

October 27, 2023

Dear Publisher,

Orange County Public Schools intends to review instructional materials for the [FLDOE newly-added core course](#) for Personal Finance and Money Management. The Courses and Product Groups are listed in the table below.

Please note that the FLDOE daggered Personal Financial Literacy (#2102372) and Personal Financial Literacy Honors (#2102374) in 2023. Many publishers have materials for these courses ready to present. OCPS is also accepting product entries that are aligned to those courses on the condition that a **crosswalk document** will be submitted (details below).

Course Number	Course Name	Product Group
2102371	Personal Finance and Money Management	Personal Finance and Money Management
2102373	Personal Finance and Money Management Honors	Personal Finance and Money Management Honors

This year's adoption process is being coordinated by Thomas Chang (Thomas.Chang@ocps.net) Senior Administrator of Instructional Materials. Orange County Public Schools is a closed district. During this process, please adhere to the following guidelines:

- Do NOT visit the schools or contact teachers (including, committee members, department chairs, lead teachers and resource teachers) via email, phone or mail during our adoption process about the materials which are up for adoption.
- Committee members and resource teachers are not permitted to receive any items from the publishers. All items will be reviewed electronically per Section 1006.29(b), Florida Statutes.
- If you have other business with these individuals, please contact Thomas Chang (Thomas.Chang@ocps.net).

ENTRY REQUIREMENTS

Complete the Product Groups in EdCredible

Each publisher intending to participate must complete the following in **EdCredible** by **Friday, November 10th, 2023 at 12 noon**: Late or incomplete entries risk being excluded from the adoption review process.

- For assistance with EdCredible, please contact Elizabeth Fichtman efichtman@edcredible.com
- Complete the **Prescreen Form** for SSO / Digital Content Requirements.
- Only use the "Supporting Documents Attachments" feature within the Product Group to attach all documentation. See the section below for "Upload Supporting Documents Attachments."
- Complete these fields in the EdCredible product response form:
 - **Title/Product** - the name of the overall program
 - **Product Type** - note that OCPS will not be reviewing Supplemental materials
 - **Product URL** - the publisher's public-facing webpage
 - **Description** - publisher introduction, history, values, etc.
 - **Access Details URLs** - Provide links and credentials to access all digital content (student, teacher) being presented, as well as all Public Access links per Section 1006.29(1)(b), Florida Statutes. These links must be accessible until August 2024.
 - **Correlation to State Standards URL**
 - **Implementation and Training Plan URL** - the plan needs to thoroughly define the publisher's terms for offering professional development, including the number of sessions offered per year sustained over the adoption cycle, and the formats offered for the PD
 - **EdReport URL**

- In the field for **Video URL**, provide a link to a downloadable **Video Presentation** file. *OCPS will not host live presentations (pre-recorded presentations only).*
 - **The Video Presentation must address the following:**
 - All rubric items and should mimic a live presentation.
 - Digital & Physical Platform features including:
 - Teacher & student access
 - Compatibility with Canvas (if applicable)
 - Beginning screen must include:
 - publisher name
 - product name
 - the duration of the video presentation
 - The video **file name** must include publisher name and the course name
 - The video **file must be Vimeo, YouTube or in a downloadable format.** OCPS will upload the video to CANVAS. The video will only be shared with the Adoption Review Committee members.
 - Video Format Specifications and Compatibility may be found at <https://community.canvaslms.com/t5/Studio/What-file-formats-does-Canvas-Studio-support/ta-p/1676>
 - The video must be no more than 60 minutes in duration (or 10GB in size). There is no minimum duration as long as the video addresses the rubric items.
 - The video presentations may mimic live presentations with a presenter and a slide deck (such as an Microsoft TEAMS meeting recording). Vendors or products will not be evaluated based on the quality of the video production for the presentation. The video presentation production only needs to be audible and free of any significant issues with resolution.
 - Questions about the products from the Review Committee members will be relayed in a timely manner to the publishers through the EdCredible chatter feature. Responses from the publishers in EdCredible will then be relayed back to the Review Committee members (refer to the timeline provided below).

Upload Supporting Documents Attachments

- Upload all of the following documents to the Supporting Documentation Attachments section of the EdCredible generic product form for each course call so that the Adoption Review Committee has access to them.
- Upload this **Letter to the Publishers** signed and dated by a publisher representative.
- Upload the provided **Scope of Work** document signed and dated by a publisher representative.
- Upload the **UDL Rubric** indicating areas where the publisher meets UDL needs, and areas where the publisher does not meet the needs.
- Upload the **Evaluation Rubrics with publisher notes**.
 - The evaluation rubric is provided to guide the publishers' video presentations.
 - Publishers must also upload the rubric to include notes or annotations that provide product references and evidence for meeting the rubric items. These will assist the Review Committee members with the review and evaluation process.
- Upload the **Crosswalk** documentation for all entries that are aligned to the standards for Personal Financial Literacy (#2102372) and Personal Financial Literacy Honors (#2102374). The Crosswalk must clearly identify all of the Literacy Strands (SS.912.FL.X.X) in the new courses, and how they are addressed in the product. If a Literacy Strand is not addressed in the product, the document must clearly state where content is not addressed.
- Upload the EXCEL (XLSX) file of the **OCPS Itemized Product List**.
 - Each publisher must upload the XLSX spreadsheet providing the requested details of each component included in all bundles (including student editions, student workbooks, teacher editions, teaching guides, etc.). Examples in rows 2-5 may be deleted. The spreadsheet must include independent columns for:
 - The title of the component
 - The core course number associated with each component
 - ISBN of each component (both 10 and 13 digit where applicable)
 - Prices for each component (must match state contract and FSBD catalog prices)
 - Implementation Details - please include any information that will help the reviewers understand the intent of the component
 - Is the component print? (yes/no)
 - Is the component replenished annually as a consumable? (yes/no)
 - Is the component readily available online in the digital platform? (yes/no)
 - Also please include
 - student bundle pricing options for 1 year and 5 years
 - print only options for IEPs
 - digital only options for 6-12
 - publisher name in the tab for the sheet
 - Note that the Adoption Review Committee will refer to these itemized product lists when evaluating the programs.

Additional Information for Entries

- Recommendations from various OCPS stakeholders will be offered to the Review Committee, but only the OCPS Review Committee members will complete the rubric evaluations and have the final selection vote after reviewing the scores and comments submitted to EdCredible.
- Recommendations coming from outside of the Review Committee will abide by requirements of FL Statutes, current FL Legislation and FL Sunshine Law.
- OCPS is not requesting any print materials to be delivered for the review process. The adoption review committees complete the rubric based solely on the information that is submitted through EdCredible, or through more specific questions that will be relayed to publishers in December and January. It is recommended that publishers address all print components in the video presentation, as well as the OCPS Itemized Product List. This will help the reviewers with an overview of how the components are implemented.

The OCPS timeline for the Personal Finance instructional materials adoption is posted below.

Milestones	Date	Notes
Publisher: Access to adoption documents and the OCPS Letter to the Publishers which includes the requirements for participation.	October 27, 2023	Digitally provided with publisher letter through EdCredible
Publisher: Thorough submittal of ALL requirements within EdCredible. Incomplete or inadequate entries will not participate.	November 10, 2023	Publisher submissions due via EdCredible
Publisher: Presentations for Review Committees. Video Presentations will be viewed synchronously through OCPS LMS.	December 4-8, 2023	Pre-recorded Video Presentations
OCPS: Review Committee Evaluation Period and Questions for Publishers	December 8, 2023 - January 22, 2024	All communications conducted in EdCredible Chatter
OCPS: Notify all publishers of the awarded products.	TBD	Announced via EdCredible

Sincerely,

Thomas Chang
Senior Administrator of Instructional Materials

cc: Dr. Tashanda Brown-Cannon
Chief Academic Officer

Acceptance:

As a representative of the publisher, this signature confirms that the information has been read and understood, and provides agreement to the requirements in this document.

Publisher Signature _____ Date _____