WEST VIRGINIA INSTRUCTIONAL RESOURCES ADOPTION - *Official Signature Sheet*

Adoption Period - July 1, 2026 - June 30, 2032

Vendor/Publisher: _____

Bid Prepared by: _____

Email Address: _____ **Phone Number:** _____

TERMS:

- Adopted resources must be current and information presented accurately; therefore, resources may be updated, substituted, or otherwise changed and improved to ensure they are current and accurate.
- Assure the resources submitted to be considered as a primary source of instruction meet 100% of the Non-negotiable Criteria, a minimum of 80% of the General Criteria, and a minimum of 80% of the Specific Criteria.
- Provide criteria documents for resources to be considered primary in paper and electronic format for print and non-print, including specific locations for each criterion to the WVDE and county boards by January 1, 2025, using the WVDE online forms.
- The list wholesale price to county boards in West Virginia for the specified instructional resource will be no more than the lowest list wholesale price available to school districts in any other state. The price will not increase during the 5-year adoption period.
- Vendors are required to provide teacher's editions/manuals which contain the teacher's edition/manual/curriculum, etc., for counties adopting and purchasing instructional resources at the ratio of one per classroom at the early and middle childhood levels and one per teacher for every 25 student editions purchased at the secondary level. Electronic teacher editions may be supplied in lieu of print versions when digital or online versions of learning technologies or other digital or online instructional resources are adopted.
- Publishers must provide a free consultant and training services to counties and county school units upon adoption and purchase of textbooks, instructional materials, and/or learning technologies.
- Vendors of student print resources must comply with National Instructional Materials Accessibility Center (NIMAC) guidelines, to enable students with disabilities to have usable instructional materials.
- Vendors of student non-print materials shall meet student accessibility guidelines. All content must comply with the Americans with Disabilities Act of 1990, amended Section 508 of the Rehabilitation Act of 1973, and the Web Content Accessibility Guidelines (WCAG) 2.1 AA.
- The vendor is required to bear the costs of shipping, mailing, or transporting, including any other benefits provided to any county or school in West Virginia or in another state. County boards and schools have the option to purchase instructional resources directly from a vendor and have the resources shipped directly to the county boards, school(s), or dealer appointed by the county board, or purchased through a depository at the registration price.
- The vendor has read and agrees to the conditions outlined in West Virginia Code §18-2A and West Virginia Department of Education Policy 2445.40.
- When invoicing for the purchase of instructional materials, the vendor agrees to break out the costs of printed and electronic materials.
- Vendors must agree that use and access to electronic materials be contracted as 1-year terms with annual renewals throughout the life of the adoption period.
- The vendor is required to be a registered vendor authorized to conduct business within the State of West Virginia in accordance with West Virginia Legislative Rule 148, Title 1, Section 6.1.7 (WVSOS) and West Virginia Code §11-12-3 (WVTax).
    - WV Secretary of State - https://business4.wv.gov/startmybusiness/Pages/Register-Your-Business.aspx
    - WV Tax Department - https://tax.wv.gov/Business/BusinessRegistration/Pages/BusinessRegistration.aspx

____ Check here if you wish to have a review of your instructional resources to be considered a primary source of instruction by the West Virginia Instructional Resources Review Committee. The specific items are to be noted in the West Virginia Instructional Resource Registration application.

By signing this Official Signature Sheet, vendor/publisher/resource provider agrees to the terms above.

Authorized Signature: _____

Name of Authorized Signer (Print or Type): _____

Title of Authorized Signer: _____ **Date:** _____

Return a hard copy of this form to:

WVDE, Jennie Gill, 1900 Kanawha Blvd. East, Building 6, Room 500, Charleston, WV 25305-0330