INDIANA DEPARTMENT *of* EDUCATION

2023 HIGH-QUALITY CURRICULAR MATERIALS
ADVISORY LIST VENDOR SUBMISSION GUIDE

Indiana Department of Education

100 N. Senate Ave.
Indianapolis, IN 46204

Purpose

High-quality curricular materials are a key component to effective and engaging learning experiences for students. The Indiana Department of Education (IDOE) seeks to publish a list of high-quality curricular materials to inform adoption, instructional practices, and professional development.

- Pursuant to IC 20-26-12-24.5, "Reading curriculum requirements, Sec. 24.5.
  (a) This section applies to a public school, including a charter school.
  (b) As used in this section, "three-cueing model" refers to the three-cueing model of reading that uses meaning drawn from the context, pictures, or syntax as the primary basis for teaching word recognition.
  (c) Beginning with the 2024-2025 school year, a superintendent, advisory committee, or governing body or the equivalent for a charter school, in adopting curriculum or supplemental materials for reading under section 24 of this chapter:
      (1) shall adopt curriculum or supplemental materials for reading that are aligned:
          (A) with the science of reading; and
          (B) to the student's reading proficiency; and
      (2) may not adopt curriculum or supplemental materials for reading that are based on the three-cueing model."
- Pursuant to IC 20-31-3-2(b), IDOE "must publish an advisory list of science of reading curricula on the department's website."
- Pursuant to IC 20-20-5.5-2, IDOE "shall evaluate, approve, and publish a list of high-quality curricular materials for use in the following subjects: (1) Science, (2) Technology, (3) Engineering, (4) Math."

Additionally, IDOE will conduct a curriculum evaluation process and subsequent professional development to inform instructional practices and better prepare students ages birth to five for kindergarten. This vendor guide serves to delineate the criteria for an "integrated curriculum", which includes resource(s) that must cover each domain of the Indiana Early Learning Standards (i.e., include approaches to play and learning, English/language arts, mathematics, science, social studies, student wellbeing, creative arts, and physical health and growth). Grant funds will be available to some early care and education settings to defray a portion of the curriculum cost.

Local education agencies (LEAs) and early learning facilities will have the autonomy to choose their own instructional materials. Indiana aims to support local decision-makers by providing the results of ongoing reviews that help identify high-quality instructional materials from participating vendors.

High-Quality Curricular Materials Submission and State Review Process Overview

Content providers of proprietary and open educational resources (OER) aligned to future-focused Indiana Academic Standards and Indiana Early Learning Standards are invited to submit the vendor application. The following subject areas are accepted for review with the 2023-2024 High-Quality Curricular Materials Vendor Application:

- Early Learning Integrated Curriculum (Infant/Toddler, Preschool, and Mixed Age Groups)
- K-8 Science/Engineering[1]
- 9-12 Science
- K-8 Technology (Computer Science)[2]
- K-12 Mathematics
- K-5 Reading aligned with the 2023 future-focused Indiana Academic Standards aligned to the science of reading

The following steps outline the vendor submission process, which requires review by IDOE and committees of Indiana educators using the vendor evaluation tools. Vendors must submit the High-Quality Curricular Materials Vendor Application to IDOE via electronic form. The review considers three specific process steps: 1) independent review by a credible third party research entity, 2) independent review by each educator reviewer, and 3) consensus by IDOE's hosted review committee.

Review Process

Step 1: Independent review by a credible third party research entity.	Vendors must complete the applicable evaluation tool by listing appropriate evidence (e.g., references to specific lessons, standards alignment documents, contextual narrative explanation or corresponding documents) for each rubric criterion in the "Notes/Evidence" column of the evaluation tool (see example). The completed evaluation tool, along with any applicable evidence referenced in the "Notes/Evidence" column, should be provided to a credible third party external research entity for review. Research entity team members conducting the review must have significant demonstrated experience in curriculum/standards alignment and evaluation and hold advanced degrees in curriculum and instruction,

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[1] Science and Engineering will be evaluated through the same evaluation tool for grades K-8 because Science and Engineering Practices, as well as Engineering, Technology, and Applications of Science (ETS) standards are included within the Indiana Academic Standards for K-8 Science. Specific high school engineering curriculum is informed by Career and Technical Education programs of study and will not be evaluated through this process.

[2] Technology in this context is interpreted as aligning with the Indiana Academic Standards for K-8 Computer Science.

	educational measurement, or a related field. Vendors must refine their evaluation tool and compiled evidence as needed based on feedback from the third party review. Vendors must ensure a logical, numerically-based naming convention for all evidence to ensure clarity for reviewers (see example).
Step 2: Independent review by each educator reviewer.	Teams of vetted Indiana education stakeholders will independently review completed vendor submissions to verify that required evaluation tool criteria and any applicable optional criteria are met.
Step 3: Consensus by IDOE's hosted review committee.	Teams of vetted Indiana education stakeholders will confirm agreement across independent reviews and reach consensus on a final evaluation determination for each vendor applicant. Vendors will have one opportunity to resubmit evidence for any criteria for which the educator reviewers deem insufficient evidence is provided.

IDOE Vendor Application Review Phases

Submission Phase I: Pre-Application
IDOE requires vendors to complete an intent to submit for evaluation (i.e., Letter of Intent). Any questions related to the submission process must be submitted on the same form at this time as well. Letters of intent must be received no later than 11:59 p.m. ET on Monday, August 21, 2023 via this form. Late submissions will not be accepted.

Submission Phase II: Initial Submission
Vendors must submit all required information and evidence no later than 11:59 p.m. ET on Tuesday, October 3, 2023. Applications must be submitted via a Jotform that allows applicants to upload documents. Once submitted, the identified vendor point of contact (i.e., respondent) will receive notification that the program is placed in the queue for review by educator committees. Key elements of the submission include:

- Completed evaluation tool submitted to third party external research entity and narrative confirmation from the third party verifying the results of the review. Review results should provide evidence of the degree to which the materials are aligned with and measure the breadth and depth of Indiana Academic Standards and Early Learning Standards according to the provided evaluation tools.
- Verification of qualifications of third party review entity.
- Summary of updates made to the evaluation tool based on third party review.
- Final completed evaluation tool to be utilized by vetted Indiana educator reviewers.
- Evidence documents (in PDF format) listed in the evaluation tool (e.g., standards alignment documents). Video, if applicable, should be in MP4 format. Vendors must ensure a logical, numerically-based naming convention for all evidence to ensure clarity for reviewers (see example).

- Digital versions of all student- and teacher-facing materials, including any necessary login information.
- Exact, not-to-exceed standard statewide pricing information using the provided [cost sheet](#) to be published publicly upon approval through the curriculum evaluation process.

Late submissions will not be accepted.

Submission Phase III: State Vetting
Submissions are examined by educator committees. If committees find required information or evidence is missing, vendors will be given one opportunity to submit missing items. The respondent is provided the corresponding evaluation tool, noting areas of insufficient information required for approval. The respondent may resubmit the vendor application once. Final review decisions by the committee will be made upon receipt and review of additional evidence provided.

Submission Phase IV: Notification of Application Status and Publication
The vendor is notified of the final review decision, and any applicable next steps are identified. Final evaluation tool reviews from the educator committees for approved vendor applications, along with exact, not-to-exceed standard statewide pricing information, will be available publicly on the IDOE website.

Final results of the committee review are organized by content area on IDOE's website. Vendors with approved applications will be valid for a period of six years (pending any updates to Indiana Academic Standards, legislation, or rule). Vendors must confirm annually any specific changes to materials and related pricing.

Vendor Application Submission References and Resources

Evaluation Tools

- [Early Learning Integrated Curriculum](#) (Infant/Toddler, Preschool, and Mixed Age Groups)
- [K-8 Science/Engineering](#)
- [9-12 Science](#)
- [K-8 Technology (Computer Science)](#)
- [K-12 Mathematics](#)
- [K-5 Reading](#) aligned with the [2023 future-focused Indiana Academic Standards aligned to the science of reading](#)

Templates and Exemplars

- Sample [Completed Evaluation Tool](#)
- Required [Cost Sheet](#) for establishing exact, not-to-exceed standard statewide pricing

Review Cycle Timeline

1. July 28, 2023 - Application Materials become available.

2. August 21, 2023 - Deadline to submit Letter of Intent and questions via this form.
3. October 3, 2023 - Deadline to submit final, complete application via appropriate content area/grade level form.
4. January 22, 2024 - Vendor notification of final review status.

Contact

Questions about the process must be submitted via the Letter of Intent form. Contact IDOE's Office of Teaching and Learning with technical difficulties.

Frequently Asked Questions

Overview

1. **What is the purpose of the instructional materials review?**
   The review of instructional materials gives corporations information about alignment to future-focused Indiana Academic Standards and Early Learning Standards, as well as a variety of other indicators of high quality curricular materials. This process supports local school corporations and educators in making informed decisions regarding instructional materials adoption. Local school corporations can use these reviews to determine which materials are best suited for their local needs.

2. **How will the review process work?**
   There are three phases to the review process. In Phase I, vendors submit a form indicating intent to apply. In Phase II, vendors submit all required information and evidence for review. In Phase III, committees of Indiana educators review submissions against evaluation criteria. If committees find required information or evidence is missing, vendors will be given one opportunity to submit missing items. Educators will then review all additional materials and determine final rubric scoring. In Phase IV, vendors are provided with final application status. All submissions that meet required evaluation tool criteria will be published on IDOE's website.

3. **What evaluation tools will be used during the review process?**
   The High-Quality Curriculum Materials Evaluation Tool is unique to each content area or developmental age. All submissions should align with appropriate Indiana Academic Standards or Indiana Early Learning Standards.

4. **How will the Phase III review process be determined, and will partially-aligned content be reviewed?**
   IDOE will prioritize review assignments based on the date information and evidence is submitted. If educator committees determine vendor submissions do not meet all criteria, vendors will be given the opportunity to submit missing items.

5. **Who will review applications during Phase III?**

Application reviews will be conducted by educators from across the state who are informed on Indiana's Early Learning Standards and Indiana's Academic Standards. Reviewers will use the evaluation tools and evidence submitted by the vendor to determine consensus within the group.

6. **Can vendors refuse to have the application results shared once the review is completed?**
   No. Final evaluation tools, along with standard, not-to-exceed statewide pricing details, for approved providers will be available on the IDOE website.

7. **Will the review process impact corporation funding for instructional materials?**
   No. Corporations have the authority and responsibility to make all purchasing decisions in alignment with Indiana Code.

Timeline

8. **When will the review process begin?**
   State reviews will begin on Wednesday, October 4, 2023 with vendor submissions being accepted through Tuesday, October 3, 2023.

9. **Will all respondents be notified at the same time?**
   Yes. Notification will be sent by January 22, 2024.

Types of Materials

10. **Is there a list of courses?**
    No. Instructional content that is submitted for state review must align to either the future-focused Indiana Academic Standards or Indiana Early Learning Standards (for early learning materials).

11. **Will teacher and student editions be reviewed?**
    Yes. The submission must be in a digital format. Access to a full online and digital student edition must be made available.

Digital Format Requirements

12. **All documents/evidence submitted for review is required to be digital. What does this mean?**
    Digital/electronic versions (open or proprietary) will be reviewed and can be interactive online or provided in PDF format (not paper/ink copies). OER are learning materials that are freely available under a license that allows them to be reused, revised, remixed, and redistributed. See www.oercommons.org for additional information. Proprietary materials are those that are sold.

13. **All materials must be submitted electronically for review; however, can other formats be made available to school corporations?**

Yes. Any format (e.g., braille, audio, large print/print, and digital) can be made available for purchase.

14. Is it likely that corporations will purchase printed versions of these digital materials?
Corporations may purchase any formats deemed most appropriate for their students.

15. Can digital materials require specialized software installation in order to be reviewed?
No. The installation of software applications in conjunction with content alignment reviews may present difficulty if system requirements cannot be met. Instead, PDF versions are recommended for submission.

Contracts

16. Will there be any state contracts for titles reviewed? If so, must prices be "locked in" for any specified amount of time?
A state contract will not result specifically from this review. Vendors selected for the list must agree to standard, not-to exceed statewide pricing.

Additional Questions

17. Are publishers allowed to visit schools and/or send samples?
Arrangements for solicitation should be coordinated through local school corporation officials.