

Textbook and Instructional Materials Quality Commission Policy

2.500 PUBLISHER BID CORRECTIONS

Publishing companies may submit requests to revise bid submissions to the Textbook Commission by sending requests to the director of content. The Office of Content & Assessment Design (CAD) will accept and review requests on behalf of the Commission, according to the following guidelines:

Substantive requests, except requests to offer lower prices, will not be considered. Examples include: requests to change prices listed on the bid that would result in higher prices, requests to update the edition of the materials listed.

Requests to offer prices lower than those listed on the submitted bid will be considered.

Non-substantive requests to clarify or correct mistakes due to inadvertent omissions or clerical error will be considered, but not guaranteed. Examples of requests to make a clarification, without changing the bid submission, include: requests to change incorrect category numbers, ISBN numbers, or course numbers. The expectation is that these requests will be rare, and that publishing companies will continue to thoroughly review all bids before submitting them. Particular consideration will be given to requests in which the other items on the bid are correct, such that the reviewer can still clearly identify the textbook.

All requests will be reviewed on a case-by-case basis and will be subject to final review by the Office of General Counsel.