

Procurement Considerations

This resource outlines considerations and resources for procuring instructional materials. It also shares questions that you can ask publishers and distributors to help you make an informed choice.

There are many instructional materials procurement options available to you, including:

- [state adoption list](#),
- Texas Education Agency (TEA) [free limited license materials and/or open education resources \(OERs\)](#), and
- non-state adopted materials.

Associated cost and funding considerations

Districts/charter networks can procure materials using Instructional Materials and Technology Allotment ([IMTA](#)) funds or local funds. If you are using IMTA funds, you can either:

- 1) procure state-adopted instructional materials through EMAT's requisition process, or
- 2) request an IMTA disbursement to purchase directly from a publisher or developer.

Each procurement option has costs and benefits to consider. For example, more IMTA funds will be available when choosing state adopted or Texas OER materials (see [HB 1605](#) information page for more information). However, the materials may not fully meet local needs and there could be requisition or disbursement limitations that need to be investigated.

Conversely, less IMTA funds will be made available when choosing to procure non-state adopted or OER materials outside of Texas. There could also be costs associated with aligning resources to TEKS/TPGS to meet [TEKS certification](#) requirements and challenges sourcing accessible instructional materials (AIM). However, it is possible for these materials to better meet your local needs.

[State adopted instructional materials](#) will have set state negotiated pricing rates and package bundles when procuring through EMAT. However, you may want to purchase supplemental resources outside of EMAT which will require negotiating directly with the materials publisher or developer. If you choose to procure outside of the state adopted list, you can work directly with the publisher/developer to create custom materials bundles which may include package purchase incentives. Keep in mind that almost everything is negotiable. You are making a considerable financial investment and should feel free to explore every option to get the best value for the money.

Note: It is important to understand that although OER solutions are labeled as “free” online, they do require financial investment. There are printing, shipping, consumable, manipulative, and trade books costs to consider. Print needs for OER material may be met by working with the publisher or developer or contracting with a third-party printer or distributor.

Resources

The chart below shares where you can find resources to support your procurement process.

TEA resource	Description
Instructional Materials	Includes links to all resources related to instructional materials
Proclamations	Includes a link to the current state-adopted instructional materials, as well as information about past and upcoming new TEKS/TPG aligned materials proclamations to support planning for materials procurement
Available Instructional Materials	Provides a list and access to all available free instructional materials including Texas OER materials and limited free license materials for Texas users
Instructional Materials and Technology Allotment	Gives an overview of the IMTA and explains when it can be accessed and how it can be used
State-Adopted Instructional Materials	Provides a high-level introduction about how to order materials through EMAT and the TEKS certification process
Accessible Instructional Materials (AIM)	Includes information on how to order state adopted and non-state adopted AIM
House Bill 1605	Provides an analysis of HB 1605's impact on districts and schools with a focus on the new Instructional Materials Review and Approval (IMRA) process

Open source materials

The chart below shares information on where to find open-source materials outside of Texas OER. If you choose to explore options that are not TEKS/TPG aligned, you'll need to work with the publisher/developer to create a standards-alignment crosswalk or manually align state standards to the materials.

Content area	Open source materials
ELA	Great Minds Wit and Wisdom Learnzillion/Louisiana Guidebooks Expeditionary Learning UnboundEd OpenUp Resources

Math	Great Minds Eureka Math* Illustrative Math CPM UnboundEd OpenUp Resources Curriculum Associates
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*Texas OER K–5 math features resources developed by Great Minds. A TEKS-aligned version is available.

Questions to consider for publishers/developers/distributors:

- What materials are available at no cost?
- How can the materials be accessed?
- What physical materials are available?
- Which materials are required?
- Which materials are optional?
- Which materials are consumable?
- What procurement options are available? If local printing is an option, what is the expected print volume?
- What bundles are available for purchase?
- Do you offer multiple year discounts?
- What are the shipping costs?
- Are you able to ship to multiple locations? If so, are there additional costs to ship to multiple locations?
- Are any materials we're considering subject to backorders?
- Will materials be able to be delivered by [DATE]?
- If custom printing will occur, will we be able to review a sample copy upfront?
- What payment options are available?

Questions to consider for mass printing services:

- What are your printing costs?
- What file formats do you accept for printing?
- Do you offer color printing?
- Are binding services available? If so, what are the costs?
- Are you able to ship to multiple locations? If so, are there additional costs to ship to multiple locations?
- Will the printed materials be available for delivery by [DATE]?
- Would we be able to view a sample copy of the print request before moving forward with the full order?
- What payment options are available?