NEW MEXICO
Public Education Department

New Mexico Public Education Department
Instructional Material Bureau

Request for Applications

2026 Instructional Material Adoption

Grades 9-12 English Language Arts
Grades 9-12 Spanish Language Arts
Grades 9-12 World Languages
Grades 9-12 English Language Development
Grades 9-12 Spanish Language Development

Mariana D. Padilla
Secretary of Public Education

Instructional Material Bureau
300 Don Gaspar
Santa Fe, New Mexico 87501

August 12, 2025

The New Mexico Public Education Department (PED) announces the instructional material process for adoption to the multiple list intended for publisher/provider bids in the categories of core and supplementary materials.

2026 Instructional Material Adoption

New Mexico Public Education Department
Instructional Material Bureau

Request for Applications

2026 Instructional Material Adoption:
Grades 9-12 English Language Arts Instructional Material
Grades 9-12 Spanish Language Arts Instructional Material
Grades 9-12 World Languages Instructional Material
Grades 9-12 English Language Development Instructional Material
Grades 9-12 Spanish Language Development Instructional Material

Released: August 12, 2025

Submission Timeline and Schedule: **Pages 9-10**

RfA and Required Forms Available at:
https://web.ped.nm.gov/bureaus/instructional-materials/publishers/

Issued by
Anthony Burns, Director
Instructional Material Bureau

TABLE OF CONTENTS

ANNOUNCEMENT, OVERVIEW, AND DEFINITIONS 4

Announcement 4

Point of Contact for RfA 4

RfA Informational Webinars for Publishers/Providers 4

RfA Informational Conferences for Publishers/Providers 5

Publisher Google Drive 5

Instructional Material Summer Review Institute 5

Legislative Funding 6

Definitions 6

SECTION I: APPLICATION, PUBLISHER/PROVIDER PROCESSING FEE SUBMISSION AND DEADLINES 9

Required Forms and Submission Dates 9

Figure 1: Form Submission Deadlines 9

Figure 2: Addition and Withdrawal Deadlines 10

SECTION II: ADOPTION PROCESS AND DESIGNATIONS 11

A. Certification as Core or Supplementary 11

B. Research-Based Effectiveness Determination for Core 11

C. Review of Instructional Materials for Core Consideration 11

D. Classification of Adopted Instructional Materials 12

SECTION III: TERMS 13

A. Application 13

B. Transfer of Title Ownership 13

C. Publisher/Provider Processing Fees 13

D. Bid Submission General Requirements 13

E. Digital Material Compliance 16

F. Lowest Available Pricing 17

G. Quality of Material 17

H. Designation of Depository 17

I. New Mexico Regional Review Centers 17

J. Publisher/Provider Agreements 18

K. Prohibited Activities 18

SECTION IV: CORRECTIONS, ADDITIONS, AND WITHDRAWAL OF SUBMITTED MATERIAL 20

SECTION V: STANDARDS, CURRICULUM, AND PROGRAM REQUIREMENTS 21

A. Common Core State Standards for Grades K–12 Mathematics 21

B. Multi-Layered Systems of Support 21

D. Adaptive, Special Education, and Intervention Instructional Material 21

SECTION VI: PUBLISHER/PROVIDER REQUIREMENTS FOR THE SUMMER INSTITUTE 23

SECTION VII: REQUIRED FORMS AND INSTRUCTIONS FOR COMPLETION 26

Figure 1: Form Submission Deadlines 26

Figure 4: Index to Forms Section 27
FORM A: Publisher/Provider Contact Information 28
FORM B: Certification of Instructional Materials 31
FORM C: Official Sample Label 37
FORM D: Research-Based Effectiveness Determination 39
FORM E: List of Instructional Material 45
Definitions for Form E: Instructional Material List 45
FORM F: Citation Alignment and Scoring Rubric 56
FORM F: Citation Alignment and Scoring Rubric 58
ATTACHMENTS 59
NM Regional Review Centers for Instructional Material 59
NM Course Codes and Descriptions 60

The New Mexico Public Education Department prioritizes the adoption and implementation of high quality instructional materials (HQIM). In New Mexico, HQIM are content-rich, fully accessible, culturally and linguistically relevant, free from bias, research-based, aligned to New Mexico content standards, and a comprehensive full course of study. They are written with clear purpose, effective lesson structure, and pacing to provide flexibility for teachers to best support learning for all students, encouraging inquiry, complex problem solving, and curiosity. HQIM provide a variety of relevant assessments to support and guide teachers with professional tools to evaluate student comprehension of the content and provide deeper understanding of the standards. HQIM also represent a variety of cultural and linguistic perspectives and highlight diversity in culture and language through multiple perspectives to support students in making meaning of each content area.
HQIM are identified as core instructional materials (CIM) on the New Mexico adopted list of instructional materials.

ANNOUNCEMENT, OVERVIEW, AND DEFINITIONS

Announcement

The New Mexico Public Education Department (PED) announces the 2026 instructional material process for adoption consideration to the multiple list intended for publisher/provider bids in the categories of core and supplementary instructional material for grades 9-12 English Language Arts; grades 9-12 Spanish Language Arts; grades 9-12 World Languages; grades 9-12 English Language Development, and 9-12 Spanish Language Development.

This Request for Applications (RfA) is authorized by the Instructional Material Law, State of New Mexico, Section 22-15-1 to 22-15-14, NMSA 1978; PED Rule 6.75.2 NMAC; and all other applicable laws and rules.

Point of Contact for RfA

The PED Instructional Material Bureau (IMB) is the sole point of contact for all activities and requirements related to the RfA.

- Via mail:
  New Mexico Public Education Department
  Instructional Material Bureau
  ATTN: 2026 Instructional Material Adoption
  300 Don Gaspar
  Santa Fe, NM 87501
- Via email: imb.contact@hprec.org
- Website: NMPED IMB

RfA Informational Webinars for Publishers/Providers

The IMB will hold a webinar for prospective publisher/provider applicants regarding the requirements of the RfA and the completion of required forms. Publishers/Providers should review the RfA and forms **prior to** the scheduled webinar and submit any questions in writing. There will also be a question/answer period at the end of the webinar, time permitting. At the conclusion of the webinar, any additional questions may be submitted in writing to the IMB. Questions may be submitted before or after each webinar following the deadlines below. Please submit your questions by adding them to the correct tab on the 2026 Q & A for Publishers/Providers sheet. Questions that are unanswered during the webinars or submitted after the webinars will be answered on this sheet. The sheet will be accessible to publishers/providers for the duration of the review and adoption process.

Webinar 1: This first webinar is to provide **general information on the RfA**, submission requirements, and completion of required forms, with the exception of **Form F: *Citation Alignment and Scoring Rubric***.

Date: Monday, August 25, 2025
Time: 9am MST
Webinar Registration

Deadline for Written Questions Prior To Workshop: August 22, 2025. Submit questions to IMB using 2026 Q & A for Publishers/Providers sheet..

Deadline for Written Questions after Workshop: August 29, 2025. Submit questions to IMB using the 2026 Q & A for Publishers/Providers sheet.

Webinar 2: The **Form F: *Citation Alignment and Scoring Rubric*** is the focus of the second webinar. Publishers/Providers should identify staff who will be responsible for oversight and completion of the Publisher's/Provider's Form F submissions. The Form F captures the publishers'/providers' citations/correlations regarding the alignment of the instructional material with New Mexico academic content standards and other relevant criteria.

Date: **Tuesday, September 16, 2025**
Time: 9am MST
Webinar Registration

Deadline for Written Questions Prior To Workshop: **September 12, 2025.** Submit questions to the IMB using the 2026 Q & A for Publishers/Providers sheet

Deadline for Written Questions after Workshop: **September 18, 2025.** Submit questions to the IMB using the 2026 Q & A for Publishers/Providers sheet.

**** Recordings of webinars will be posted to the IMB website on the publisher subpage within 5-7 days from the webinar. Dates of webinars are subject to change. Registration for each webinar will ensure timely notification of any changes to webinars.***

RfA Informational Conferences for Publishers/Providers

A conference call/virtual meeting for prospective publisher/provider applicants regarding the requirements of the RfA and the completion of required forms will be scheduled based on information provided on Form As submitted by the due date. The purpose of these conferences is to give publisher/provider applicants individualized assistance for their unique materials and/or situations as they complete the forms. A second conference will be scheduled after the Form F: *Citation Alignment and Scoring Rubric* webinar to support publishers/providers submitting core material that will be reviewed. Publishers/Providers should come to the conference calls/virtual meetings prepared to ask clarifying questions about the completion of the forms. All publisher/provider staff members who will take part in the completion of the RfA forms should plan to attend the scheduled conferences.

Publisher Google Drive

The IMB will create a secure, shared Google drive for each publisher/provider that submits core and/or supplementary instructional material for this adoption and Summer Review Institute (Institute). All forms submitted to the IMB will be uploaded to the drive for ease of access and use for all involved in the adoption/review process. All work on all forms must be completed in the shared Google drive by anyone involved in the adoption process, including those responsible for creating the material citations/correlations in the Form F: *Citation Alignment and Scoring Rubric*. The publisher Google drive will be used solely for the purpose of the IMB adoption and Institute.

Instructional Material Summer Review Institute

In accordance with New Mexico State Statute, Section 22-15-8 NMSA 1978, instructional material is to be reviewed at a "Summer Review Institute at which basal material in the content area under adoption will be facilitated by content and performance experts in the content area and reviewed by reviewers." The annual PED Instructional Material Summer

Review Institute (Institute) will begin the week of June 8, 2026 (subject to change). The purpose of the Institute is to review research-based core instructional material (CIM) submitted by publishers/providers, school districts, or other educational entities. Such instructional material will be evaluated for alignment to the adopted New Mexico academic standards and other relevant criteria specified in Form F: *Citation Alignment and Scoring Rubric.* The submitted CIM that is research-based is reviewed by New Mexico teachers who hold Level II or Level III certification and who currently practice in the content field.

Legislative Funding

The Instructional Material Fund is established in statute to be used for the purpose of paying for the cost of purchasing instructional materials pursuant to the instructional material law. Local school districts, charter schools, state-supported schools, and private schools are allocated instructional material funding on an annual basis. Per Section 22-15-9.(C), NMSA 1978, "An amount not to exceed fifty percent of the allocations attributed to each school district or state institution may be used for instructional material not included on the multiple list." The legislature may make other appropriations available to school districts and charter schools in addition to or in place of the Instructional Material Fund appropriation. Instructional material allocations for each district and charter school may be found here.

Definitions

Core Instructional Material (CIM)—the comprehensive print or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks.

Supplementary Instructional Materials (SIM)—supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material. Pursuant to Section 22-15-8 NMSA 1978, the department may choose not to review supplementary materials

Academic Standards—concise, written descriptions of what students are expected to know and be able to do by the end of a course, grade level, or grade span, that are adopted in New Mexico Administrative Code (NMAC).

Adaptive Titles—instructional material designed to assist in meeting the educational needs of identified students.

Adoption—the authorization by the department of core and supplementary instructional material for use in public school districts, charter schools, and state educational institutions.

Adoption Cycle—the period during which instructional material adopted by the department shall be considered current.

Alignment—the degree to which standards, assessments and other important elements in an education system are complementary and work together to gauge student learning effectively.

Basal—the materials that constitute the necessary instructional components of a course of study, generally including a student edition, a teacher edition, and student workbooks.

Citation video—video prepared by the publisher/provider and hosted by the publisher/provider that demonstrates the citation process, including abbreviations and material overview.

Common Carrier—a company that is in the regular business of transporting freight, such as United Parcel Service®, FedEx®, or the like.

Core Subject Areas—those subject areas for which the department has adopted content standards and benchmarks.

Culturally and Linguistically Relevant Materials—instructional materials that authentically and positively reflect the elements of culture, such as language, customs and beliefs, traditions, and norms.

Depository—an entity approved by the department that represents publishers/providers for the purpose of managing district or school instructional material orders. The depository is responsible for accounting, acquisition, storage, distribution and disposition of adopted instructional materials.

Differentiated Instruction—constitutes individualized or customized instruction. The curriculum offers several different learning experiences within one lesson to meet students' varied needs or learning styles. For example, the instructor would utilize different teaching methods or modifications in content, process or product.

English Learner (EL)—classes or support programs for students whose native language is not English.

Evidence-based—a demonstration of strong or moderate evidence of effectiveness of positive student outcomes.

Instructional Material—school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media (not to include computers, laptops, handheld computers, or other devices).

In-Adoption—the currently adopted instructional material that is approved by the department and included on the multiple list.

Interoperability Standards—the current industry standards that measure the seamless sharing of data, content, and services among systems and applications.

Key Language Uses—reflect the most high-leverage genre in families across academic content standards. They are Narrate, Inform, Explain, and Argue. (WIDA)

Language Expectations—set goals for content-driven language learning. They add specificity to the ELD Standards Statements and Key Language Uses and make visible the language associated with the content areas. Language expectations are the statements most similar to what educators generally find in academic content standards. (WIDA, 2020)

Language Objectives—"how" the students will show what they are learning through the use of language. They focus on the four domains of Speaking, Listening, Reading and Writing.

Lexile Measure—a number indicating reading level. Lexile measures can range from below 200L for beginning readers to over 1700L for advanced readers.

Multiple List—the final list of instructional materials approved by the department. CIM are selected by a rigorous process led by New Mexico educators. It is used by schools and districts to choose the highest quality materials, including core and supplementary, for their needs.

New Mexico Regional Review Center—a state authorized location where samples of core instructional materials are received from publishers/providers and made available to evaluators, teachers and educational practitioners. The review center is responsible for storage, disposition and inventory of current adopted core instructional materials.

Open Educational Resources (OER)—teaching, learning, and research material that is freely available for use, adaptation, and sharing.

Open Source Curriculum (OSC)—a planned sequence of instructional and educational material that covers a full academic course of study, and that may be freely accessed, distributed, and modified.

Processing Fee—the fees charged to vendors (publishers/providers) for each item of instructional material submitted for adoption, not to exceed the retail price.

Professional Learning—the process of increasing the professional capabilities of staff by providing training and educational opportunities.

Provider—an organization or individual, including publishers, that develops and submits instructional material.

Publisher/Provider Agreement—an agreement between the department and the publisher/provider or publisher's/provider's agent to provide certain material at the lowest retail price for the use of students in New Mexico schools and including a penalty for failure to perform.

Request For Applications (RFA)—the written notice issued by the department soliciting the submission of new instructional material in the specified subject areas, outlining the terms and conditions of the department's review and adoption process.

Research-Based Effectiveness—the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include review by nationally recognized, independent experts in curricula review or an independently conducted experimental or quasi-experimental research study. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency as measured by the state assessment.

Review Set—the core instructional material submitted for review at the Institute. The review set consists of the student edition, teacher edition, and student workbook, if available, or the equivalent if digital. All review set items must be made available for purchase by districts as they are submitted for review and listed as such on the Form E: *List of Instructional Materials*.

Reviewer Of Record (Reviewer)—a reviewer who is a qualified teacher with a level 2 or 3-A license with experience in the content area being reviewed.

Rubric—a scoring tool that lists the criteria to be met in a piece of work and describes levels of quality for each of the criteria.

Substitution—the replacement of an adopted item under the publisher's/provider's agreement with a revised edition of the item..

Virtual review–review teams conduct the review independently and collaborate findings online or by network.

SECTION I: APPLICATION, PUBLISHER/PROVIDER PROCESSING FEE SUBMISSION AND DEADLINES

Required Forms and Submission Dates

****All dates are subject to change. It is the responsibility of the publisher/provider to check the website regularly. The IMB will make every effort to inform submitting publishers/providers of changes; however, it is the responsibility of those submitting instructional materials to be aware of timelines and deadlines.**

Forms A, B, and E can be downloaded from the PED website: NMPED IMB. Forms C and F will be made available in the publisher/provider Google drive when available for publisher use.
Here, and throughout this document, CIM = core instructional material and SIM = supplementary instructional material.

Figure 1: Form Submission Deadlines

Form	Form Title	Submission Date**	Applies To	Submit
A	Publisher/Provider Contact Information & Intent to Submit	09/03/2025	CIM and SIM	1—addresses both CIM & SIM
B	Certification of Instructional Materials	09/26/2025	CIM and SIM	1—addresses both CIM & SIM
C	Official Sample Label *(Will be placed in publisher Google drive and downloaded by publisher before final Form Fs are due January 7.)*	TBD–prior to Summer Review Institute	CIM	1—each item CIM TE*, SE**, WB# title
D	Research-Based Effectiveness Determination	09/26/2025	CIM	1—for each CIM title submitted
E	List of Instructional Material	09/26/2025	CIM and SIM	1—combined CIM & SIM
F	Citation Alignment and Scoring Rubric (initial) Citation Alignment and Scoring Rubric (final)	11/18/2025 01/07/2026	CIM	1—CIM digital 1—CIM digital
	Citation Video link CIM overview/organization Video *(See pages 23-24 for details for each video)*	11/18/2025 01/07/2026	CIM	

TE* = teacher edition SE** = student edition WB# = workbook

Figure 2: Addition and Withdrawal Deadlines

Form	Form Title	Submission Date**	Applies To	Submit
E	Additions to Form E deadline (supplementary only)	01/07/2026	SIM	1— addresses SIM
E	Withdrawal of titles deadline	11/05/2025	CIM and SIM	1— addresses both CIM and SIM
E	Addition of free material deadline	01/07/2026	CIM and SIM	1— addresses both CIM and SIM

Applications, additions, and withdrawal notifications must be communicated to the IMB via email no later than the submission date specified in the above charts. Withdrawals must be indicated on the **Form E: *List of Instructional Material*** by highlighting them in red on the original **Form E** in the publisher/provider Google drive by November 5, 2025. Additions of supplementary instructional materials must be indicated on the **Form E: *List of Instructional Material*** by highlighting them in green on the original **Form E** by January 7, 2026.

Form D notification as to whether or not submitted core instructional materials (CIM) are accepted for review will be communicated to the publisher/provider by **October 27, 2025.**

Publishers/Providers must complete initial **Form Fs and provide a citation video link** for CIM by the November 18, 2025 deadline. The initial Form Fs must be completed **in the publisher/provider Google drive**. The IMB staff will review the submitted (initial) **Form Fs** to ensure that the materials will be reviewable at the Institute. The publisher/provider will receive notification of necessary changes to their Form F citations via Google drive comments and suggestions by December 12, 2025. All **Form Fs** in their final version must be completed **in the publisher/provider Google drive** by January 7, 2026. At this time, access to the publisher Google drive will be suspended until the completion of the Institute. (See Section IV for additional information regarding addition and withdrawal of material.)

The PED reserves the right to reject any applications or portions thereof that fail to comply with the provisions of the RfA (Rule 6.75.2.9(B)(5), NMAC). The PED reserves the right to waive requirements when such waiver is determined to be advantageous to the state (6.75.2.9, NMAC).

Publisher/Provider Processing Fee

"The department shall charge a processing fee to vendors of instructional materials not to exceed the retail value of the instructional material submitted for adoption." (Section 22-15-8-E NMSA 1978) The publisher/provider processing fee must be made via an ACH transfer to PED by October 23, 2025. A corporate check may be accepted and must be postmarked no later than **October 23, 2025**. Specific instructions regarding the publisher/provider processing fee are included in this RfA under Section III C.

SECTION II: ADOPTION PROCESS AND DESIGNATIONS

Pursuant to 6.75.2.8, NMAC, the PED shall review and adopt instructional material in core subject areas for use in public school districts, charter schools, private schools, and state educational institutions. Publishers/Providers that meet the criteria set forth in this RFA may submit instructional material to the department for consideration through the process outlined herein. Publishers/Providers may submit print format, digital format, or both, and shall certify whether their instructional materials are one of the following: core instructional material (CIM) or supplementary instructional material (SIM). *See definitions on pages 6-8 of this document.*

OER and OSC instructional material may be submitted by the PED or submitted by schools, districts, or providers for adoption consideration. Pursuant to Article 23A and Article 23B of Chapter 22 NMSA 1978, the Indian Education Act and the Hispanic Education Act, respectively, the Hispanic Education Advisory Council (HEAC) and the Indian Education Advisory Council (IEAC) may submit instructional material to the department for adoption consideration. If the HEAC or IEAC submits instructional material as a provider, there shall not be a fee associated with the adoption. If the HEAC or IEAC submits instructional material created by a separate provider with the consent of the provider, there shall be a fee associated with the adoption as determined by the department.

In accordance with NMAC 6.75.2.9.B, the department may accept any applications that:(a) satisfy all criteria outlined in the RfA; (b) are determined to be advantageous to the state, considering the educational value of the instructional material submitted, cost to the state, and reliability of the provider; and (c) meet all other factors deemed relevant by the department. The department may reject any applications that fail to satisfy criteria outlined in the RfA.

A. Certification as Core or Supplementary

Publishers/Providers may submit instructional material for adoption consideration in print format, digital format, or both. Publishers/Providers shall certify on **Form B: *Certification of Instructional Materials*** whether their instructional materials are one of the following: core instructional material or supplementary instructional material. Instructional materials must be submitted as core if they are a full academic course of study for which the state has adopted content standards and benchmarks. **Form B: *Certification of Instructional Materials*** will certify that all instructional materials listed as core and/or supplementary on **Form E: *List of Instructional Materials*** comply with the definitions within this RFA. The department shall determine whether the publisher/provider has appropriately categorized each submission and may reclassify material if necessary. OER and OSC instructional material may be considered for adoption by the department as either core or supplementary. **Form B: *Certification of Instructional Materials*** is due by **09/26/2025**. Instructional materials submitted by the publisher/provider and not certified appropriately may be disqualified from adoption consideration.

B. Research-Based Effectiveness Determination for Core

The department may accept any applications that satisfy all criteria outlined in this RFA, including criteria for determining research-based effectiveness. Instructional materials that have been submitted on **Form E: *List of Instructional Materials***, certified on **Form B*: Certification of Instructional Materials***, and verified by the department to be core, will be evaluated based upon the criteria established for **Form D: *Research-Based Effectiveness Determination***. Core instructional materials that do not meet the research-based effectiveness criteria within Form D: Research Based Effectiveness Determination will not be reviewed and will not be adopted.

C. Review of Instructional Materials for Core Consideration

Instructional materials submitted for adoption and verified by the department to meet the definition of core will be reviewed by New Mexico Level II and Level III educators for alignment with state academic standards and other criteria as specified in the appropriate **Form F: *Citation Alignment and Scoring Rubric***. The department will make adoption recommendations to the secretary using the classification guidelines in Section II: Adoption Process and Designations (D.

Classification of Adopted Instructional Materials below) based upon the results of the review by Level II and Level III educators of the material submitted for adoption consideration as core.

D. Classification of Adopted Instructional Materials

The department shall make adoption recommendations to the secretary using the following guidelines:
Instructional material submitted for adoption as core; verified by the department to meet the definition of core and research-based effectiveness criteria; and reviewed by New Mexico Level II and Level III educators for alignment with state academic standards and other criteria as specified in the appropriate **Form F: *Citation Alignment and Scoring Rubric***, shall be classified as follows:

- Core instructional material that scores at 90% or higher on all identified criteria may be designated as Recommended and may also receive recognition for special features identified by the department.
- Core instructional material that scores at or above 80% but less than 90% on all identified criteria may be designated as Recommended with Reservations.

Core instructional material that scores less than 80% on all identified criteria will not be adopted and will not be included on the multiple list.

SECTION III: TERMS

A. Application

Applications shall adhere to the terms and conditions of this RfA and the timelines summarized in Figures 1 and 2, pages 9 and 10.

B. Transfer of Title Ownership

Transfer of title ownership applies to those materials adopted on the multiple list, for which there is an agreement in place, and for which the original publisher/provider has transferred the rights to another publisher/provider.
Titles Identified Within the Contract: The process begins with two formal letters from each of the respective corporations, one from the original contract "owner" (publisher/provider) and one from the receiving party (Depository). The letters are sent to the IMB explaining the transfer and providing specific information, including a timeline for the transfer process.

Titles to be transferred are those listed by the original contract owner (publisher/provider) on **Form E: *List of Instructional Material***. Both parties must attach the same list(s) to their correspondence and identify the list as *Exhibit A*. The letters shall be emailed to imb.contact@hprec.org.

Upon receipt of the required documents, the IMB will determine if further details are necessary to record the transfer to the Depository and the official state files. Please contact the IMB via email if you require further guidance.

C. Publisher/Provider Processing Fees

"The department shall charge a processing fee to vendors of instructional materials not to exceed the retail value of the instructional material submitted for adoption." (Section 22-15-8-E NMSA 1978) Fees for instructional material submitted for core or supplementary consideration will be based on a one-time payment of the calculated processing fee of all items listed on a publisher's/provider's **Form E: *List of Instructional Material*.** The processing fee will be calculated automatically within the **Form E: *List of Instructional Material***. The publisher/provider may submit a corporate check or an ACH transfer. Corporate checks must be made payable to the New Mexico Public Education Department and delivered by United States Postal Service or common carrier, postmarked no later than **October 23, 2025.** The publisher/provider may submit an ACH transfer to PED instead of a check no later than **October 23, 2025.** PED bank account and routing information will be provided upon request if submitting an ACH transfer. An email will be sent to confirm the processing fee amount and will act as an invoice/receipt. Paid fees are non-refundable. Processing fees should be delivered to:

New Mexico Public Education Department
Instructional Material Bureau
2026 Instructional Material Adoption - CI
300 Don Gaspar
Santa Fe, NM 87501

D. Bid Submission General Requirements

1. **Nonconforming bids**: Bids that do not conform to the requirements of this RfA may be rejected or returned for publisher/provider correction at the discretion of the PED.
2. **Subject area:** Bid submissions must be in the subject specified in this RfA: Grades 9-12 English Language Arts, Spanish Language Arts, World Languages, English Language Development, and Spanish Language Development instructional material.

3. **No duplication of titles submitted previously:** The publisher/provider may not bid material that has already been adopted and currently on the adopted multiple list in another subject area. Bids that do not comply with this requirement will be rejected.
4. **Draft and final formats:** Instructional material submitted must be in at least the draft form of a blue line master by January 7, 2026 and must be in a finished format by December 31, 2026.
5. **Current copyright**: The publisher/provider must bid the most current copyrighted material that will be available. The publisher's/provider's copyright of the instructional material submitted for the current adoption may be post-dated using the beginning year of the publisher's/provider's instructional material contract with the state of New Mexico. Material bearing a copyright after the year 2027 will not be accepted for the current adoption review.
6. **Substitutions:**
    a. Providers may submit formal substitution requests to the department for the in-adoption instructional material.
    b. Providers wishing to request substitutions shall submit to the department a written request along with justification for the proposed substitution. The department shall allow substitutions of instructional materials when it determines:
        i. the proposed substitution is in the best interest of students;
        ii. all terms and conditions of the original contract with the provider are still being met; and
        iii. the proposed substitution is limited to minor revisions and contains substantially the same materials as the previous edition.
7. **ISBN:** All individual items **must have a unique 13-digit ISBN** (International Standard Book Number). See instructions for **Form E: *List of Instructional Material*** for additional information on ISBNs and unique identifiers for bundles and packages. **Do not enter hyphens into ISBNs on any of the forms.**
8. **Digital material:** All submissions consisting of, or incorporating, digital content must be compatible and readable on any platform and remain static during the course of the Institute. Publishers/Providers submitting core digital instructional material for review must provide unique login credentials for reviewers to access materials. Publishers/Providers may not require reviewers to use a personal or institution-provided email for login purposes. Significant updates and revisions to digital core instructional materials (CIM) by the publishers/providers will require notification to imb.contact@hprec.org.
9. **Free instructional material**:
    a. Teacher editions or material for teacher use, such as manuals and guides, are to be offered free with class orders and at a ratio of one per teacher for each grade-level classroom, at least in the first year of purchase. The quantity of free or reduced-price material provided shall be calculated according to the number of teachers using the material and not according to the amount of material purchased or the number of students.
    b. Any free or reduced-cost material described on the publisher's/provider's **Form E: *List of Instructional Material***—and made available at no cost or at a reduced cost to a school that adopts its instructional material—will be made available on an equitable basis to all schools that adopt its instructional material.
    c. Any free or reduced-cost material or service described on the publisher's/provider's **Form E: *List of Instructional Material***—and made available at no cost or at a reduced cost to a school that adopts its English instructional material—will make available the Spanish version or equivalent, if they exist, also at no cost or at reduced cost.
    d. The publisher/provider shall make no offer of free or reduced-price material or services that have not been designated as such on the final approved list.
10. **Special Education/Adaptive Titles**: Instructional materials appropriate for special education students are designed to support the students' side-by-side participation in the inclusive classroom, as well as participation in self-contained programs. The expectation of instruction is to meet state standards in developmentally appropriate ways. Adaptive titles submitted for adoption as special education core textbooks will be subject to the same conditions and criteria of the review process at the Institute.
11. **Lexile scores:** Lexile scores are required for each core title including special education and adaptive submissions. Providing a Lexile range is appropriate in some content areas. Lexile scores for supplementary titles will be reported, if they are available.

12. **No alteration of forms:** All forms required by this RfA and submitted to the IMB must remain in the original format until uploaded to the publisher Google drive. Any further changes to the information on any form must be made to the form in the Google drive. New forms should not be created or uploaded unless requested by the IMB. Forms that have been altered may be returned for correction, rejected, or may eliminate the publisher/provider from participation in the adoption review at the discretion of the PED.
13. **Accessibility to instructional materials:** Publisher/Provider must submit National Instructional Materials Accessibility Standard (NIMAS)-conformant files of any printed instructional material that is submitted for core consideration and is adopted by the PED as core instructional material, at no additional cost, and on or before delivery of the printed instructional material, to the National Instructional Materials Access Center (NIMAC) repository at the American Printing House for the Blind (Reference: Braille Access Act, NMSA 1978 and 6.75.4 NMAC). The PED and its agencies shall have the right to transcribe and reproduce the instructional material furnished pursuant to this agreement in Braille, large print, recordings, or other media for the use of visually disabled students unable to use the instructional material in conventional print form. Such right shall include those corrections, revisions, and other modifications as may be required by the PED or its agencies.
    a. *Applicable materials:*
        i. *textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or local educational agency for use by students in the classroom*
        ii. *documents or publications that are formatted similar to print books, such as sections with headings, a linear reading order, and static text and images*
            - *Specific examples of formats for which NIMAS-conformant files may be submitted to the NIMAC include PDF, HTML, and EPUB formats that are not primarily or substantially composed of interactive or audiovisual content.*
14. **Accessibility to digital instructional materials:** PED 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 guidance below for additional information on those specifications.
    Conformance to the specified standards through an Accessibility Conformance Report (ACR) will be certified by the publisher/provider on the Form B: *Certification of Instructional Materials*. 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.
    a. Web-Based Materials: Web-based materials should conform to the most current application versions of the following standards:
        i. The Web Content Accessibility Guidelines (WCAG) at level AA
        ii. The Web Accessibility Initiative (WAI) Accessible Rich Internet Applications (ARIA) specification
        iii. The MathML specification for digital mathematical notation
    b. Publications and Documents:
        i. Portable Document Format (PDF) documents should be tagged and conform to PDF/UA (PDF/Universal Accessibility).
        ii. EPUB publications should conform to the most current version of the EPUB specification. They should also conform to the EPUB Accessibility specification. EPUB publications should also conform to the most current ARIA specification and use MathML for digital mathematical notation.
    c. Software and Apps:
        i. For optimal interoperability, it is recommended that software and mobile applications (apps) conform to the latest version of the User Agent Accessibility Guidelines (UAAG). If the software or app can be used to author content, the Authoring Tool Accessibility Guidelines (ATAG) may also apply.

15. **Compliance with standards**: Instructional material submitted, as further described in this RfA, will meet specified standards.
16. **Ownership of submitted instructional material:** All core instructional material submitted in response to the RfA shall remain the property of the PED. Supplementary materials are not submitted. Review sets may be returned to the publisher/provider at the discretion of the IMB. Adopted core instructional material submitted by the publisher/provider to the New Mexico Regional Review Centers shall remain the property of the Regional Review Centers. Distribution or disposal shall be at the discretion of the IMB and the Regional Review Centers.

E. Digital Material Compliance

1. All instructional material submitted for core consideration must also be available in an electronic format for electronic readers, pursuant to Section 22-15-13, NMSA 1978. At a minimum, the electronic version must be in Portable Document Format (PDF). Electronic materials must meet the following requirements:
   a. Publishers/Providers may not offer electronic equipment with the purchase of an e-book.
   b. At a minimum, the e-books must be delivered as a PDF copy of the adopted textbook.
   c. Publishers/Providers may exceed the required PDF format with additional formats for purchase.
   d. Updates to online programs will be without cost to the consumer.
   e. The duration of site licenses for online programs (annual, by semester, by month, by student, etc.) is determined by the publisher/provider.
   f. Publishers/Providers must provide contingency plans and site support for schools when online subscriptions are inconsistent or not deliverable.
   g. Prices for digital materials may not be offered at volume or tiered pricing. (e.g. 100-500 licenses = $$ per license, 501-1000 = >$$ per license, etc.)
   h. Prices for digital material are not to exceed the lowest price(s) for which the material is sold elsewhere in the United States, including trust territories.
2. Digital core instructional materials bid for adoption must meet these additional criteria:
   a. Platform-neutral, including configurations for networking;
   b. Graphical user interface (GUI) appropriate for content and grade level: (1) appealing for user; (2) easy to use and understand; (3) interactive, allowing user control;
   c. Program flexibility and support: (1) supports differentiated or personalized learning through style, pace, or needs; (2) can be adapted or configured by the teacher to meet evolving needs; (3) provides adaptive instructional content and timely and appropriate feedback to students; (4) allows student work and progress indicators to be saved and retrieved;
   d. Integrates with the state adopted Learning Management System (LMS), Canvas;
   e. Lexile scores for each core title; (can be Lexile range) and
   f. Accountability: (1) classroom management tools; (2) student work and progress indicators can be saved and retrieved.
3. **Accessibility to Digital Instructional Materials:** PED 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) are 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 guidance in section D.14. above for additional information on those specifications.

F. Lowest Available Pricing

All instructional material, both print and digital, submitted by the publisher/provider for both core and supplementary, will have a price that does not exceed the lowest price(s) for which the material is sold elsewhere in the United States (including trust territories) during the term of the publisher/provider agreement. If a price reduction occurs elsewhere

resulting in a price lower than that currently in place in New Mexico (including any retail prices listed on publisher websites and publisher generated price quotes), such price reduction shall be communicated to the PED IMB and applied at any time during the dates of the publisher/provider agreement. The publisher/provider shall provide written notification to the IMB and the Depository of any decreases in prices of instructional material. The retail price of publisher materials listed on **Form E: *List of Instructional Material*** shall not include shipping, handling or any other costs.

G. Quality of Material

1. Any printed instructional materials, including hardcover textbooks and related educational material, must meet the official minimum Manufacturing Standards and Specifications (MSST) of the State Instructional Material Review Association.
2. All material submitted for adoption and sale in the state of New Mexico must conform to the requirements of the Consumer Product Safety Improvement Act and all new requirements therein.

H. Designation of Depository

The publisher/provider must designate a state-authorized instructional material depository. At the time of this RfA, Archway is the sole state-authorized instructional material depository. The publisher/provider will include such designation as part of **Form A: *Publisher/Provider Contact Information***. Publishers/Providers that submit either core or supplementary materials pursuant to this RfA are required to offer all such materials through the state-authorized instructional material depository (currently Archway). All such materials include print, digital, and online products; no exemptions will be made for online products. Publishers/Providers must enter into a separate contract/agreement with the state-authorized instructional material depository and must contact the current depository to obtain a publisher code before submitting any forms. The depository can be contacted as follows:

Archway
Account Representative: Carmenlita Lewis
4525 Paseo Del Norte NE
Albuquerque, N.M. 87113
Toll Free: 888-820-4100 Option 1
Fax: 505-766-9781
E-Mail: newmexico_depository_support@archway.com

I. New Mexico Regional Review Centers

The publisher/provider shall provide a copy of adopted core instructional material to the New Mexico Regional Review Centers. Specifically, within thirty (30) days of the finalization of a publisher/provider agreement, the publisher/provider shall provide copies of core student and teacher instructional material, as well as other material they deem necessary to provide adequate information, to the authorized regional review centers and provide proof of delivery to the IMB. At a minimum, print editions—where available—or digital versions must be provided. A list of the New Mexico Regional Review Centers is included as Attachment 1.

1. The publisher/provider shall provide a sample of the teacher's edition and a sample of the student edition of each core adopted title to each New Mexico Regional Review Center below:
    - Eastern New Mexico University, Instructional Resource Center (Portales)
    - New Mexico Highlands University, Curriculum Library (Las Vegas)
    - New Mexico State University, Learning Resource Center (Las Cruces)
    - Western New Mexico University, School of Education (Silver City)
    - University of New Mexico, College of Education (Albuquerque)

2. **Form C: *Official Sample Label*** must be attached to the samples sent to the New Mexico Regional Review Centers, including the price listed on the **Form E: *List of Instructional Material.***
3. For digital instructional material, all access information must be included, such as web links, access codes, and passwords.

J. Publisher/Provider Agreements

Pursuant to Section 22-15-13, NMSA 1978, the PED may enter into a contract with a publisher/provider or authorized agent for the purchase and delivery of instructional material on the multiple list adopted by the department. OER, OSC, or instructional material for which there is not a publisher/provider, vendor, or agent to fulfill the requirements, including instructional materials developed by a district/school, may be exempt from the contract or may have an alternate contract. The publisher/provider agreement process begins after the Secretary of Public Education authorizes the adopted multiple list following the Institute.

a. The PED will send the publisher/provider agreement(s) to publishers/providers within thirty (30) days following authorization of the multiple list by the Secretary of Public Education.
b. The publisher/provider must sign and return the publisher/provider agreement(s) within 14 calendar days after the certified receipt date. Failure to return the signed agreement may result in the rejection of the publisher's/provider's application. Publisher/Provider processing fees are non-refundable.
c. The publisher/provider will include the Transfer of Title Ownership at this time if applicable. [SEE Section III.B].
d. The publisher/provider agrees that services will be performed within applicable federal and state laws and applicable standards and regulations of the PED.
e. The contract period is six (6) years for submitted instructional material included on the adopted multiple list, starting January 1, 2027, and ending December 31, 2032.

K. Prohibited Activities*

1. Publishers/Providers may not contact the Institute reviewers of record, review team leaders, facilitators of record, quality analysts, or other participants before or during the Institute. Reviewers, review team leaders, facilitators, quality analysts, and other participants will be instructed not to contact or discuss review procedures with publishers/providers at any time. Any inquiries related to the Institute are to be directed to the IMB at imb.contact@hprec.org.
2. Publishers/Providers, and/or their representatives, and/or authors, shall not contact the Secretary of Public Education, and the secretary will not accept samples sent by publisher/provider agents, representatives, and/or authors.
3. Instructional material shall be submitted solely through the process set forth in this document. Textbooks and materials submitted to individuals, or in a method not prescribed by this document, will be donated or otherwise disposed of at the discretion of the IMB.
4. Publishers/Providers are prohibited from conducting a pilot program of the core instructional material in the content area under review in which schools receive free material and professional development during the twelve months prior to the Institute.
5. Publishers/Providers are prohibited from selling or providing in conjunction with the sale of instructional material, any electronic media, computer hardware, delivery systems, computers, equipment, laptops, iPods, e-Readers, LCD projectors, electronic student response system, Interwrite school pad, test scanner, or any like items with the purchase of either print or digital core and supplementary material. **Publishers may not offer such items as part of the RfA, and may not offer such items as an incentive to school districts or schools to purchase the publisher's material.*
6. Publishers/Providers may not provide reviewers or other participants in the Institute with free gifts, brochures, candy, or complimentary items at any time or in any location.
7. Publishers/Providers may not negotiate the pricing of instructional materials on the adopted multiple list. New Mexico's Instructional Material Law, Section 22-15-13 NMSA 1978 requires that publishers/providers provide the

lowest pricing available for their materials anywhere in the US to New Mexico schools, including pricing provided on publisher websites.

**Publishers in non-compliance with any of the prohibited activities will have their bids rejected and may be at risk of not participating in future adoptions.*

SECTION IV: CORRECTIONS, ADDITIONS, AND WITHDRAWAL OF SUBMITTED MATERIAL

1. Corrections
   a. Corrections to any Forms A, B and E submitted as a part of the RfA process must be made by January 7, 2026. (Excluding Form Fs)
   b. Errors identified after the deadline in paragraph A.1 above should be reported to the IMB. The IMB will make a determination as to whether corrected documents will be allowed. Minor errors, typos, incorrect ISBNs, etc., will generally be allowed.
2. Additions to **Form E:** ***List of Instructional Material***
   a. Additions of supplementary instructional material (SIM) to **Form E** will not be allowed after January 7, 2026.
   b. The deadline for adding free material is January 7, 2026.
   c. New SIM titles added to **Form E** after the processing fee due date (October 23, 2025) will be subject to applicable publisher/provider processing fees.
3. Withdrawal of instructional material from **Form E:** ***List of Instructional Material***
   a. Publishers/Providers may withdraw material from Form E prior to November 5, 2025; however, the original processing fees are not refundable. Requests to withdraw material from Form E after the above-stated deadline are subject to a monetary penalty for each title removed to cover the expense to the state of altering paperwork and forms.
   b. Withdrawal of core instructional material from Form E after November 5, 2025 will result in a penalty of $2300 to the publisher/provider for each core title withdrawn from the review process.
   c. Withdrawal of supplementary material from Form E after November 5, 2026 will result in a penalty to the publisher/provider for each title withdrawn in the amount of $50.00. The original submission processing fee for the title is not refundable.
   d. Withdrawal of "Free" items from Form E will not be allowed after November 5, 2026. If the free item is no longer available, the publisher/provider is required to provide a substitution of like-kind in educational value for the duration of the publisher/provider agreement.

SECTION V: STANDARDS, CURRICULUM, AND PROGRAM REQUIREMENTS

A. Adopted State Content Standards for Grades 9–12 English Language Arts, Spanish Language Arts, English Language Development, Spanish Language Development, and World Languages

K-12 ELA Common Core State Standards

K-12 additional 15% of state-specific standards in ELA

K-12 SLA Common Core State Standards

K-12 additional 15% of state-specific standards in SLA

K-12 World Readiness Standards for Learning Languages

K-12 English Language Development

K-12 Spanish Language Development

B. Multi-Layered Systems of Support

1. Core and supplementary instructional material submissions should be aligned with the Multi-Layered System of Supports (MLSS).
2. Multi-Layered System of Supports (MLSS) – The Multi-Layered System of Supports (MLSS) is New Mexico's comprehensive overhaul of the Response to Intervention (RtI) that improves support systems by removing administrative barriers to providing timely evidence-based supports and focuses on holistic student success through robust family partnerships. Driven by student progress data for grade-level standards, the MLSS works to empower educators with a comprehensive system to make evidence-based decisions that are fluid, timely and meaningful. MLSS works to champion accelerated learning practices and school systems/policies that support the implementation of high-dosage tutoring opportunities that meet the individual needs of students while also ensuring students continue to have access to robust core instruction and universal supports. The MLSS provides a holistic intervention framework that guides educators, those closest to the student, to intervene quickly when students need additional supports. The MLSS framework reflects the supports that the classroom teacher, school, family, and health and wellness staff offer toward readying students to experience academic and behavioral success in school resulting in students being ready for success.
3. Layer 3, intensive student interventions, are available to any struggling learner regardless of whether they have an IEP, BIP, and/or AIP.
4. At all layers of the MLSS, interventions and supports should:
    a. be differentiated to meet the needs of all learners;
    b. align with the New Mexico Instructional Scope (NMIS);
    c. support Culturally and Linguistically Responsive Instruction (CLRI) and best practices for community-based supports; and
    d. utilize the NMPED Social-Emotional Learning Framework (SEL) for behavioral supports/interventions.
5. MLSS materials are informed by and based on cognitive science and the science of systems implementation.
6. Instructional materials aligned with MLSS identify evidence-based supports and interventions for Layer 2 and Layer 3 and are aligned with grade-level content standards.
7. NMAC 6.29.1 (Standards for Excellence): These revisions update the procedural requirements around providing all students with culturally and linguistically intensive learner interventions and removing administrative barriers to align with MLSS.

D. Adaptive, Special Education, and Intervention Instructional Material

1. **General Requirements for Adaptive Student Text, Publisher/Provider Options:**
   a. For the purpose of this adoption, adaptive instructional material is designed to assist in meeting the educational needs of identified students. The instructional material builds students' knowledge in critical content areas with accessible reading levels and a research-based instructional design.
   b. At all levels, attention should be on the fidelity of implementation, with consideration for cultural and linguistic responsiveness and recognition of student strengths.
   c. The adaptive title should accommodate the learner with specific considerations to research-based instructional design. Adaptive instructional materials submitted for adoption for identified and special education students must meet the following criteria:
      - Developmentally appropriate, sheltered instruction
      - High-interest and low reading level
      - Students' knowledge in critical content areas is built with accessible reading levels.
      - Slower pacing
      - Simpler vocabulary and more accessible reading level
      - Lessons prepared for readers performing at least two grade levels below their same age peers
      - Shorter passages
      - More illustrations
      - Age-appropriate graphics
      - Same scope and sequence of lessons for that grade level
      - Contain lessons as well as reinforcement practice in a format that developmentally builds upon the student's skills
   d. The adaptive title should accommodate the learner with specific considerations to the following formats, such as:
      - Spacing between print lines is wider.
      - Visual distractions for the reader are kept at a minimum, such as sidebars and text wrap with illustrations.
      - Double column print is avoided when possible. Single column is preferable.
      - Vocabulary words are bolded or highlighted when they are presented within the content.
      - A glossary of terms and vocabulary words is provided.
2. **Adaptive Titles of Core Instructional Material:** The adaptive title submitted as core instructional materials (print or digital) must follow the scope and sequence of lessons for the specific grade level as described in the subject and grade level course descriptions and should:
   a. be designed with an emphasis on high-interest and low reading level;
   b. accommodate the student's comprehension by using appropriate research-based instruction/interventions, such as slower pacing, simpler vocabulary, lessons prepared for readers performing at least two grade levels below their same age peers, shorter passages, more illustrations, and age appropriate graphics; and
   c. meet the same criteria as other core submissions, including alignment to the adopted state standards and other relevant criteria. The publisher/provider must submit a **Form F: *Citation Alignment and Scoring Rubric*** specific to the content and grade level. Core adaptive instructional materials and digital programs must be submitted on **Form E: *List of Instructional Material***; indicate specific population in the "Additional Populations" column.
3. **Supplementary Instructional Material (print or digital)**: The adaptive title submitted as supplementary refers to material used to reinforce, enrich, and/or enhance instruction driven by core instructional material, including ancillary items referenced as bundles, packages, student support kits, classroom support kits, teacher support kits, sets, libraries, and collections. Such adaptive supplementary material must be listed on **Form E: *List of Instructional Material***; the publisher/provider must indicate YES in the "Adaptive" column and the title will automatically be adopted and added to the state adoption list as supplementary upon execution of the publisher agreement.

SECTION VI: PUBLISHER/PROVIDER REQUIREMENTS FOR THE SUMMER INSTITUTE

1. **Submission of Review Sets Of Core Material:**
   a. Publishers/Providers must submit six (6) review sets for each core title. *(Please see the definition of Review Set on page 8.)*
      i. Each print review set is the comprehensive print educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study; *generally* it is a student edition, a teacher edition, and a student workbook. A document that reflects any citation abbreviations, acronyms, etc., must accompany each print review set. Form C: *Official Sample Label* must be attached to **each** box/carton/shrink wrapped bundle for each of the 6 review sets. (*See section VII for directions for* Form C: *Official Sample Label).*
      ii. Each digital review set is the comprehensive digital educational material which constitutes the necessary instructional components of a full academic course of study; *generally* it is a digital student edition, a digital teacher edition, and a student workbook. A document that reflects any citation abbreviations, acronyms, digital access information, etc., must accompany each digital review set. Form C: *Official Sample Label* must be attached to **each** review set and/or document that provides access information for the review set. (*See section VII for directions for* Form C: *Official Sample Label).*
   b. Review sets of the core titles must be submitted and registered at the Institute on a date prior to the Institute by the publisher's/provider's agent. Review sets that are not registered by the deadline, or are incomplete at the time of registration, will not be reviewed and not adopted.
   c. Three (3) prepaid shipping labels must accompany the review sets when they are submitted and registered before the Institute. These labels will be used to return review sets to publishers/providers in case they are not needed during the Institute.
   d. No samples, review sets, or titles are to be shipped to the PED. The PED is not responsible for material shipped to the location of the Institute and is not responsible for loss or damage of publisher's/provider's material. The publisher/provider is responsible for making those arrangements independently.
   e. Supplementary material is not submitted to the Institute, is not included in the review sets, and cannot be included with the core submissions for the review.
2. **Review Set and Citation Videos/Citation Document: (Citation video link provided on Form F cover page.)**
   Publishers/Providers submitting core material are required to create a short video presentation, no more than 20 minutes, for each grade level review set, along with a document explaining the citations, acronyms, and abbreviations used on **Form F: *Citation Alignment and Scoring Rubric***. (If there are multiple grades with similar features, a single video and document to cover those grades is acceptable.) Each video should inform reviewers how each submitted specific grade level review set is structured so that the reviewers can gain a basic understanding of the materials. Each video should also include basic instructions about the publisher's/provider's general citation strategies used in completing the **Form F: *Citation Alignment and Scoring Rubric***. Each video and citation document will inform the reviewers of the publisher's/provider's notations, acronyms, abbreviations, headings, and features that are used to indicate where evidence of the standards and other criteria can be located within the textbook or digital material. Publishers/Providers may also provide instructions on how to access online or digital material submitted as part of the review set. Each publisher/provider is responsible for hosting the videos on a website with easy access by Institute reviewers and IMB staff. The video link must be included on the cover page of the **Form F: *Citation Alignment and Scoring Rubric*** at the time of the initial Form F submission deadline. The video link must be accessible from that submission deadline through the Institute. Please refer to the Publisher/Provider Sample Citation Video for specific guidance on the information that should be included in your citation video. There should be nothing more and nothing less in your video than what is provided in the sample.
3. **Guidelines for Review Set and Citation Videos/Citation Document:**
   a. Video presentations are limited to twenty minutes per core review set submitted for review. The majority of the video should show the structure of the materials in the review set; how to read the citations in the **Form F: *Citation Alignment and Scoring Rubric***; and how to navigate the materials to

find the cited material. *No more than ¼ of the video can be an overview of the publisher/provider and the materials they provide.*

b. If digital materials are a part of the review set, step-by-step directions for accessing the digital materials should be included in the video presentation.

c. *This is not a sales presentation, and the publisher/provider may not address pricing, free material, promotional information, pilot programs, professional development, ranking by nationally recognized reviewers, or any other information not germane to understanding the structure of the material or the Form F citations.*

d. **The publisher/provider may not include any contact information in the video or on the landing page for the video.**

e. Introduce your citation format.

f. Be specific with examples. When necessary, because of various page formats, the publisher/provider should explain additional location information regarding acronyms, abbreviations, heading, or feature, such as:

FQ = Focus Questions	CT = Chapter Test
GP = Guided Practice	SA = Section Assessment
DI = Differentiated Instruction	SB = Side Bar insert

Example: [123-5] would refer the reviewer to page 123, paragraph 5 to find the evidence of the standard/criterion..

Example: [123-FQ-4] would refer the reviewer to page 123, focus question # 4 to find the evidence of the standard/criterion..

4. **Publisher/Provider Video for HQIM Reviews Website: (Video link provided in Form E.)**
Each publisher/provider submitting core material is asked to submit a video, no more than 10-12 minutes long, for the IMB's HQIM Reviews website. These videos should be similar to the citation video, with the exception of referring to any citations within the **Form F: *Citation Alignment and Scoring Rubric***. They should show the structure of the materials in the review set and may include a brief overview of the publisher/provider and the materials they provide. This video is not a sales presentation, and the publisher/provider may not address pricing, free material, promotional information, pilot programs, professional development, or ranking by nationally recognized reviewers. Each publisher/provider is responsible for hosting the videos on a website with easy access by the public that remains active for the six year adoption period.

5. **Specialty Equipment and Technology Support for Review of Digital Material**
   a. Reviewers may utilize varying devices/computers for their reviews of publisher-/provider-submitted electronic instructional material. Your materials must be accessible from any device/computer.
   b. It is the publisher's/provider's responsibility to provide technology support for technology provided during the review.
   c. The publisher/provider is responsible for providing links, passwords, user IDs, and any other required access information needed to review electronic and online material. Provider-/Publisher-specific requirements for digital review will be included on **Form C: *Official Sample Label***. Publishers/Providers submitting core digital instructional material for review must provide unique login credentials for each reviewer to access materials. Publishers/Providers may not require reviewers to use a personal or institution provided email for login purposes.
   d. The IMB may require the publisher/provider to assist with access to digital materials, such as ensuring that necessary IDs and passwords are functional.

SECTION VII: REQUIRED FORMS AND INSTRUCTIONS FOR COMPLETION

Specified Forms

The IMB provides a specific bid format to be completed for each required form**. No alterations, additions, or substitutions to the prescribed bid forms will be accepted.** Charts, brochures, catalogs, or the like will not be accepted. Publishers/Providers that fail to submit the required forms will have their bid, or affected parts of their bid, eliminated from the adoption process. See Section I, Submission Deadlines, for due dates. Publisher/Provider Forms A, B, D,and E may be downloaded from the Publishers' page of the IMB website. Publisher/Provider Forms C and F will be uploaded to the publisher/provider Google drive at the appropriate time during the submission process. Publishers/Providers will be notified by email when Forms C and F are available in the Google drive.

Form Submission

All forms must be submitted as an electronic copy uploaded into a shared Google drive accessible to the publisher/provider via the use of an IMB assigned Google account/Gmail address and initial password. The password is changed by the publisher/provider at first login.

Figure 1: Form Submission Deadlines

Form	Form Title	Submission Date	Applies To	Submit
A	Publisher/Provider Contact Information	09/03/2025	CIM and SIM	1—addresses both CIM & SIM
B	Certification of Instructional Materials	09/26/2025	CIM and SIM	1—addresses both CIM & SIM
C	Official Sample Label	To be placed in publisher drive after final Form Fs are due.	CIM	1—each item CIM TE*, SE**, WB# title
D	Research-Based Effectiveness Determination	09/26/2025	CIM	1—for each CIM title submitted
E	List of Instructional Material	09/26/2025	CIM and SIM	1—combined CIM & SIM
F	Citation Alignment and Scoring Rubric (initial) Citation Alignment and Scoring Rubric (final)	11/18/2025 01/07/2026	CIM	1—CIM digital 1—CIM digital
	Citation Video link CIM overview/organization video (See pages 22-23 for details for each video.)	11/18/2025 01/07/2026	CIM	

TE* = teacher edition SE** = student edition WB# = workbook

See the form sections below for requirements, directions, and examples.

Figure 4: Index to Forms Section

Form	Form Title	Page
A	FORM A: Publisher/Provider Contact Information	27

B	Form B: Certification of Instructional Materials	30
C	Form C: Official Sample Label	36
D	Form D: Research-Based Effectiveness Determination	38
E	Form E: List of Instructional Material	45
F	Form F: Citation Alignment and Scoring Rubric	56

Forms A, B, D, and E are available for download on the Publishers' page of the IMB website. Forms F and C will be provided to publishers/providers in their IMB-assigned Google drive. **The sample forms below are for demonstration purposes only.**

FORM A: Publisher/Provider Contact Information

REQUIRED FOR: core and supplementary
SUBMIT: One Form A for both core and supplementary materials

Form A is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only.**

OTHER INFORMATION:

1. New Mexico Publisher Code: The publisher code is a unique number assigned by the New Mexico book depository (Archway) on behalf of the IMB. If your publishing house does not have a New Mexico publisher code, contact the Archway office at 888-820-4100 Option 1 or newmexico_depository_support@archway.com and request a code. Do not assign your own code or use multiple codes. **Every publisher/provider must have a publisher code.**
2. The authorized representative must have the authority to make the required certification.
3. The designated contact representative will be the primary person IMB contacts regarding questions relating to the bid submission, deadlines, forms, and other issues relating to the bid submission.
4. If additional publisher representatives need to be added to Form A after it has been submitted, their contact information **must** be communicated to the IMB and added to a revised Form A submitted to the IMB and the original Form A in the publisher/provider Google drive.
5. Complete the Intent to Submit Form. This is not a commitment to submitting this number of titles but it should be as close to accurate as possible. These numbers will be used as preliminary guidance for contracting with reviewers of the core instructional materials for the Institute.

FORM INSTRUCTIONS:

1. Complete each field.
2. Upload an electronic copy of your form to your IMB-assigned Google drive.
3. Updates to the Form A: *Publisher/Provider Contact Information* must be made to the form and the revision date must be added to the saved title of the document.

Form A is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only. Do not use it in response to this RfA.**

FORM A: Publisher Contact Information 2026 Adoption

1. Publisher/Provider Contact Information

Publisher/Provider Name	
Imprint if different from Name	
City and State of Publisher Business	
NM Provider/Publisher Code	

2. Designation of Distribution Point/Depository

NM Distribution Point/Depository	Archway Depository

3. Authorized Representative Information

Authorized Representative Name	
Authorized Representative Title	
Email Address	
Street Address	
City, State, Zip Code	

4. Certification Agreement to the Terms and Conditions

Certification of Authorized Representative for Agreement Purposes: The authorized representative for the publisher/provider named above agrees to the terms and conditions outlined in the RFA instructions and certifies that all information submitted in response to this RFA is true and accurate.	
Signature of Authorized Representative	

5. Publisher/Provider Staff Contacts:

Designated Contact Representative for Communication with NMPED:

Contact Name		Title	
Street Address		City, State, Zip	
Phone/Ext.		Email	

Corporate Bids/Contracts Agreement Manager:

Contact Name		Title	
Street Address		City, State, Zip	
Phone/Ext.		Email	

New Mexico Representative:

Contact Name		Title	
Street Address		City, State, Zip	
Phone/Ext.		Email	

6. Intent to Submit - complete the Intent to Submit Form. This is not a commitment to submitting this number of titles but it should be as close to accurate as is possible. These numbers will be used as preliminary guidance for contracting with reviewers for the Summer Review Institute.

7. Summer Review Institute Contact Information (for core submissions only)

Technical/Digital Support

Contact Name		Title	
Street Address		City, State, Zip	
Phone/Ext.		Email	

Program Knowledge/Support

Contact Name		Title	
Street Address		City, State, Zip	
Phone/Ext.		Email	

Please email your completed Form A to *imb.contact@hprec.org*.

FORM B: Certification of Instructional Materials

REQUIRED FOR: core and supplementary
SUBMIT: One Form B for both core and supplementary material (print and/or digital material)

Form B is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only.**

PRINT AND DIGITAL MATERIAL: CORE AND SUPPLEMENTARY

1. Certification per 6.75.2.9.B.2 NMAC that publishers/providers certify whether each submission is core or supplementary as reflected on their **Form E: *List of Instructional Materials***.
2. Certification that the material under review has no cultural bias and provides an accurate representation of various ethnic groups; has no gender bias and promotes gender equality; has no factual error; and has no religious affiliation or political partisanship.

PRINT MATERIAL: CORE AND SUPPLEMENTARY

1. The *Manufacturing Standards and Specifications for Textbooks* (MSST) shall apply to all textbooks that are submitted for adoption on **Form E: *List of Instructional Materials*** for both core and supplementary print material.
2. The current MSST shall apply to all textbooks, which may be submitted for adoption without reference to the number that may be circulated during the period of agreement, provided that these standards shall not apply to subject classifications, which may be specifically exempted by the adopting agency prior to the call for bids.
3. All material submitted for adoption and sale in the state of New Mexico must conform to the requirements of the Consumer Product Safety Improvement Act (CPSIA) and all new requirements therein.
4. The publisher's/provider's submission of **Form B: *Certification of Instructional Materials*** guarantees the durability of textbooks for the six-year adoption cycle under normal student/teacher usage.
5. All material used in the manufacture of texts supplied under this adoption shall be tested in their original condition as furnished to book manufacturers and shall be subject to all trade tolerances recognized by the respective industries affected. Publishers/Providers are required to file (upon notification that their bid has been accepted) samples of material and to furnish to the state—when requested during the six-year life of this adoption—similar, adequate, and complete specimens of such material used in any subsequent printing and/or binding manufactured and delivered to the state under this adoption. Such tests shall be made upon material in finished books as is necessary to establish that such materials are identical to material submitted or exceed the requirements of these specifications. Tests to establish adherence to mechanical specifications will be made on the finished books.
6. Print instructional material must conform to the MSST, either at the time of bid submission or no later than December 31, 2026.
7. Required certification for print material. The authorized representative for the publisher/provider—named on **Form A: *Publisher/Provider Contact Information***—certifies that all print material submitted
   either (1):
   - currently conforms to MSST standards during the contract period, including any future substitutions;
   - ensures that all copies furnished under the agreement will be identical to, or the equivalent of, the official sample; and
   - ensures that all copies conform to, or exceed, these same specifications.

   or (2):
   - will conform to MSST standards no later than December 31, 2026; and
   - ensures that all copies furnished under the agreement conform to, or exceed, every specification within the New Mexico Administrative Code (NMAC 6.75.2).

8. All items that do not currently conform to MSST standards are listed by title and ISBN. The authorized representative further certifies that all print material complies with Consumer Product Safety Improvement Act (CPSIA).

9. Section 22-15-13(E) NMSA 1978 requires that publishers/providers of print instructional material on the multiple list shall be required to provide those materials in both written and electronic formats. The PED has established that, at a minimum, the electronic version must be in PDF format.
10. All English Language Arts materials submitted for adoption and sale in the state of New Mexico are aligned with the science of reading.

DIGITAL MATERIAL: CORE

1. The authorized representative for the publisher/provider, named on **Form A: *Publisher/Provider Contact Information***, certifies that all digital material submitted for core consideration is available in electronic format and, at a minimum, the digital material is in PDF format. The authorized representative further certifies that all digital material complies with CPSIA.
2. PED 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 guidance in section D.14. on page 15 for additional information on those specifications.

FORM INSTRUCTIONS:

1. Identify material submitted on the exception-based **Form E: *List of Instructional Material*** that does NOT currently conform to Manufacturing Standards and Specifications for Textbooks (MSST) at the time of bid submission. Each item listed on **Form B: *Certification of Instructional Material*** must conform to the standard for print or digital material no later than December 31, 2026.
2. Identify titles that do not currently conform to MSST at the time of bid submission, but will conform by December 31, 2026. List the title and ISBN of the student edition in the table included on the form.
3. Have the authorized representative—identified in **Form A: *Publisher/Provider Contact Information***—complete the ten certifications included with **Form B: *Certification of Instructional Material***.
4. Submit an electronic copy.

Form B is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only. Do not use it in response to this RfA.**

FORM B: Certification of Instructional Materials - Print and Digital Material 2026

Publisher/Provider Name/Imprint		Publisher Code:	

The undersigned publisher/provider agrees that the following conditions will be met.

1. **For print and digital material: core and supplementary**
   All material submitted for adoption consideration must be categorized accurately by the publisher/provider on all forms as defined in 6.75.2.9 NMAC as either core or supplementary.

Certification of Authorized Representative for Categorization of core and supplementary: The authorized representative, for the publisher/provider named above, certifies that all print and digital material submitted for adoption consideration are accurately categorized on all forms as core and supplementary, as defined in NMAC 6.75.2.9. Core instructional material means "the comprehensive print or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks." Supplementary instructional material means "supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material."	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

2. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials conform to the Consumer Product Safety Improvement Act (CPSIA) and all new requirements therein.

Certification of authorized representative for compliance with CPSIA.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

3. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New

Mexico demonstrate no cultural bias and provide an accurate representation of various ethnic groups.

Certification of authorized representative for compliance with no cultural bias and accurate representation of various ethnic groups.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

4. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico demonstrate no gender bias and promote gender equality.

Certification of authorized representative for compliance with no gender bias and promotion of gender equality.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

5. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in the state of New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico contain no factual errors.

Certification of authorized representative for compliance with no factual errors.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

6. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico are not religiously affiliated.

Certification of authorized representative for compliance with no religious affiliation.	
Name/Title of Authorized Representative	

Signature of Authorized Representative	
Date	

7. **For print and digital material: core and supplementary**
   All material submitted for adoption and sale in New Mexico conforms to the requirements of the RFA that all materials submitted for adoption and sale in the state of New Mexico do not ascribe to politically partisan ideologies.

Certification of authorized representative for compliance with separation of political partisan ideologies.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

8. **For print and digital material: core and supplementary**
   Print instructional material conforms to the Manufacturing Standards and Specifications for Textbooks (MSST), either at the time of bid submission OR will conform no later than December 31, 2026. The publisher/provider shall furnish to the state for appropriate testing, when requested, samples of material used in the publication of any material included in the bid submission. **One option below must be checked to be certified.**

   ☐ Currently non-conforming materials will conform by December 31, 2026. Identify by title, IM Code (SE, TE, etc.) and ISBN each item submitted on **Form E: *List of Instructional Material*** that does not meet MSST standards at the time of bid submission and that will meet MSST standards no later than December 31, 2026.

Full Title	IM Code	ISBN

   ☐ Conforms at time of bid submission. The publisher/provider will certify that all titles, not identified as currently non-conforming (chart above), do meet MSST standards at the time of the bid submission and will meet MSST standards during the contract period.

Certification of authorized representative for compliance with MSST.	
Name/Title of Authorized Representative	

Signature of Authorized Representative	
Date	

9. For print material: core and supplementary

Section 22-15-13(E) NMSA 1978 requires that publishers/providers of instructional material on the multiple list shall provide those materials in both written and electronic formats. The PED has established that, at a minimum, the electronic version must be in PDF format.

Certification of authorized representative for compliance with Section 22-15-13(E) NMSA 1978.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

10. For digital material: core and supplementary

Digital materials and technologies must 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.

Certification of authorized representative for compliance with the Web Content Accessibility Guidelines (WCAG) as incorporated 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), through an Accessibility Conformance Report (ACR).	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

11. For print and digital material: core

All English Language Arts materials submitted for adoption and sale in the state of New Mexico are aligned with the science of reading.

Certification of authorized representative for alignment with the science of reading.	
Name/Title of Authorized Representative	
Signature of Authorized Representative	
Date	

FORM C: Official Sample Label

REQUIRED FOR: core instructional material submitted to the Institute and samples submitted to the Regional Review Centers

SUBMIT: Affix one Form C for each core item submitted to the Institute and for each sample submitted to the Regional Review Centers.

Form C will be provided to publishers/providers in their IMB-assigned Google drive. **The sample form below is for demonstration purposes only.**

OTHER INFORMATION:

1. The official sample label must be filled out in its entirety and attached to the following:
   a. Each item in a review set submitted as core for review at the Institute; and
   b. Each item accepted by the PED as core and submitted by the publisher/provider to the Regional Review Centers.
2. The Student Edition ISBN is required on each **Form C** in order to track the materials at the Institute and across all forms. The SE ISBN provided should match across the following forms: **Form C:** ***Official Sample Label;*** **Form D:** ***Research-Based Effectiveness Determination;*** **Form E:** ***List of Instructional Material;*** and **Form F:** ***Citation Alignment and Scoring Rubric***. If the SE has been bundled to create a single ISBN for multiple volumes, use the bundle ISBN for the SE ISBN on Form C.
3. The sample label may be reduced in size to accommodate the item but not altered in any other way.
4. Labels must be securely attached or imprinted and placed on the backside of the material, **covering** the printed ISBN.
5. For digital material:
   a. Affix **Form C:** ***Official Sample Label*** to the physical material (CD ROM, flash drive, etc.) or, if the content is online only and has no physical form, affix **Form C:** ***Official Sample Label*** to a representation of the material (brochure, print out of identifying information from the digital version, etc.).
   b. Include all instructions needed for reviewers to access digital material such as access codes, passwords, IDs, and URLs for online material.
6. Material submitted at the Institute that is incorrectly labeled or does not have a label will be the responsibility of the designated representative to correct on site.
7. Official sample labels must be attached to samples sent to the New Mexico Regional Review Centers.
8. Official sample labels SHALL NOT include the price for review sets for the Institute, but SHALL include the price for the materials sent to the New Mexico Regional Review Centers.
9. The item must be an exact copy and of the same quality as material furnished under the agreement with the PED.

FORM INSTRUCTIONS:

1. Complete a **Form C:** ***Official Sample Label*** for each item to be submitted at the Institute and affix it to the corresponding instructional material.
2. For digital-only material, access instructions must be included.
3. Complete a **Form C:** ***Official Sample Label*** for each item to be submitted to the New Mexico Regional Review Center and affix it to the corresponding instructional material.

Form C will be provided to publishers/providers in their IMB-assigned Google drive. **The sample form below is for demonstration purposes only. Do not use it in response to this RfA.**

NEW MEXICO Public Education Department	FORM C: Official Sample Label 2026 Adoption

NEW MEXICO
Public Education Department

FORM C: Official Sample Label 2026 Adoption

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
Official Sample Label 2026 Adoption
Grades 9-12 ELA, ELD, SLA, SLD, WL Instructional Material
Contract Period 2027-2032

This item is an exact copy of the material to be furnished under our agreement with the New Mexico Public Education Department (NMPED). Material furnished pursuant to the agreement shall be of the SAME quality in all components as the copy. The student edition (SE) meets the established minimum standards for such material as recognized by The Manufacturing Standards and Specifications for Textbooks (MSST). The agreement price is not to exceed the lowest price for which this item is being proposed or offered for sale elsewhere in the United States.

PUBLISHER/PROVIDER/IMPRINT:	
SUBJECT CATEGORY:	
SE MATERIAL TITLE (FROM FORM E):	
STUDENT EDITION ISBN (FROM FORM E):	
GRADE LEVEL/SUBJECT SUB-CATEGORY:	
LEXILE LEVEL:	
COPYRIGHT DATE:	
NUMBER OF ITEMS IN REVIEW SET:	
PRICE OF THIS ITEM (for Regional Review Center only):	

EQUIPMENT AND TECHNOLOGY SPECIFICATIONS:

Identify any equipment, technology support, log-on information, IDs, passwords, browser requirements, URL for any material that must be reviewed in digital format (not print edition).

FORM D: Research-Based Effectiveness Determination

REQUIRED FOR: core
SUBMIT: One Form D for *each* core title submission

Form D is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only.**

OTHER INFORMATION: "Research-based effectiveness" means the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico's content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include an independently conducted experimental or quasi-experimental research study **or** review by nationally recognized, independent experts in curricula review. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency, as measured by the state assessment. *The evidence and submission should be in support of the materials being submitted, not older editions.*

Form D notification as to whether or not submitted materials are accepted for review will be communicated to the publisher/provider by **October 27, 2025.**

For each **core grade-level math title**, the publisher/provider must submit documentation of the following (please choose only ONE option on each Form D) :

A. Review by nationally recognized, independent experts in curricula review [complete Option 1]; **OR**
B. Independently conducted experimental or quasi-experimental research study [complete Option 2]; **OR**
C. LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment [complete Option 3.

The instructional materials submitted for core consideration must demonstrate they are research-based in order to be reviewed for alignment to the New Mexico standards and other criteria. The evidence submitted by the Provider/Publisher will be reviewed by the PED and content specialists. In the event the evidence submitted by the Provider/Publisher does not clearly demonstrate research-based effectiveness, the title will be removed from Core consideration, will not be reviewed for standards alignment, and will not be adopted. The Instructional Material Bureau reserves the right to accept or reject any submission for core review regardless of evidence of Research-Based Effectiveness.

Form D is available for download on the Publishers' page of the IMB website. **The sample form below is for demonstration purposes only. Do not use it in response to this RfA.**

NEW MEXICO Public Education Department	FORM D: Research-Based Effectiveness Determination 2026 ELA, SLA, ELD, SLD, and World Languages Adoption (core only)

REQUIRED for core Math titles submitted for adoption consideration. Cells expand for your response. Available online at**:** **https://web.ped.nm.gov/bureaus/instructional-materials/publishers/**

Publisher/Provider:

Grade:

Title:

Student Edition ISBN:

Form D must accompany any submission of core instructional materials for New Mexico's review. For each core grade-level title that is submitted, a Form D must also be submitted.

Notification as to whether or not submitted materials are found to be research-based will be communicated to the publisher/provider by **October 27, 2025.**

According to New Mexico Rule 6.75.2.7(T): "Research-based effectiveness" means the demonstrated effectiveness of instructional material in supporting students to meet or exceed grade-level goals according to New Mexico's content standards, and as demonstrated by the best available evidence for curricula in the relevant grade and subject. For core instructional material, evidence shall include an independently conducted experimental or quasi-experimental research study, **or** review by nationally recognized, independent experts in curricula review. LEA-created core instructional materials may also demonstrate effectiveness using correlational evidence that students using the core instructional material meet or exceed grade-level proficiency, as measured by the state assessment.

(Please choose only ONE option on each Form D.)

We are submitting this core instructional material with the following type of evidence of research-based effectiveness:

☐ Review by nationally recognized, independent experts in curricula review [complete Option 1]; **OR**

☐ Independently conducted experimental or quasi-experimental research study [complete Option 2]; **OR**

☐ LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment [complete Option 3]; **OR**

☐ No evidence of research-based effectiveness is available [Option 4] (**ONLY** for English Language Development, Spanish Language Arts, Spanish Language

Development, and World Languages).

Certification that the information contained in this submission is accurate:

Signature of authorized publisher/provider representative: _____

Name: _____

Title: _____

Date: _____

OPTION 1 EVIDENCE: Review by nationally recognized, independent experts in instructional material review

Criteria	Response by Provider/Publisher	For State Use Only
Instructional Material Review	Link to Instructional Material Review: [insert link] Date Instructional Material Review Conducted: [fill in] Instructional Material Review's Determination of Standards Alignment: ☐ "Meets Expectations" ☐ Certification that study was performed using New Mexico's current content standards (or similar national standards that reflect New Mexico's standards)	
Certification that Review is Independent	Certification that review is Independent: ☐ No compensation was provided to the reviewer(s) for or by the publisher/provider or anyone affiliated with the publisher/provider (for the review or for any other purpose) for the last three years; **AND** ☐ No reviewer(s) and no affiliate organization conducting the review have any connection to publishers/providers (i.e., authorship, reviewers, advisors) nor do they receive any type of support from publisher/providers (i.e., sponsorships with affiliated meetings or organizational groups); **AND** ☐ The instructional material review is freely available and not proprietary.	
Certification that Review is Expert	Certification that review is expert: ☐ Reviewers demonstrate knowledge of New Mexico (or similar) content standards and implementation of these standards through instructional material in K-12 settings; **AND** ☐ The team of reviewers includes a minimum of three people; **AND** ☐ Reviewers have conducted multiple previous reviews of materials for alignment to college and career readiness standards for core instructional materials; **OR** ☐ Reviewers have experience in designing instructional materials in K-12 settings; **OR** ☐ Reviewers are educators experienced in utilizing instructional materials in K-12 settings.	
Certification that Review is Nationally	☐ Reviewer(s) have produced reviews that have been utilized within and/or outside of New Mexico to support state and district adoption of instructional materials.	

Recognized		
Evidence Regarding Reviewers	To support the certifications made above regarding reviewer expertise and national recognition: ● Describe the selection, training, and experience of reviewers, highlighting information that supports the claims you made in the above certifications: [Insert relevant data or links to such data]* ● Provide information on the organization conducting the review (if any), highlighting information that supports the claims you made in the above certifications: [Insert relevant data or links to such data]	
Evidence of Research Basis for Review	Describe the review process, mindful of the determination the State will make regarding the research basis for this review. ● Review criteria attend not just to the presence of standards, but to the underlying research-based aspects on which the standards are designed (i.e., learning progressions, instructional shifts, etc.). ● Sufficient indicators and evidence are available to assess whether publishers'/providers' materials fully meet the intent of New Mexico's grade level content standards and goals; and materials as implemented are expected to support teachers and students. ● Provide review criteria: [Insert or provide link to description of criteria used for this review] ● Provide review process: [Insert or provide link to description of the process used for this review]	

OPTION 2 EVIDENCE: Submitting results of independently conducted experimental or quasi-experimental research study

Criteria	Response by Publisher/Provider	For State Only
Research Study	Link to Study: [fill in] Date Study Conducted: [fill in] ☐ Certification that study was performed using New Mexico's current content standards. ☐ Certification that assessments of student learning were determined using New Mexico's state assessment or equivalent.	
Level of Evidence	☐ Tier 1– Strong Evidence: supported by one or more well-designed and well-implemented randomized control experimental studies. [Complete "Tier 1: Strong Evidence" below.] ☐ Tier 2 – Moderate Evidence: supported by one or more well-designed and well-implemented quasi-experimental studies [Complete "Tier 2: Moderate Evidence" below.] ☐ Tier 3 – Promising Evidence: supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias). ☐ Tier 4 – Demonstrates a Rationale: practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by an SEA, LEA, or outside research organization to determine their effectiveness.	
Tier 1: Strong Evidence	Certification that: ☐ This study uses random assignment to ensure that the treatment and control groups are as similar as possible. ☐ Levels of attrition are low, such that attrition does not compromise the outcome of the random assignment. ☐ Confounding factors do not compromise randomization. (Ex: Intervention students are all English learners but comparison group has no English learners.) ☐ The study demonstrates student learning gains.	
Tier 2: Moderate Evidence	Certification that: ☐ This study lacks randomization but leverages some natural change to create groups like comparing results from before and after an intervention. ☐ The factor that creates the different groups is consistent and clear, with at least two groups for comparison. (Ex: a change in policy allows comparisons before and after.) ☐ The study takes steps to demonstrate baseline equivalence, in that the groups were equivalent prior to intervention. ☐ The study demonstrates student learning gains.	

OPTION 3 EVIDENCE: LEA-created materials with correlational evidence that students meet or exceed grade-level proficiency, as measured by the state assessment

Criteria	Response by Publishing LEA	For State Use Only
Study of LEA-Created Materials	Link to Study: [insert link] Date Study Conducted: [fill in] ☐ Certification that study was performed using New Mexico's current content standards. ☐ Certification that students using these core instructional materials meet or exceed grade-level proficiency. ☐ Certification that study was performed using New Mexico's state assessment.	
Evidence	Summarize the findings of your correlation showing that students using these core instructional materials meet or exceed grade-level proficiency, as measured by the state assessment: [Insert summary]	

FORM E: List of Instructional Material

REQUIRED FOR: core and supplementary
SUBMIT: One Form E spreadsheet for the entire list of instructional materials submitted. The spreadsheet will include all material organized on tabs by subject area.

Form E is available for download on the Publishers' page of the IMB website. .

OTHER INFORMATION:

Items That Cannot be Bid

1. Equipment, hardware, electronics, etc., are not eligible for adoption and cannot be included on **Form E: *List of Instructional Material*** as either CIM or SIM.
2. Publishers/Providers are prohibited from selling or including any electronic media, computer hardware, delivery systems, computers, equipment, laptops, iPods, iPads, e-Readers, LCD projectors, electronic student response systems, Interwrite school pads, test scanners, or any like items with the purchase of either print or digital core and supplementary instructional material.
3. Professional learning and/or professional development courses or offerings are not eligible for adoption on the multiple list and cannot be included on the **Form E: *List of Instructional Material***. Such offerings may be submitted for adoption to the HQPL Marketplace List through a different RfA process that occurs each fall.
4. Material that is currently adopted for other subject areas shall not be submitted for this adoption cycle, as material may only be listed once in the multiple list database. An item may not be listed under two (2) separate codes. The database system will default to the previous code if an ISBN or stock number appears twice in the database.

Items for Core Review

The PED reviews ONLY core instructional material. *(Please see definition of core instructional material on page 6 of this RFA.)* Titles listed on **Form E: *List of Instructional Material*** as core (CIM) will be scheduled for review at the Institute. Titles listed on **Form E: *List of Instructional Material*** as supplementary (SIM) will not be reviewed at the summer institute but will be included on the multiple list.

Definitions for Form E: Instructional Material List

Use the following definitions for identification of (1) type of instructional material and (2) direction on whether the instructional material should be designated as core or supplementary on **Form E: *List of Instructional Material***.

- The directions for designating instructional materials as core are preceded by the following symbol: ➤.
- The directions for designating instructional materials as supplementary are preceded by the following symbol: ➤.

➤ **Core Instructional Material (CIM) Designation Definitions:** *(Designate as CIM.)*

1. **Student Edition (SE)**—core instructional material used primarily by the student and necessary for instruction in the content. ➤ Designate as core.
2. **Teacher Edition (TE)**—core instructional material used primarily by the teacher and necessary for instruction in the content. ➤ Designate as core.
3. **Classroom Bundle (CB)**—multiple items of instructional material of a curriculum program used to deliver instruction by the teacher to the students and packaged together for one retail price. *A classroom bundle includes the studen-t edition(s)* ***and*** *teacher edition(s).* ➤ Designate as core.
4. **Classroom Core Kit (CC)**—a collection of core instructional material that has been certified and submitted as core instructional material for review and is packaged for one retail price. Each piece of the collection must be presented at the Institute as a review set. ➤ Designate all classroom core kits as core.

5. **Core Online Bundle (COLB)**—multiple core, digital-only instructional material of a curriculum program used to deliver instruction by the teacher to the students and packaged together for one retail price. *A core online bundle includes the student facing **and** teacher facing digital instructional materials and must be submitted for review. No print materials are included.* ➤ Designate as core.
6. **Student Bundle (SB)**—multiple items of instructional material of a curriculum program used by an individual student and/or group of students that are packaged together for one retail price. *The student bundle includes the student edition(s), but NOT the teacher edition(s).* ➤ Designate as core.
7. **Teacher Bundle (TB)**—multiple items of instructional material of a curriculum program used by the teacher that are packaged together for one retail price. *The teacher bundle includes the teacher edition(s), but NOT the student edition(s).* ➤ Designate as core.

Core or Supplementary Instructional Material Designation Definitions:

1. **Adaptive Title**—instructional material designed to assist in meeting the educational needs of identified students. An adaptive title should be indicated by a *YES* in the "Adaptive" column (column T).
   - Special Education Core Instructional Material: a special education stand-alone title that is submitted for core review. Such titles are reviewed using the same criteria as other core submissions, alignment to academic standards and other relevant criteria. ➤ Designate as core and list on **Form E: *List of Instructional Material*** as the **primary title**.
   - Supplementary Instructional Material: material used to reinforce, enrich, and/or enhance the basic program of instruction, including ancillary items referenced as bundles, packages, student support kits, classroom support kits, teacher support kits, sets, libraries, and collections. ➤ Designate as supplementary.
2. **Bundle**—multiple items of instructional material of a curriculum program that are packaged together for one retail price. A bundle may include both print and digital material.
   ➤ A bundle that includes the student edition and/or the teacher edition of a title that has been submitted for core consideration and review should be designated as core.
   ➤ All other bundles should be designated as supplementary.
3. **eBook**—the electronic counterpart of a printed book that can be viewed on a desktop computer or a portable device such as a laptop, smartphone, or e-book reader.
   ➤ ➤Designate the eBook as core or supplementary, consistent with the designation of the print edition.
4. **Online Courses/Programs (OL)**—instruction in which courses use the Internet as the primary delivery method of information. An on-site instructor provides instructional support and all other resource material.
   ➤ ➤ Designate as core or supplementary, consistent with the designation of the print edition.
5. **Student Workbook (SW)**—core or supplementary material usually containing practice items.
   ➤ Designate as core if used to complete the alignment to the content standards or to support the student edition submitted as core.
   ➤ Designate as supplementary in all other cases.

➤ **Supplementary Instructional Material (SIM) Designation Definitions:** *(Designate as SIM.)*

1. **Advanced Placement (AP)**—Advanced Placement instructional materials may be submitted as supplementary instructional materials for this review. ➤ Since the state does not have adopted AP standards, the AP materials would likely fall under the definition of supplementary instructional materials.
2. **Classroom Support Kit (CK)**—a collection of supplementary instructional material that supports classroom instruction by providing students with academic assignments and curricular activities, such as reference material, modular lessons, and/or units of study, and packaged for one retail price. ➤ Designate all classroom support kits as supplementary.
3. **Free Material**—material that is offered as gratis.
4. **Manipulatives (MN)**—two or three-dimensional teaching aids and visuals that teachers use to help students with math and other concepts. Typical tools include counting beads or bars, base ten blocks, shapes, fraction parts, flashcards and rulers. ➤ Designate as supplementary

5. **Other Bundle (OB)**—multiple items of instructional material of a curriculum program used by students and/or teachers that are packaged together for one retail price. *The other bundle does NOT contain the student edition nor the teacher edition.* ➤ Designate as supplementary.
6. **Set (ST)**—unified or chronological instructional material packaged together as a single unit, with one retail price. These would include material such as guided readers or nonfiction texts. ➤ Designate as supplementary.
7. **Student Support Edition (SSE)**—supplementary print or digital material used to support the student in the content area. ➤ Designate as supplementary.
8. **Student Support Kit (SK)**—supplementary instructional material organized for individual and/or group instruction containing exact *duplicate item(s) per student* and sold at a single retail price. Contents may include activity books, manipulatives, calculators, measuring cups, charts, rulers, and the like. ➤ Designate as supplementary.
9. **Supplementary Online Bundle (SOLB)**—multiple digital only items of supporting instructional material used to reinforce, enrich or enhance instruction driven by core instructional material and packaged together for one retail price. ➤ Designate as supplementary.
10. **Teacher Support Kit (TK)**—a collection of supplementary instructional material for a specific program that provides instructional resources and curriculum support for the teacher. It is packaged for one retail price. ➤ Designate as supplementary.
11. **Teacher Test Package (TP)**—the program's assessment and testing material developed for students instructed with the accompanying curriculum. These include assessments such as pre- and post-tests, chapter tests, and unit tests. ➤ Designate as supplementary.
12. **Teacher Workbook (TW)**—supplementary materials used to support the teacher edition of a curriculum program. ➤ Designate as supplementary.

FORM E INSTRUCTIONS

How to Organize Form E

A single **Form E** spreadsheet must be submitted for all titles and items as follows:

1. TAB 1: "ELA/SLA/ELD/SLD/WL": Core titles, supplementary titles, and supplementary material. ***(See example below.)***
   a. Core titles should be listed before supplementary titles. The core student edition should be listed first, followed by the core teacher edition of the same title. If bundling multiple volumes of the core SE and/or TE is necessary for submission, they should be listed first. All material related to the primary student edition will be listed below the student and teacher editions; corresponding material may be either CIM or SIM. ***(See "*Definitions for Form E: *Instructional Material List".)***
   b. Core titles corresponding to the primary student edition should be listed first under the student and teacher editions, followed by supplementary corresponding titles.
   c. Other material submitted for adoption consideration should follow the listing of supplementary titles. These items are not part of a title/program. Examples are reading material (*Across Five Aprils, Romeo and Juliet, La Casa en Mango Street)*, dictionaries, manipulatives, charts, etc. All such items will be listed as SIM.
2. TAB 2: "Codes and Drop Down List"
   a. This tab contains the lists for the drop-down menus in the columns of Form E.
   b. Refer to "Definitions for Form E: *Instructional Material List*" from this section to determine exact abbreviations to be used from the drop down list.
3. **Organizing TAB 1:** "ELA/SLA/ELD/SLD/WL" (Detailed directions are provided below and also on **Form E: *List of Instructional Materials***.)
   a. Organize first by core and then by title/program/series.
   b. All titles/series submitted for core consideration should be listed first, starting with the default core SE (student-facing primary core instructional materials). The default core SE should be **bold typeface** and highlighted in yellow. The default SE is the item or material the publisher/provider considers the primary version of the SE. This version is the SE that will be submitted for review and is listed on the **Form F: *Citation Alignment and Scoring Rubric***. This could be a bundle if there are several volumes of a SE.

c. The TE should be listed second. The default TE (teacher-facing core instructional material) is the item or material the publisher/provider considers the primary version of the TE, including wraparound versions. This is the TE that will be submitted for review and is listed on the **Form F: *Citation Alignment and Scoring Rubric***. This could be a bundle if there are several volumes of a TE.
d. The SW should be listed third. List the SW as core if it is being used to complete the alignment to the content standards or to support the student edition of a curriculum program. Otherwise, list the SW as supplementary.
e. Digital only SE and TE may be bundled under one ISBN and should be listed first if the publisher/provider considers them the primary versions. Each bundle component will be listed in column E of the Form E
f. List the Spanish translation (CIM) of the English program that is being submitted for review after the SE, TE, and digital versions.
g. Next, list supplementary material related to the primary program, clustered by title/program/series.
h. Leave a blank row between clusters/grade level titles/programs/series.
i. Finally, list all supplementary material such as resources, additional full program support, etc.

Example for TAB 1 ELA:

A	B	C	D	E	F	G	H	I
Total Processing Fee:								
CIM/ SIM	**Publisher/ Provider**	**Material Title**	**ISBN**	**Bundle Components**	**Subject Category**	**Subject Subcategory**	**Material Type**	**Format Type**
CIM	**IMB Publishers**	**Introduction to ELA**	**9781648853456**		**ELA**	**ELA - Gr 9**	**SE**	**OL**
CIM	IMB Publishers	Introduction to ELA	9781648857317		ELA	ELA - Gr 9	TE	OL
CIM	IMB Publishers	Introduction to ELA	9781648857318		ELA	ELA - Gr 9	TE	PT
CIM	IMB Publishers	Introduction to ELA	9781648853852		ELA	ELA - Gr 9	SW	PT
CIM	IMB Publishers	Introduction to ELA- Bundle including digital student license and teacher license	9781648857327	Introduction to ELA Hybrid Teacher Resource Package with 6-Year Digital–9781648852341 Introduction to ELA Teacher Guide – 9781648852352 1 Introduction to ELA Teacher License Digital 6-Year – 9781648852363 1 Writable for Grade 9 Introduction to ELA Digital Teacher Resources 6-Year Grade 9 – 9781648852374	ELA	ELA - Gr 9	COLB	OL
CIM	IMB Publishers	Introduction to ELA	9781648853466		ELA	ELA - Gr 9	CB	MX
SIM	IMB Publishers	Introduction to ELA Practice manual and student exercises	9781648853555		ELA	ELA - Gr 9	SK	PT
SIM	IMB Publishers	Introduction to ELA digital practice	9781683623670	ELA Practice I – 4569827315986 ELA Practice II – 7485961235896	ELA	ELA - Gr 9	SOLB	OL
SIM	IMB Publishers	Introduction to ELA Practice - digital license and print manual	9781643112923		ELA	ELA - Gr 9	SK	MX
CIM	**IMB Publishers**	**Literature From Around the World - Grade 10: Digital license per student for one school year provides**	**9781648853476**	**Literature From Around the World - SE online license – 5847231659863** **Literature From Around the**	**ELA**	**ELA 2 - Gr 10**	**COLB**	**OL**

		access to SE and TE		**World TE online license – 9453216859326**				
CIM	IMB Publishers	Literature From Around the World - Grade 10: Teacher Edition and resource digital access for one school year	9781648857328		ELA	ELA 2 - Gr 10	TE	OL
CIM	IMB Publishers	Literature From Around the World - Grade 10: Teacher Edition wraparound print	9781648857338		ELA	ELA 2 - Gr 10	TE	PT
SIM	IMB Publishers	Literature From Around the World - Grade 10: Teacher Resource and assessments digital access for one year	9781648857348	Literature From Around the World Grade 10 digital assessments – 326598741236 Literature From Around the World Grade 10 teacher resources – 8453692548123	ELA	ELA 2 - Gr 10	SOLB	OL
SIM	IMB Publishers	Literature From Around the World - Grade 10: Consumable student workbook	9781648853863		ELA	ELA 2 - Gr 10	SW	PT
SIM	IMB Publishers	Literature From Around the World - Grade 10: TE print wraparound, Teacher Resource and assessment digital access - one year access	9781648853477		ELA	ELA 2 - Gr 10	TK	MX

Instructions for Each Column

A. Column A—CIM/SIM (Designate as core or supplementary)

Enter CIM for titles that are being submitted for core consideration. Use the definition section to help you determine which items should be listed as core and which items should be listed as supplementary. Enter SIM for titles that are not being submitted for core consideration that meet the definition of supplementary material.

- CIM: titles being submitted for core review. These include the student and teacher edition, companion student workbook, and bundles that include the student edition and/or the teacher edition. All components are necessary to show evidence of alignment to adopted content standards and additional criteria.
- SIM: supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material: (1) titles/series not being submitted for review and all related items in the title/series; and (2) ancillary items, teacher resources, student support kits, classroom support kits, teacher support kits, sets, collections, libraries, etc.

SEE Section VI—definitions— for guidance on whether an item is CIM or SIM.

B. Column B—Publisher/Provider Name

Insert the name of the publisher/provider.

C. Column C—Material Title

Insert the title of the material being submitted. **List the title exactly as it appears on the cover of the student edition or landing page of the digital material.** List any other pertinent information related to this material. For example: length of a subscription, license for 20 students, contents of a bundle, etc.

D. Column D—International Standard Book Number (ISBN)

All items submitted for bid **must** have an identifying number entered in Column D. **Items submitted without this field will not be included in the database of instructional material available for purchase.**

1. **ISBN**: Instructional material that qualifies for an ISBN must have a 13 digit ISBN entered in this field. **Do not enter hyphens, spaces, or special characters.** See item number 3 below, *Unique Identifier*, for exceptions.

2. **Additional information**: For additional information regarding obtaining and using ISBNs, visit ISBN.org by Bowker (http://www.isbn.org/).
3. **Unique identifier**: A unique identifier may be assigned by the publisher/provider for individual items that do not qualify for an ISBN, such as an online-only program or bundles created specifically for New Mexico. **Unique identifiers must be 13 characters**. Characters must be numeric only. **The unique identifier CANNOT contain hyphens, spaces, letters, or special characters.** Unique identifiers may be used as follows:
   a. Online only material.

   If the publisher/provider does not choose to have an ISBN for online-only material, **the publisher/provider must assign a 13-digit number**, beginning with the publisher/provider code. If the publisher/provider code is 5678, then assign a 13-digit number such as 5678000000001 or 5678 + the product code (up to 13 digits).
   b. Bundles, packages, variations of online subscriptions.
      i. A unique identifier may be used for: (a) packages or bundles that consist of material that already have an ISBN for each individual item that is part of the package/bundle; (b) variations of online subscriptions, such as 25 SE for 6 years, 25 SE for 1 year, 100 SE for 6 years; (c) various subscriptions that contain other instructional material components that are already individually listed on **Form E: *List of Instructional Materials***; or (d) bundles or packages created specifically for New Mexico.
      ii. In these cases, use the last four digits of the SE ISBN and then add a number suffix for each different package, bundle, or variation associated with that SE. This option can be used when the SE has an ISBN or when the SE has a publisher-/provider-generated unique identifier.

          EXAMPLE: SE is 1234567891234
          Package, bundle, variation 1: 1234000000001
          Package, bundle, variation 2: 1234000000002
4. **Special Notes about an ISBN on Form E: *List of Instructional Materials***
   a. No duplication of numbers is permitted. You may list an ISBN or unique identifier only once for any item submitted on any **Form E: *List of Instructional Materials***. If you use the same ISBN or unique identifier more than once (either intentionally or inadvertently), the depository's purchasing system will accept the first occurrence and ignore any subsequent occurrences, resulting in some of the submitted material not being included in the purchasing system. The number cannot duplicate any ISBN from prior adoptions.
   b. No blank cells. If the ISBN cell is left blank, the material in that line will **not** be included in the purchasing system and will be unavailable. If a publisher/provider chooses to assign a self-generated, unique identifier, the publisher/provider accepts sole responsibility for ensuring that a unique identifier is not used for more than a single item. Neither the IMB nor the depository is responsible for assigning or tracking unique identifiers generated by publishers/providers.

E. Column E—Bundle Components

List each component and ISBN included in the bundle.

F. Column F—Subject Category

Select the subject category that most closely aligns to the material. Subject categories are: English Language Arts (ELA), Spanish Language Arts (SLA), English Language Development (ELD), Spanish Language Development (SLD) or World Languages (WL).

G. Column G—Subject Subcategory

Select the subject subcategory that most closely aligns to the material. Subcategories correspond to New Mexico course codes, which are included in their entirety as **Attachment 2 of this RfA**.

H. Column H—Material Type

Use the drop-down menu to enter the material type. See *Definitions for Form E: List of Instructional Material* for definitions that correspond with the material type. Below are the available material types.

Material Type	Material Title	Description
SE	Student Edition	core student facing IM
SW	Student Workbook	core or supplementary student practice
SB	Student Bundle	includes core SE but not TE
SK	Student Support Kit	supplementary materials identical for each student
TE	Teacher Edition	core teacher facing IM
TW	Teacher Workbook	supplementary TE support
TK	Teacher Support Kit	multiple teacher support packaged at one price.
TP	Teacher Test Package	assessment support for core materials
TB	Teacher Bundle	includes core TE but not SE
CB	Classroom Bundle	includes core SE and TE

Material Type	Material Title	Description
CC	Classroom Core Kit	includes core SE and TE and SW
CK	Classroom Support Kit	student academic assignments and curricular activities
COLB	Core Online Bundle	digital only core SE and core TE
SOLB	supplementary Online Bundle	digital only student or teacher support
OB	Other Bundle	bundles that do not fit any other definition
CH	Chart	charts sold separately from any other IM
MP	Map	maps sold separately from any other IM
MN	Manipulative	2 or 3 dimensional teaching aids
ST	Set	unified or chronological group of IM

I. Column I—Format Type/Technology

Use the drop-down menu for the appropriate 2-letter designation. See below to identify the type of format for each item. You may select only one format type. Use the mixed code (MX) for items that have both print and digital material.

Format	Type
eBook	EB
Mixed - print and digital	MX
Online; web-based	OL

Print	PT

J. Column J—Retail Price

1. Enter the retail price for each item, package, bundle, or other purchase option. Every item listed on **Form E: *List of Instructional Materials*** must have a single retail price at which the item may be purchased for the term of the publisher/provider agreement, including free material. This column must have a **numerical entry only** and must match the lowest price the materials are being offered anywhere (including publisher websites.)

   ***Why do we require a price for free material?

   It is required so schools may purchase replacement items in the event the original free item has been lost or irrevocably damaged. If there is no purchase price established, replacement items cannot be procured. If the publisher/provider enters a below retail price for free material (such as $0.01), this is the price that will prevail throughout the contract period, allowing purchasers to procure unlimited copies of the item at the listed price.
2. **Tiered, leveled or conditional pricing is not permitted**. One single price for an item is required. For example: The purchase of 100 digital student licenses cannot be offered at a lower retail price than the purchase of the same digital student licenses for fewer students.
3. Any item that does not have a retail price will be unavailable for purchase.

K. Column K—Processing Fee

1. The processing fee will automatically calculate 75% of the retail price for supplementary instructional materials and 100% of the retail price for core instructional materials; the total processing fee will be summed at the top of the form. The processing fee is a requirement in statute 22-15-8.E NMSA 1978.
2. The processing fee is not refundable in the event of the publisher's/provider's failure to satisfactorily execute the adoption process and/or the publisher/provider agreement.

L. Column L—Grade Level

Enter the grade level for which the material is designed.

M. Column M—Low Grade Level

Enter the lowest grade level for which the material is designed.

N. Column N—High Grade Level

Enter the highest grade level for which the material is designed.

O. Column O—PDF or better

All instructional materials submitted for core consideration must also be available in an electronic format for electronic readers, pursuant to New Mexico Statute 22-15-13(E). At a minimum, the electronic version must be in Portable Document Format (PDF).

1. Use the drop-down menu to select *Yes* or *No*, indicating whether the material is available in electronic format and is, at least, in PDF format.
2. Instructional material that does not meet this requirement cannot be submitted for core consideration.

Allowed ➡

CIM/SIM	PDF
CIM	Yes

Disallowed ➡	CIM	No
Allowed ➡	SIM	Yes
Allowed ➡	SIM	No

P. Column P—Specify Format type for PDF or better

Specify the type of format for the electronic material (e.g., PDF).

Format	Code
DjVu	djvu
EPUB (IDPF)	epub
eReader	pdb
FictionBook	fb2
HTML	html
Kindle	azw
Microsoft Reader	lit
Mobipocket	Mobi
Other	othr

Format	Code
Multimedia EBook	exe
Newton Book	pkg
OpenXPS	oxps
Plain text	txt
Plucker	pdb
Portable Document Format	pdf
PostScript	ps
TomeRaider	tr

Q. Column Q—Free

1. Is this material offered gratis under any circumstances? Indicate *Yes* or leave the cell blank if the material is not offered for free.
2. Teacher editions or material for teacher use, such as manuals and guides, are to be offered free with class orders and **at a ratio of one per teacher for each grade level classroom**, at least in the first year of implementation.

R. Column R—Free Conditions

Describe the circumstances under which this material will be provided without charge. **This field must be completed for each item that is designated as *free* in column O.**

1. Teacher Editions: Teacher editions or material for teacher use, such as manuals and guides, are to be offered free with class orders and **at a ratio of 1 per teacher for each grade-level classroom**, at least in the first year of implementation. The quantity of free material shall be calculated according to the number of teachers using the material and not according to the amount of material purchased or the number of students.
2. Other free material: Free material, other than teacher editions and material, should be indicated with a *yes* in the *free* column with a description of free conditions that must be met.

Examples of Free Conditions

IM Code	Free	Free Conditions

Allowed ➡	TE	Yes	One TE at a ratio of one per teacher for each grade level classroom
Allowed ➡	TE	Yes	Upon request, one TE for each teacher using material during first year of implementation
Disallowed ➡	TE	Yes	One TE for each 25 student editions purchased
Disallowed ➡	TE	Yes	One TE for each material purchase of $10,000
Disallowed ➡	TE	Yes	Free upon request; one per teacher user, with a minimum purchase of 50 student editions
Allowed ➡	SE	Yes	One print edition free with each online subscription purchased
Allowed ➡	SB	Yes	With purchase of this item, free teacher access is included which includes an online teacher-annotated edition, an online teacher manual, and additional course management resources—including PowerPoints, lesson plans, test banks, and professional development. Teacher access also includes the ability to create, assign, and auto-grade homework.

S. Column S—Lexile Measure

Insert the Lexile measure for the material being submitted. **Lexile measures are mandatory for core student editions for the category.** This entry can be a range for sets of literature and digital instructional materials. Enter the Lexile measure, if available, for any other category and for supplementary material.

T. Column T—Adaptive

Indicate *Yes* if the title is suitable for struggling learners or is an adaptive title. Leave the cell blank if the title is not suitable for these specific end users. *See section D. Adaptive, Special Education, and Intervention Instructional Material for more information on adaptive titles.*

U. Column U—Additional Populations

Use the drop-down menu for the appropriate designation to identify the type of material for each item. This column should be completed for all titles for which it is applicable. If the title is suitable for more than one population, choose the one that is **most** relevant. If none of the categories below applies to a title, leave the cell blank.

OTHER POPULATIONS	
BIL	Bilingual
EL	English Learners
SP ED	Special education

V. Column V—Spanish Translation for English Version

Choose yes or no from the dropdown **menu.** You should select yes to identify the exact Spanish translation of the English version of your materials.

W. Column W—Integration with Canvas LMS

Choose yes or no from the dropdown menu.

X. Column X—Copyright Year

Enter the copyright year for the material.

Y. Column Y—Imprint

Enter the imprint name under which this material is published. Do NOT use this column for any other purpose, such as specifying internal publisher/provider identification information. This column is for the official imprint as identified in the book or instructional material. For example, do NOT enter "My Publisher/Provider Name AM LIT" to designate American Literature; or "My Publisher/Provider Name DIV X" to designate a division within the publishing house, or the like.

Z. Column Z—Publisher/Provider Code

Enter publisher code. See instructions for **Form A: *Publisher/Provider Contact Information*** if you do not have a publisher code. **Every publisher/provider must obtain a publisher code.**

AA. Column AA—Cover Image of Student Edition (SE)

Insert a link to a viable .jpeg cover image for each student edition submitted for consideration as core instructional material. These images must be hosted by the publisher/provider in a location that may be accessed for the duration of the adoption (such as publisher hosted Google drive or Dropbox). The images may not be housed in the IMB provided publisher Google drive. The images will be used on our HQIM Reviews website that will provide information to NM educators, schools, districts and families.

AB. Column AB—Publisher/Provider video for website

Enter a viable link that is available and accessible to the general public to access a publisher/provider video for each student edition submitted for consideration as core instructional material. The video must remain active for the six year adoption period and will be posted on our HQIM Reviews website. The purpose of this video is to provide information to NM educators, schools, districts and families.

The video must:

1. be about 10 minutes but not more than 12 minutes;
2. provide the viewer a brief introduction to you, the publisher, and a brief introduction of the materials that are being submitted and reviewed - Student edition, Teacher Edition, and Student Workbook (Maximum 2 minutes);
3. provide the viewer with the structure and organization of the materials that are being submitted and reviewed - Student edition, Teacher Edition, and Student Workbook (Maximum 10 minutes); and
4. not be a sales presentation; not include pricing, free material, promotional information, PD, pilot programs, ranking by PED or any other reviewers or review organizations; and not include any other information not germane to understanding the structure of the material.

FORM F: Citation Alignment and Scoring Rubric

REQUIRED FOR: core instructional material
SUBMIT: Initial and final version to IMB through publisher/provider Google drive

Form D Notification as to whether submitted core instructional materials are found to be research-based will be communicated to the Provider/Publisher by October 27, 2025. Materials must be found to be research-based to be reviewed for alignment with standards and other high quality criteria at the Instructional Material Summer Review Institute.

OTHER INFORMATION:

1. Each title submitted for core review at the Institute must have a completed **Form F: *Citation Alignment and Scoring Rubric***.
2. Form Fs will be placed in the publisher/provider Google drive once they are available and ready for use by the publishers/providers.
3. Core materials submitted for adoption must meet the identified standards and other relevant criteria set forth in Form F by 90 percent compliance to be recommended for core adoption. Materials meeting the standards and other relevant criteria at 80-89 percent will be recommended with reservations for core adoption. Materials that score below 80 percent will not be recommended and will not be adopted.
4. Use the **Form F: *Citation Alignment and Scoring Rubric*** that correlates with the submitted material. Refer to the course codes in Attachment 2 for guidance on which form to use.
5. Each criterion on **Form F: *Citation Alignment and Scoring Rubric*** that calls for a publisher/provider citation **must** have a citation entered. Do not enter *not applicable or NA* as a response. Do not skip criteria—a citation **must** be entered for each criterion. At the discretion of the IMB, **Form Fs** that are submitted by the publisher/provider and exhibit multiple occurrences of *not applicable or NA* and/or criteria with no citation may be eliminated from consideration.
6. **Initial Form F: *Citation Alignment and Scoring Rubric* submission** with citations for **every** criterion and standard is **due by 11/18/2025** for IMB review. Notification of necessary changes will be communicated to the publisher/provider within each Form F via comments and suggestions by 12/12/25. This initial Form F submission is for IMB to review your citations to ensure they are complete and can be understood by reviewers at the Institute.
7. **Final Form Fs must be verified in the Google drive by 01/07/26.** Access to the publisher/provider Google drive and to the final Form Fs will be suspended at 5:00pm MST on 01/08/26.

FORM F INSTRUCTIONS

Avoid these common errors in completing Form F; they will result in a downgraded or zero (0) score.

1. **Using more than one ISBN for a Student Edition, Teacher Edition or Student Workbook.** Documents are tracked by the Student ISBN across all forms. Form C, Form D, Form E and Form F should have matching ISBNs on each of them. Examples for creating and using one ISBN or unique identifier:
   a. If there are two or more volumes that make up the Student Edition, they must be bundled and offered at one price and identified by one ISBN or unique identifier.
   b. If there are two or more volumes for a Teacher Edition, they must be bundled and offered at one price and identified on all forms by one ISBN or unique identifier.
2. **Using the same citation in the text multiple times to demonstrate compliance with different criteria.** Reviewers will score repeat citations as zero. Your citations should provide the reviewer the broadest exposure to the entire content of your title.
3. **Citing an entire chapter or a significant number of pages**. Your citation should point the reviewer to targeted language and information that supports compliance and alignment with the criterion or standard.
4. **Entering long explanatory statements after the citation**. Your citation should include only the information necessary for the reviewers to find the location of the referenced material. Reviewers are tasked with volumes of materials to analyze and determine their accuracy. For results most favorable to your product, please be brief and concise.

The publisher/provider is required to submit a **Form F: *Citation Alignment and Scoring Rubric*** for each discrete publication submitted for core review. The citations for standards and criteria on Form F are meant to be a demonstration by the publisher/provider that a standard is addressed within the submitted texts and of work a student must complete to master a specific standard or skill. Reviewers are instructed to evaluate the text content cited by the publisher/provider and determine whether the cited material "Meets", "Partially Meets", or "Does Not Meet" the standard or criterion.

FORM F: Citation Alignment and Scoring Rubric 2026 Adoption

Due to form length, **Form F** is not included in the RfA. The different versions of **Form F** are currently under development; PDF versions of the draft Form Fs will be available on the Publishers Page for publishers to reference by August 22, 2025. Relevant Form Fs to be utilized during the Institute will be placed in each publisher/provider Google drive once they are available and ready for publisher/provider use.

ATTACHMENTS

ATTACHMENT 1:

NM Regional Review Centers for Instructional Material

Eastern New Mexico University Susan Asplund Online Resources and K-12 Collection Librarian ENMU Golden Library, 1500 South Avenue K, Station 32 Portales, NM 88130 Office: (575) 562-2629 Email: susan.asplund@enmu.edu	**University of New Mexico** Curriculum Library College of Education Travelstead Hall Basement Bldg. #65 1 University of New Mexico Albuquerque, New Mexico 87131-0001 Office phone: 505-277-1997 Fax: 505-277-2395 Email: coehsco@unm.edu
New Mexico Highlands University Katherine King Victoria D. Sanchez Teacher Education Center 1005 Diamond St. Las Vegas, NM 87701 Phone: 505-454-3536 E-mail: kmking@nmhu.edu	**New Mexico State University** Tanya Andrade, Administrative Assistant Direct line: (575) 646-4820 E-mail: tandrade@nmsu.edu Mailing address: School of Teacher Preparation Administration & Leadership PO Box 30001, MSC 3TPAL, Las Cruces, NM Shipping address: School of Teacher Preparation Administration & Leadership 1220 Stewart, #101 O'Donnell Hall, Las Cruces, NM 88003
Western New Mexico University Samantha Johnson University Librarian - Director WNMU Miller Library Physical Address: 1000 W. College Ave Silver City, NM 88061 Mailing address P.O. Box 680 Silver City, NM 88062 Phone: 575-538-6359 E-mail: reference@wnmu.edu	

ATTACHMENT 2:

NM Course Codes and Descriptions

Download Course Codes:

SY26-State-Courses-By-Course-ID