

## Instructions for WVDE 2023 Instructional Resources Vendor Registration

West Virginia Department of Education (WVDE) will only accept 2023 Instructional Resources Vendor Registrations submitted online. Vendors of resources to be considered primary instructional resources for World Languages or Computer Science should complete the registration process according to the **timelines specified at <https://wvde.state.wv.us/materials/>**.

Please use the links in the instructions below to complete the online registration.

**Please download the WVDE registration file (Excel format) [here](#).**

Complete the information requested on each tab as specified below.

### Company Contact Information

ENTER THE FOLLOWING INFORMATION FOR YOUR COMPANY:

- Company Name
- Company Address
- Company's Phone
- Company Fax
- Company Web Address

ENTER THE FOLLOWING INFORMATION FOR YOUR COMPANY'S REGISTRATION CONTACT

(This is the person the WVDE will contact about the vendor registration, pricing, Official Signature page, Instructional Resource caravan, etc.):

- Registration Representative's Name
- Registration Representative's Address
- Registration Representative's Phone
- Registration Representative's E-mail Address \*(Note, this e-mail will be used for login)

ENTER THE FOLLOWING INFORMATION FOR YOUR COMPANY'S **LOCAL** (WV) SALES REPRESENTATIVE

(This information will be published in the Official Multiple List for use by county personnel.)

- West Virginia Sales Representative's Name
- West Virginia Sales Representative's Address
- West Virginia Sales Representative's Phone
- West Virginia Sales Representative's E-mail Address

### Signature Sheet

Download, print, and sign the **Official Signature Page**.

Send a hard copy of the completed Signature Page to:

WV Department of Education  
ATTN: Jennie Gill  
Building 6, Room 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0330

It is recommended that you send the signature sheet using a method by which you can track the package to ensure it is delivered.

## Criteria

In .pdf format, please submit a document specifying alignment to the **Non-negotiable criteria, the General Criteria (for World Language or Computer Science, and the Specific Criteria** for each instructional resource bid.

For example, if you are bidding textbooks for Spanish I, Spanish II, and Spanish III, the vendor must submit alignment documents for each level (i.e. for each individual textbook).

## Bid

Before starting to complete the registration, please read [WV Code §18-2A](#) and [Policy 2445.40 – Instructional Resources](#) carefully. The pricing listed during registration must be the same for all counties and must be “...at the lowest wholesale price contained in the bids or contracts made to any other county school unit, dealer, county, school or depository in any other state, like conditions prevailing.” **Online vendor registrations without specific pricing for the resources listed will not be considered complete.**

**In column A, note if the resource is a print or electronic version.**

**Enter the Course Name as specified in the standards policy.**

1. Enter the **exact title** of the **resource** for which you are submitting the registration.
2. Enter the ISBN number.
3. Enter the Copyright Date (mm/dd/yyyy). If the exact month and day are unknown, the approximate month and day may be substituted.
4. FOR COLUMNS labeled 1-5, enter the pricing as follows:

### **For Electronic Resources:**

- **Column 1: (1)** Enter the price of a license/subscription for an individual user.
- **Column 2: (2)** Enter the price of a license/subscription for all users in a classroom.

- **Column 3: (3)** Enter the price of a school wide license/subscription.
- **Column 4: (4)** Enter the price for a district subscription/license.
- **Column 5: (5)** Enter an explanation of your pricing and any relevant information. This might include the length of the subscription (i.e., is it one year? the life of the contract?), the number of users in a class/school/district subscription (is this actual accounts or number of users at the same time), specific requirements (operating systems, special software, etc.). Include the word **BUNDLE** in the description of the resource includes digital and print components.

**IMPORTANT: It is imperative that Column 5 contain specific information about the resource, so all WV stakeholders know what distinguishes this resource from another with a similar name. For example, explain what distinguishes the Deluxe version from the basic resource.**

**NOTE: If any pricing option is not offered, keep the default 0 price and offer a brief statement to that effect in Column 5.**

**For Print Resources:**

- **Column 1: (1)** Lowest Net Wholesale Price: Such price is that which is stated in the registration and will be sold to county schools and/or county school units, the approved depository(ies) and/or the responsible dealers.
- **Column 2: (2)** Retail price to patrons (parents): Such price is the net wholesale price in Column 1 plus a sum not to exceed a fifteen percent (15%) allowable increase to local dealers.
- **Column 3: (3)** Lowest net exchange price. Such price is the lowest net exchange price a vendor will allow any county schools and/or county school units, depository(ies), and/or responsible dealers, when items correspond in subject, grade level, and in prior legal use in the public schools of West Virginia is returned in exchange.
- **Column 4: (4)** Retail exchange price: Such prices is the retail price exchanged with the vendor by school patrons (parents) plus a sum not to exceed a ten (10%) percent increase has been added to the net exchange price in Column 3, when items correspond subject, grade level, and prior legal use in West Virginia.
- **Column 5: (5)** Enter additional information about the resource being registered, including but not limited to equipment or materials needed for product utilization (but not with the resource). This column should also **include an exact list of what will be included with the item being registered. Information in this column should clearly distinguish the difference between resources with similar names (e.g., ELA Student Edition/ELA Deluxe Student Edition).**

Save the Excel file. Include each resource to be included in this year's bid on the tab titled Bid.

Save the file using a filename that includes the vendor's name and the date the file was completed. If an update needs to be made, please submit a new file with a new date.

Submit the excel file to Jennie Gill, WVDE, at [jennifer.l.gill@k12.wv.us](mailto:jennifer.l.gill@k12.wv.us).

**NOTE:**

- **All instructional resources in print format are sold initially through Column 1 (wholesale) and Column 2 (retail) prices. Exchange prices (Columns 3 or 4) shall extend through one entire school year, either following the date of initial purchase or the date of complete use. Proof of exchange required. Vendors' options apply.**
- **Prices and items submitted on the registration are subject to further verification due to the vastness of this state list of instructional resource vendors. In the event any discrepancy exists, the original information submitted by the vendor would determine any inquiry.**