sealed Bids Opened	December 13, 2021 at 2:00pm (local time)	Letter of Intent/ Recommendation of Award	March 8, 2022 (Estimated)	Award by Board of Trustees	March 8, 2022 (Estimated)	Notice of Award	April 1, 2022 (Estimated)
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RIM TITLE: High School Chemistry Instructional Materials

RIM #: 2021C

COMMUNICATION	During the course of the adoption process, DO NOT CONTACT OR SAMPLE <u>any</u> District employee or elected official on any matter related to the instructional materials submitted by your company, except at the request of Ellen Badger on behalf of the WCSD evaluation committee.
REJECTION/ DISQUALIFICATION OF PROPOSALS	WCSD reserves the right to reject any and all proposals received, or any part thereof. An authorized representative of Proposer's organization must sign this RIM document. An unsigned proposal will be rejected. Proposals may also be rejected for any of, but not limited to, the following additional causes: A. Evidence of collusion among Proposers exists. B. Proposer fails to meet any terms and conditions as specified in this RIM. C. Evidence submitted by Proposer leads WCSD to believe that Proposer will be unable to carry out the obligations of any resulting contract of this RIM and complete the work/service described. D. WCSD investigation determines that Proposer is not qualified to meet the obligations of the contract and complete work described. E. Cost of work/service exceeds budgetary constraints.
ASSISTANCE	For clarification regarding curriculum subject content areas, appropriate submission information, or other questions pertaining to RIM #2021C, please contact Ellen Badger, Instructional Materials Facilitator, via email at: ebadger@washoeschools.net .

Publisher Information Sheet

Ellen Badger
Washoe County School District
Curriculum and Instruction
Regional Center for Teaching and Learning
380 Edison Way
Reno, Nevada 89502
ebadger@washoeschools.net
Fax: 775-861-1216

RIM 2021C

Name of Publisher

Name of Product

Contact Information

Name

Address

Phone Number

Email

Local Representative, if different from above

Name

Address

Phone Number

Email

**Signature of Official Submitting
Name**

Title

Date

For Office Use Only

Received

Complete or Incomplete

Notes

Washoe County School District

MASTER PRICE AGREEMENT FOR
SUPPLY AND USE OF TEXTBOOKS BY THE WASHOE COUNTY SCHOOL DISTRICT

THIS PRICE AGREEMENT is made and entered into by and between Washoe County School district hereinafter referred to as Purchaser, and _____ Publishing Company hereinafter referred to as Provider, who mutually agrees as follows:

1. The term of this agreement for _____ shall be seven years from **July 1, 2022, to June 30, 2029**. After completion of the fourth year of adoption the Provider may request a one-time price increase for the remaining three years of the adoption period at a price not more than the current price being charged to other school districts.
2. Provider certifies that the prices set forth in Schedule A/A.1 represents the lowest price Provider has charged for the same textbook and related support materials anywhere in the continental United States to meet the standards of “most favored nations” clause. If at any time during the life of this agreement, lower prices are utilized, Provider agrees to immediately disclose this information to Purchaser and modify the agreed price (Schedule A/A.1) to reflect the lower amount. Washoe County School District shall be able to negotiate for ancillary, related support material, and/or gratis material.
3. Depository(s) will be designated by Washoe County School District and approved by the Provider. The Depository will be from a shipping point(s) in the State of Nevada or from a state contiguous to Nevada. The cost of Transportation beyond such shipping point(s) is to be paid by Washoe County School District. If Washoe County School District and Provider agree, purchase may be made direct from the Provider.
4. Provider agrees to: (a) furnish and make available for sale at all times throughout the terms of this agreement, sufficient quantities of the adopted instructional materials to supply the needs of Purchaser, and (b) pay a delay of delivery fee at the rate of one percent (1%) per day of the undelivered portion of the purchase order, if the Provider fails to deliver within 45-days of the date the purchase order was received by the designated supplier, unless otherwise agreed. The total penalty for any delivery shall not exceed the value of the undelivered portion of the purchase order.
5. In cases where the purchaser agrees to include a more recent copyright (“compatibility”) for an adopted textbook and support materials at the request of the Provider, the original agreed price shall prevail for the life of the agreement for both the original and compatible materials.
6. Provider agrees that textbooks and designated support materials will be equal or superior to the sample deposited with Purchaser in printing, binding, quality of paper and other essential features. Provider agrees to replace any textbook that fails (including, but not limited to broken binding, unreadable printing, wrinkled pages etc.), because it is not equal in quality to the sample of same item deposited by Provider with Purchaser. Such replacement will be at Provider’s expense including all related shipping charges.

7. Provider agrees to provide appropriate staff development and/or services as reasonably requested by Washoe County School District, in accordance with Provider's standard practices with respect to providing such types of services and support. The specific terms of this item shall be address in the Washoe County School District's Schedule B.

8. Provider agrees to indemnify and save and hold the Purchaser, Washoe County School District, its agents, and employees harmless from any and all claims, causes of action or liability arising from the failure of the performance of this agreement by Provider or Provider's agents or employees.

9. If sufficient cause exists for Purchaser to change or revoke this agreement, such change or revocation will not be considered a breach of the agreement, and the Purchaser may terminate the agreement without termination charge or penalty upon issue of written notification to Provider stating the reasons for such determination. Sufficient causes may include; for example, performance of an interim adoption, revision of curriculum, revocation of a textbook adoption, lack of funds, cultural and/or racial diversity standards, and subversive or sectarian content. Provider guarantees that there is no subversive or sectarian doctrine, as determined by the laws of Nevada and the United States, in any of the textbooks covered by this agreement.

10. Notwithstanding any provision of Paragraph 9 to the contrary, Purchaser shall not terminate this agreement based on a claim that Provider has failed to satisfactorily perform a material obligation on its part, unless Purchaser first gives Provider not less than thirty (30)days prior written notice that Purchaser intends to terminate this agreement and the reasons for such termination, and Provider does not cure such specified performance failure to Purchaser's satisfaction prior to the expiration of the such 30 day cure period. If Provider fails to cure the specified performance failure during such period, then termination of this agreement shall be effective at the end of the 30-day period.

By _____
 Dr. Kristen O'Neill,
 Superintendent of Washoe County School District

 Date

By _____
 Authorized Signature/Title
 Instructional Materials Publisher/Supplier

 Date

**SCHEDULE A
CORE INSTRUCTIONAL MATERIALS
BID SHEET**

Contact: Ellen Badger, Instructional Materials Facilitator
 Washoe County School District
 380 Edison Way
 Reno, NV 89502
ebadger@washoeschools.net
 FAX: (775) 861-1216

WASHOE COUNTY SCHOOL DISTRICT
 RENO, NV 89512

CONTRACT PERIOD:
From July 1, 2022 to June 30, 2029

TYPE ALL DATA

Publisher						
Subject Area:						
Readability Level (Identify Formula)						
Series Name (if any)						
Title(s) of Text NOTE: Please use a separate form for each grade level. List text on Schedule A <i>Text Materials Bid Sheet</i> and supplements on Schedule A.1 <i>Supplementary Materials Bid Sheet</i> .	Edition	Grade Level	Main Author(s)	ISBN Number AND Publisher Catalog Number	Copyright	School Price

PLEASE NOTE: If your materials are adopted by Washoe County School District, Schedule A *Text Materials Bid Sheet* and Schedule A.1 *Supplementary Materials Bid Sheet* will become the official contract. Please have the appropriate official sign each of the pages.

 Official Signature

 Date

**SCHEDULE A.1
SUPPLEMENTARY MATERIALS BID SHEET**

Contact: Ellen Badger, Instructional Materials Facilitator
 Washoe County School District
 380 Edison Way
 Reno, NV 89502
ebadger@washoeschools.net
 FAX: (775) 861-1216

WASHOE COUNTY SCHOOL DISTRICT
 RENO, NV 89512

CONTRACT PERIOD:
From July 1, 2022 to June 30, 2029

TYPE ALL DATA

Publisher				
Subject Area:				
Series Name (if any)				
Title of Corresponding Text(s)				
Supplementary Materials Description	Copyright	ISBN Number AND Publisher Catalog Number	Free Materials Ratio	School Price

PLEASE NOTE: If your materials are adopted by Washoe County School District, Schedule A *Text Materials Bid Sheet* and Schedule A.1 *Supplementary Materials Bid Sheet* will become the official contract. Please have the appropriate official sign each of the pages.

 Official Signature

 Date

**SCHEDULE B
INCENTIVES AND/OR ADDITIONAL OFFERS TO BE EVALUATED**

Contact: Ellen Badger, Instructional Materials Facilitator
 Washoe County School District
 380 Edison Way
 Reno, NV 89502
ebadger@washoeschools.net
 FAX: (775) 861-1216

WASHOE COUNTY SCHOOL DISTRICT
 RENO, NV 89512

CONTRACT PERIOD:
From July 1, 2022 to June 30, 2029

TYPE ALL DATA

Publisher				
Subject Area:				
Series Name (if any)				
Title of Corresponding Text(s)				
Incentives and/or Additional Offers Description	Copyright	ISBN Number AND Publisher Catalog Number	Free Materials Ratio	School Price

PLEASE NOTE: If your materials are adopted by Washoe County School District, Schedule A *Text Materials Bid Sheet* and Schedule A.1 *Supplementary Materials Bid Sheet* will become the official contract. Please have the appropriate official sign each of the pages.

 Official Signature

 Date