

## Georgia Department of Education

### MEMORANDUM

**TO:** Learning Resources/Textbook Publishers

**FROM:** Pam Smith  
Director of Curriculum  
Division of Curriculum, Instruction, and Assessment  
Telephone: 404-656-0476 Fax: 404-651-8582

**DATE:** February 2, 2011

**SUBJECT:** 2011 Learning Resources (Textbooks)/Instructional Materials Bid Information

This is to officially notify you that Georgia is beginning its learning resource/ textbook recommendation cycle. You are invited to submit a bid for Grades 6-12 Career, Technical and Agriculture Education (CTAE) courses for learning resources (textbooks)/instructional materials to be included in the state's recommended list of resources. All documents and files bulleted below will be available on our website [http://www.gadoe.org/ci\\_services.aspx?PageReq=CIServBooks](http://www.gadoe.org/ci_services.aspx?PageReq=CIServBooks). Look under the Publisher Information, Intent to Bid information.

Areas and/or concentrations to be considered in this bid are: (1) Agriculture, (2) Architecture, Construction, Communications & Transportation, (3) Business & Computer Science, (4) Culinary Arts, (5) Education, (6) Engineering & Technology, (7) Family and Consumer Sciences, (8) Government & Public Safety, (9) Healthcare Science, (10) Marketing, Sales & Services, (11) Special Populations, and (12) Career Development.

#### I. Submitting Bids

To be eligible to submit materials later for consideration during this recommendation cycle, please complete the enclosed form. This form will also be available as a Word file on our website.

- Enclosure – *Textbook Publisher Information Form*. List **ONE** contact person who is responsible for disseminating information regarding bids and contracts. This is the person who will receive all future mailings from GaDOE regarding the learning resources recommendation cycle. Please include your Federal Tax number on this form.

Return the requested information, either the enclosed sheet or the corresponding word file, to Randall N. Lee (rlee@doe.k12.ga.us), Georgia Department of Education, 1754 Twin Towers East, Atlanta, Georgia 30334, by February 15, 2011.

#### II. GPS Correlations

Publishers submit materials for specific courses given in the 2011 *List of State-Funded Courses* for Grades 6-12 Career, Technical and Agriculture Education (CTAE) courses. Publishers are required to complete a correlation of each submitted learning resource (textbook) or series to the Georgia's Georgia Performance Standards (GPS) for the relevant

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state-funded course. This applies only to those state-funded courses for which there are curriculum standards. The GPS standards are currently available at <http://georgiastandards.org>. You may print copies of the GPS.

- Enclosure – *Sample of Format for Correlation to Georgia Performance Standards*
- Enclosure – *Format for Correlation to Georgia Performance Standards Form*. Bring copies of the completed GPS correlations to the Learning Resource Advisory Committee presentations on June 13-12, 2011, and deliver the correlations to the state textbook evaluation sites on June 20-24, 2011.
- Enclosure – *2011 List of State-Funded Courses* contain the state-funded courses and numbers needed to prepare the correlation.

### III. Reproduction of the Georgia Performance Standards in Textbooks

Georgia Performance Standards (GPS) is a copyrighted work created by the Georgia Department of Education (GaDOE) on behalf of the State of Georgia. In addition, various portions of the GPS have been licensed to GaDOE by third party copyright owners. UNAUTHORIZED USE OF INTELLECTUAL PROPERTY IS PROHIBITED AND MAY RESULT IN LEGAL ACTION AND EXCLUSION FROM THE STATE LEARNING RESOURCES RECOMMENDATION.

Publishers may provide the official link to the Georgia Performance Standards, [www.georgiastandards.org](http://www.georgiastandards.org), in any textbook, learning resources, or related materials.

### IV. Electronic Version

- Enclosure – *Guidelines for the Electronic Versions of Learning Resources (Textbooks)*

Georgia law requires that a publisher of a learning resource (textbook) recommended by the State Board of Education has an electronic version of each student edition. This document lists guidelines for these electronic versions.

### V. Important Dates (Tentative and Subject to Change as Needed)

- Enclosure – *2011 Learning Resource (Textbook) Recommendation Timeline for Publishers*

This document lists important dates for publishers. Please make a note of these dates. On March 11, 2011, the Learning Resources Recommendation Agreement, Form B (Statement of Publisher Submitting Books for Adoption), Form M (Statement of Publisher Submitting Electronic Media for Adoption), and instructions for submission of information on the 2011 Georgia Official Learning Resource (Textbook)/Instructional Materials Submission Excel Form will be mailed to all publishers who have previously submitted their information files.

We look forward to working with you during the 2011 recommendation cycle. If you have any questions, please contact Randall N. Lee ([rlee@doe.k12.ga.us](mailto:rlee@doe.k12.ga.us)) at 404-656-0476 (Work), 404-304-4434 (Cell) or by fax at 404-651-8582.

**Georgia Department of Education**

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Enclosures

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