

Substitution Bid

Publishers may request to substitute textbooks by submitting a letter of intent **detailing the changes and contract modifications**. Substitutions are allowed if the new edition maintains or improves quality and remains compatible with the old version. Substitutions are not permitted in the final year of the contract. **70 O.S. § 16-107 OAC720:10-5-6**

- The Intent to Substitute is sent to publisher and posted on the OSDE the first Friday in December.
 - The bidding window closes on the first Friday in January.
 - All sample materials and detailed changes must be submitted to the State Textbook Committee and the HQIM office by the first Friday in January.
 - Instructional materials are reviewed and voted on by the State Textbook Committee at the February meeting.
 - Once publishers are notified of the vote, the approved textbook list on the OSDE website will be updated accordingly.
 - Instructional materials submitted for substitution must have a current contract with the State of Oklahoma and must have been approved by the State Textbook Committee in that subject areas previous cycle.
 - No substitutions can be made within one year of the end of the established contract.
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