

SUBMITTING HARD COPY BIDS FOR STATE ADOPTION

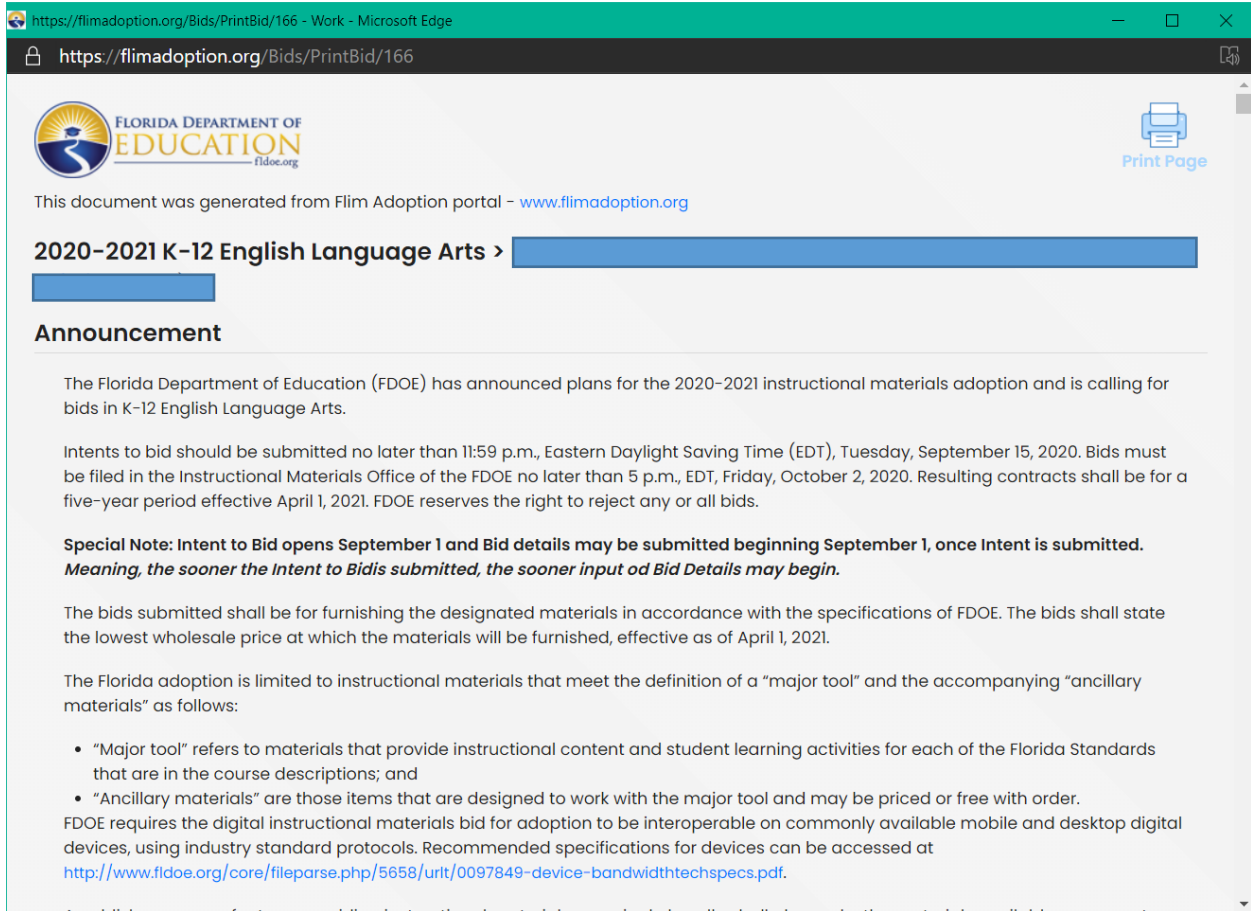
Once logged into FLIM and you are ready to print each bid, select the bid you would like to print. It should look similar to this page.

The screenshot shows the 'Bid Submission' page in the FLIM system. At the top, there is a navigation bar with the Florida Department of Education logo and the text 'Instructional Materials'. Below this is a breadcrumb trail: 'Home | Adoption Process | Adopted Materials | Open Cycles | Contact | Publisher Dashboard | UDL Reviews | Admin'. The main heading is '2020-2021 K-12 English Language Arts'. A message box states: 'Bid details edit/submit is open from 9/1/2020 to 10/2/2020. Bid details link edits are open from 9/1/2020 to 10/16/2020. Bid details edit student link is open from 9/1/2020 to 10/16/2020.' Below the message is a tabbed interface with 'Bid Summary (IM1)' selected. The form fields include: Title (FLM# Florida Info Reading), Author, Edition, Copyright (2020), Contract Starts (2021), and Contract Ends (2026).

Scroll down to the bottom of the page and click the blue PRINT button

This screenshot shows the bottom portion of the bid submission form. It includes fields for 'Bid Cycle' (2021), 'Course', 'Grade Level', 'Bid ID', 'Submitted By' (Linda Jasiewicz), and 'Submitted On'. Below these is the 'Instructional Materials Image' section, which contains instructions on image requirements and an 'Upload Image' button. At the bottom of the form, there is a row of navigation buttons: 'Cancel', 'Previous', 'Next', 'Save', 'Save & Continue Later', 'Submit', and 'Print'. A large blue arrow points down towards the 'Print' button.

This will open up a separate window and you will be able to print the entire bid. The order will be as follows:



- IM1
- IM5
- IM8
- IM4
- IM7
- IM12
- Attachments (excluding Bid Deposit and Assessment Fees- IM2 and IM13)
 - Place Bid Deposit and Assessment Fees (IM2 and IM13) in separate envelopes and ship together.

SENDING HARD COPIES TO DOE:

Please keep each bid in this order to ensure a smooth bid opening process.

****Don't forget to print your attachments!!****

Keep all bids in order of their bid number when packaging them to send.

Please Label all boxes as follows:

ATTN: Instructional Materials
325 West Gaines St. Suite 432
Tallahassee FL 32399