



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor

Suffolk, VA 23434

Phone (757) 925-6762

January 7, 2026

To All Interested Parties:

**Subject: Request for Proposal 1932-P  
Provide World Language Instructional Resources/Programs for Secondary Schools**

The Suffolk City School Board (School Board) is requesting proposals from interested parties to provide World Language instructional resources/programs for secondary schools. This Request for Proposal is published on both the Suffolk Public Schools and the eVA web site. Please read carefully all information contained in the RFP document. Interested parties are invited to **deliver online through the eVA portal** on or before 2:00 pm on Tuesday, January 27, 2026. **Proposals shall be no more than twenty-five (25) pages plus the correlations. Proposals may also be delivered to the address below at the proposer's risk of delivery (USPS is delivered to a PO BOX, so allow extra time).** Proposals will not be accepted at any other location. **Suffolk Public Schools requires one original and requests one electronic copy (USB thumb drive) should the proposer wish to deliver the proposal other than submitting through eVA.** Proposals not submitted through eVA shall be sealed in an envelope/package clearly marked with RFP 1932-P, the due date and time and delivered to:

Linda Bates, NIGP-CPP, VCO, VCA  
Department of Purchasing  
Suffolk Public Schools  
100 N. Main Street, 2nd Floor  
Suffolk, Virginia 23434

Any proposal received after the time designated above will be returned unopened. In addition, one (1) set only of student texts, teacher editions, and ancillary materials for grades 6-12 must be provided by the due date as stated above. Samples shall be sent to the attention of Latricia Russell-Wilkerson, Suffolk Public Schools Textbook Center, 3264 Pruden Blvd. Suffolk, VA 23434. Additionally, publishers may be required to send samples to the schools at a later date as noted on the timeline in Attachment 1 included in this RFP. Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. All responsible offerors are encouraged to submit proposals.

The School Board plans to select a qualified offeror based on the requirements set forth herein and pursuant to the regulations of the Commonwealth of Virginia Procurement Regulations. The awarding authority for this contract is the Suffolk City School Board. The School Board reserves the right to reject any or all proposals submitted. All evaluation criteria are enclosed in the RFP, no other criteria will be used.

**If you have any questions concerning this RFP, submit them in writing to Linda Bates at [lindabates@spsk12.net](mailto:lindabates@spsk12.net) no later than noon on Tuesday, January 20, 2026.**

Issued by:

Linda Bates, NIGP-CPP, VCO, VCA  
Coordinator of Purchasing

Enclosures

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The cover letter (Request for Proposal) and each section attached as listed below constitute this Request for Proposal. All potential offerors will be required to adhere to all requirements, schedules, terms and conditions as set forth in these sections.

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## SECTION I SCOPE OF SERVICES

It is the purpose of this Request for Proposals (RFP) to solicit sealed proposals to provide a comprehensive World Language Program(s) for Secondary Schools. The program shall include a wide variety of materials that support the development of concepts and offer instructional options to teachers as well as varied learning opportunities for students. Additionally, the program should include strong professional development and a parental involvement component.

A direct correlation to the Virginia Standards of Learning and State Curriculum Framework is required for the World Language program. Information is provided with instructions for the completion of the correlations.

Purchase of all instructional resources shall be dependent on the availability of funding. Suffolk Public Schools reserves the right to purchase at a later date or implement the adoption in stages.

### **General Requirements:**

The School Board seeks a comprehensive World Language Program for Secondary Schools correlated to the Standards of Learning to include the following components.

#### **A. Student Resources/Materials**

1. The objectives of the instructional resources shall be closely aligned with the current Standards of Learning as defined by the Virginia Department of Education.
2. The content shall be scientifically accurate and research based.
3. The content shall be appropriately developed and presented as a cohesive and unified body of interrelated concepts.
4. The content shall be reflective of current research based information.
5. The instructional resources shall incorporate vocabulary into the lessons.
6. The instructional resources/program shall offer test-taking strategies and provide for practice of these strategies.
7. The instructional resources/program shall offer differentiated practice activities for each objective.
8. The development of content shall be contemporary in nature and use of technology shall be explicit throughout the resources.
9. The design of the resources/program shall allow for flexibility in use and provide for individual differences and learning styles.
10. The design of the resources/curriculum shall facilitate active student participation and understanding.
11. The organization of the instructional resources/curriculum shall lend itself to ease of use.
12. The content, both written and pictorial, shall be unbiased, nondiscriminatory with no SEC.
13. The instructional resources/program shall include an evaluation program that presents the concept of evaluation as a part of instruction.
14. The resources/materials shall present all ethnic and gender perspectives throughout the content area.
15. The materials/resources shall include real life application of skills.

## **B. Teacher Edition**

A teacher edition shall be provided at no additional cost for every teacher (including special education, resource, etc.) throughout the first year of the adoption. Additional teacher editions shall be provided at no cost for every 25 student books ordered during the course of the contract. A price shall be established for additional teacher editions that are purchased; the price shall remain the same for the duration of the contract, except for the 2% increase described in Section V, Item 4. The teacher edition for the program shall do the following:

1. The teacher edition shall include chapter objectives.
2. The teacher edition shall include strategies for teaching specific topics.
3. The teacher edition shall include cross-curriculum connections and literature connections with suggested lessons.
4. The teacher edition shall include strategies for teaching specific skills.
5. The teacher materials shall include a World Language center component.
6. The teacher edition shall offer portfolio assessment ideas and/or chapter project ideas.
7. The teacher edition shall include explanations of any ancillary materials available.
8. Shall include the answers to problems and exercises (even and odd) in one location.
9. The teacher edition shall include a suggested timetable to aid in planning.
10. The teacher edition shall include re-teaching, practice and extension activities/lessons.
11. Ancillary materials, including software, shall be discussed in the teacher materials.
12. An evaluation system (pre, post and cumulative tests) shall be included. Tests in STANDARDS AND CURRICULUM FRAMEWORK AS OUTLINED IN ATTACHMENT 4 format shall be included.
13. Purposeful, real-life connections shall be provided.
14. A parent involvement component shall be included.
15. Activities for students shall be differentiated to address all ability levels and learning styles (i.e., advanced to academically challenged, LEP, ESL)

## **C. Skills Practice and Ancillary Components**

The World Language program shall include a set of ancillary materials at no additional cost for every teacher (including special education, resource, etc.) during the initial year of adoption. Components that are considered to be consumable by the students should be provided at no cost to Suffolk Public Schools each year for the duration of the contract, but minimally must be provided for the initial year of adoption.

1. The program shall provide a comprehensive array of quality ancillary materials (workbooks, big books, charts, tables, resource kits, tactile and kinetic activities, computer programs, audiovisual materials, and assessment instruments).
2. The program shall include a computer management/monitoring system for use by both students and teachers.
3. The program shall include a classroom library of supplementary World Language materials geared to independent critical thinking for each grade level, to include multiple copies of each.
4. The program shall offer pretests, post tests, free response tests and shall provide performance tests with scoring rubrics.
5. All software, including but not limited to the teacher resources and test generators, must be web-based.

#### **D. Assessment**

Assessment components as recommended by the publisher shall be provided for each student at no additional cost during the first year of the adoption. After the initial adoption period, a price shall be established that shall remain the same for the duration of the contract, except for the 2% increase described in Section V, Item 4. The assessment materials must:

1. Measure students' knowledge and performance.
2. Assess performance across the World Language framework.
3. Provide comprehensive benchmark tests similar in format to the Virginia Standards of Learning to include interactive questions.
4. Provide formative assessments for monitoring progress.
5. Offer alternative or parallel assessments for re-testing.
6. Provide for modification for special needs students.

#### **E. Service, Training and Support**

The publisher shall provide the following:

1. Initial professional development for all teachers during the first year of implementation and each additional year for new teachers.
2. Scheduled on-going professional development activities to be agreed upon by both parties during negotiations.
3. Information on updates and revisions to the adopted program reported to the school administration during the length of the contract.

#### **F. Additional Requirements:**

1. **All proposals must include the Tech Specification Questionnaire. [Tech Specification Questionnaire](#)**
2. All books and materials shall be ready to ship by July 1, 2026.
3. All ancillary materials must be packaged in a "per teacher" unit.
4. All samples become the property of Suffolk Public Schools unless otherwise stated in your proposal.
5. If the curriculum is available electronically or online, provide pricing for this option.
6. Provide price for curriculum in soft cover edition, if available.
7. Provide readability level of all resources/curriculums.
8. Provide information on availability of student texts printed in languages other than English, online, large print, Spanish, Braille, audio version, Plain English etc.

## **SECTION II PROPOSAL REQUIREMENTS**

Proposals shall be as thorough and detailed as possible so that the Publisher's capabilities to provide the required World Language instructional resources/program may be accurately evaluated. Publishers are required to submit each item listed below as a complete proposal.

- A. Provide a written narrative statement including the qualifications of the publisher to provide the services described in the Scope of Services. The following information and/or materials must be

included:

1. Experience in providing successful World Language resources/programs.
  2. Names and qualifications of individual(s) who will be involved in this project, including but not limited to Sales Representative, Professional Development Trainer(s).
  3. Evaluation procedures used to validate that the proposed World Language program has raised student achievement.
  4. Detailed listing/description of ancillary materials.
  5. Detailed listing/description of assessment materials.
  6. Detailed listing/description of professional development and training.
- B. Virginia Standards Content Correlation must be completed as per directions enclosed in Attachment 3 and returned with proposal. **No proposal will be considered if Standards and Curriculum Framework as outlined in Attachment 4 correlation is not returned with the proposal.**
- C. Provide a cost proposal to include an itemized list of costs of all materials. Shipping shall be included in the cost proposal.
- D. Provide a list of schools currently using the proposed World Language instructional resources/program. Include the school address, phone number and a contact person to be used as a reference.
- E. Provide samples of all resources, teacher editions, ancillary materials and assessment components. These shall be sent to each school upon notification by the School Board. The estimated time for this will be during the second week of April, 2026. (See Attachment 1: Proposed Timeline for Instructional Resources/Program Adoption Process and Attachment 2: School Addresses.)
- F. All software shall be web-based and samples shall be full working editions, not just samples/demos.

### **SECTION III EVALUATION CRITERIA**

The successful offeror will be selected based upon the following criteria:

- A. Student Edition Criteria
1. The objectives of the resources/materials are aligned with the current Standards of Learning Objectives as defined by the Virginia Department of Education. This alignment is indicated in the STANDARDS AND CURRICULUM FRAMEWORK AS OUTLINED IN ATTACHMENT 4 correlation included with the bid documentation.
  2. Vocabulary is incorporated into the lessons.
  3. Test-taking strategies and practices are provided throughout the resources/program.
  4. Higher level thinking skills and practice opportunities are provided through the instructional resources/program.
  5. The design of the materials/program allows for flexibility in use and provides for

- individual differences and learning styles.
6. The design of the materials/program facilitates active student participation and understanding.
  7. The materials/program includes real-life application of skills.
  8. Examples used correlate to exercises.

B. Teacher Edition Criteria

1. The objectives of the resources are aligned with the current Standards of Learning Objectives as defined by the Virginia Department of Education.
2. The teacher edition is user friendly and well organized.
3. Strategies for teaching specific topics and skills are included.
4. The teacher edition includes cross-curricular connections and literature connections when appropriate.
5. Re-teaching, practice and enrichment activities/lessons are included.
6. Ancillary materials are described and suggestions for use are explained in the teacher edition.
7. Real-life connections are provided.
8. A school-to-home component is included.
9. Suggested activities for students of all ability levels are provided to meet the individual needs of the different learning styles of students.

C. Practice, Assessment and Ancillary Components Criteria

1. The practice, assessments and ancillary components are aligned with the current Standards of Learning Objectives as defined by the Virginia Department of Education.
2. A variety of quality ancillary materials are included to provide for the different learning styles of students.
3. Pretests, post-tests, re-tests, free response tests are provided to include scoring rubric and tests in a format consistent with the information found in Attachment 4.
4. Modifications are provided for special needs students to include portfolio assessment ideas.

D. Use of technology is included throughout the program and is web-based.

E. The content of the resources/program both written and pictorial, shall be unbiased, nondiscriminatory with no SEC.

F. Evidence of improved student achievement with the use of the proposed World Language resources/ program is provided.

G. Qualifications of the individuals involved in this project and their availability will be evaluated.

H. Quality and availability of training/professional development provided will be evaluated.

I. Quality of all materials provided will be considered.

J. Value and completeness of the cost proposal will be a consideration.

- K. The evaluation committee will use criteria found here to assist in grading:

<https://www.doe.virginia.gov/home/showpublisheddocument/38236/638061243391270000>

Evaluation process/grading of the above criteria:

1. Excellent: Exceeds all expectations and provides an excellent response to all above criteria. **5pts**
2. Good: Achieves all expectations and meets the requirements to the above criteria. **4pts**
3. Acceptable: Meets most of the objectives and requests of the above criteria. **3pts**
4. Poor: Falls short of expectations and fails to meet most of the above criteria. **2pts**
5. Unacceptable: Fails to meet any of the above criteria. **1pt.**

#### **SECTION IV SELECTION OF OFFEROR**

- A. The School Board will use the competitive negotiations process in selecting the offeror(s) to provide this service. The proposal, as submitted, will be evaluated by the School Board. Two or more offerors deemed as best suited and qualified will be selected for formal and/or informal interviews. Selected vendors may be asked to demonstrate their complete program during the evaluation process. Competitive negotiations will be conducted with the top ranked offerors. A contract will be awarded to the top ranked offeror after the completion of competitive negotiations.
- B. If the School Board determines that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.
- C. The School Board reserves the right to award multiple contracts as may be most advantageous to the School Board.
- D. The School Board reserves the right to negotiate any and all aspects of the contract in the best interest of the School Board.
- E. The School Board reserves the right to reject any or all proposals and will not be liable for any cost incurred in connection with the preparation and submittal for this Request for Proposals.
- F. **The successful vendor must sign a Data Privacy Agreement (dpa) per code of Virginia 22.1-289.01 for the protection of student personal information. Suffolk Public Schools currently has all dpa's vetted through The Education Cooperative (TEC).**
- G. **Notice of Award for this solicitation shall be in writing to the successful offer and posted on the Suffolk Public Schools website and bid board at 100 N. Main Street, Second Floor, Suffolk, VA 23434.**

**SECTION V  
TERMS AND CONDITIONS**

- A. **INDEPENDENT CONTRACTOR RELATIONS:** Neither the successful offeror, its employees, assignees or Successful Offerors shall be deemed employees of the School Board while performing for the School Board.
- B. **GENERAL PROVISIONS:** Nothing in the agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the scope of services contained herein.
- C. **INVENTIONS & COPYRIGHTS:** The Successful Offeror is prohibited from copyrighting any papers, interim reports, forms or other material and/or obtaining patents on any invention resulting from its performance of the project, except when specific written authorization of the School Board is given. The copyright or patent shall belong to the School Board.
- D. **SHIPPING:** All materials will be delivered to the Textbook Warehouse at 3264 Pruden Blvd., Suffolk, VA 23434. All shipping and handling costs shall be at the expense of the publisher.
- E. **TERMS OF AGREEMENT:** The initial term of this agreement shall begin on the day of award and continue through June 30, 2027 after which this agreement will automatically be renewed for five additional one year periods, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of each year, unless otherwise terminated by either party by giving written notice 60 days prior to June 30<sup>th</sup> of each year. The School Board may approve a 2% price increase to the itemized list of costs of materials for all materials purchased after June 30, 2027. The School Board reserves the right to negotiate additional years of this agreement in order to maintain continuity of the instructional program.
- F. **TERMINATION:** The School Board Offeror may terminate the Agreement upon ninety (90) days written notice to the other party. Upon this termination for convenience, the Successful Offeror shall be paid only for those additional fees and expenses incurred between notification of termination and the effective date of termination that are necessary for curtailment of its work under the Agreement. The parties may mutually agree in writing to an earlier termination.

In the event of a breach by the Successful Offeror of the Agreement, the School Board shall have the right to immediately rescind, revoke, or terminate the Agreement. In the alternative, the School Board may give written notice to the Successful Offeror by specifying the manner in which the Agreement has been breached. If a notice of breach is given and the Successful Offeror has not substantially corrected the breach within ten (10) days of receipt of the written notice, the School Board shall have the right to terminate the Agreement. A waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement. A violation of any state or federal law or regulation by the Successful Offeror shall be considered a breach of the Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of the Agreement shall become the property of the School Board.

This agreement shall be canceled automatically in the event that the local, state or federal government fails to appropriate or allocate sufficient funds or positions for the purpose of

continuing the Agreement. This termination shall be complete upon depletion of the previously allocated funds.

G. **COLLATERAL CONTRACTS:** Where there exists any inconsistency between the Agreement and other provisions of collateral contractual Agreements which are made a part of the Agreement by reference or otherwise, the provisions of the Agreement shall control.

H. **NONDISCRIMINATION:** In its performance of the Agreement, the Successful Offeror warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, disability or national origin. The Successful Offeror shall post, in conspicuous places that are available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. In its solicitations or advertisements for employees, whether placed by or on behalf of the Successful Offeror, the Successful Offeror shall state that it is an equal opportunity employer. Notices, advertisements and solicitations which conform to federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section. Suffolk Public Schools does not discriminate against faith-based organizations.

I. **DRUG FREE WORKPLACE:** A drug-free workplace is to be maintained by the contractor. All public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

J. **CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION.** Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. (See Exhibit 1.)

K. **APPLICABLE LAWS:** The Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.

L. **SEVERABILITY:** Each paragraph and provision of the Agreement is severable from the entire Agreement, and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

M. **CONTINGENT FEE WARRANTY:** The Successful Offeror warrants that it has not employed

or retained any person or persons for the purpose of soliciting or securing the Agreement. The Successful Offeror further warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of the Agreement. For breach of one or both of the foregoing warranties, the School Board shall have the right to terminate the Agreement without liability, or, in its discretion, to deduct the amount of said prohibited fee.

- N. **FINANCIAL RECORDS AVAILABILITY:** The Successful Offeror agrees to retain all books, records, and other documents relative to the Agreement for five (5) years after final payment. The School Board, its authorized agents and/or auditors shall have full access to and the right to examine any of said materials during this period.
- O. **OWNERSHIP OF DOCUMENTS:** Any reports, studies, photographs, negatives or other documents prepared by the Successful Offeror shall be retained by the Successful Offeror and shall be remitted to the School Board by the Successful Offeror upon completion, termination or cancellation of the Agreement. The Successful Offeror shall not willingly use or allow or cause to have such materials used for any purpose other than performance of the Successful Offeror's obligations under the Agreement without the prior written consent of the School Board.
- P. **CONFIDENTIAL INFORMATION:** All confidential and proprietary information and data furnished to the Successful Offeror by the School Board shall remain the property of the School Board. The Successful Offeror agrees to retain in confidence, and not to disclose to or use for the benefit of third parties, any information disclosed to the Successful Offeror by the School Board without the School Board's prior written consent. Excluded from the provisions of the Agreement shall be such information as:
  - a. Information which is in the public domain or which the Successful Offeror can show to have been in its possession independently of and prior to such disclosure by the School Board;
  - b. Information which becomes public knowledge after such disclosure, without fault on the part of the Successful Offeror or its employees;
  - c. Information made available to the Successful Offeror from a third party source without any secrecy obligation attaching thereto; and
  - d. All information uncovered during an investigation conducted by the Successful Offeror that is required to be reported by the Successful Offeror to appropriate agencies pursuant to local, state or federal statutes (i.e., especially concerning or affecting public health and safety). The Successful Offeror will attempt to notify the School Board prior to any such reporting.
- Q. **COMPLIANCE WITH LAW AND STANDARD PRACTICES:** The Successful offeror shall perform its obligations under the Agreement in compliance with any and all applicable federal, state and local laws, rules, and regulations, including applicable licensing requirements, and in compliance with any and all rules of the School Board relative to the premises. The Successful Offeror shall be responsible for obtaining all permits, consents, and authorizations as may be required to perform its obligations.
- R. **TAXES, FEES, CODE COMPLIANCE AND LICENSING:** The Successful Offeror shall be responsible for the payment of any required taxes or fees associated with the Agreement. All work shall be in compliance with all applicable codes, ordinances and permitting requirements.
- S. **COORDINATION OF WORK:** The Successful Offeror shall schedule and coordinate its services with the School Board. Services shall be performed in a professional and timely manner.

- T. **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:** The Successful Offeror agrees to the extent permitted by applicable law, to indemnify and hold the School Board and its representatives harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the School Board at any time to the extent such liability, loss or expense results from the Successful Offeror's negligence, breach of the terms hereof, or willful misconduct under the terms of this agreement or applicable law.
- U. **INSURANCE:** The Successful Offeror shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the School Board. The School Board will be named on all liability policies and Workers' Compensation policies as "Additional Named Insured" or "Alternate Employer Endorsement" for the proposed work.
- V. **WORKERS' COMPENSATION INSURANCE AND EMPLOYERS' LIABILITY INSURANCE:** The Successful Offeror shall obtain and maintain during the life of this Agreement the applicable statutory Workers' Compensation Insurance with an insurance company duly authorized to write such insurance. The Successful Offeror shall obtain and maintain during the life of this Agreement, Employers' Liability Insurance with a limit of \$200,000.00 per accident/injury by an insurance company duly authorized to execute such insurance in the State of Virginia.
- W. **PUBLIC LIABILITY INSURANCE:** The Successful Offeror shall maintain during the life of this Agreement such Public Liability Insurance as shall protect him/her against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from operations under this Contract whether such operations be by himself/herself or his/her employees.
- X. **CERTIFICATE OF INSURANCE:** The Successful Offeror shall furnish the School Board with two (2) copies of certificate of insurance evidencing policies required. The Successful Offeror shall not change any required insurance during the life of this Agreement unless notice of any such change in coverage is given in writing by the Successful Offeror to the School Board at least fourteen (14) calendar days prior to there having any such change in coverage.
- Y. **SCC ID Number:** In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at <https://www.scc.virginia.gov> Failure to include this information with your submittal may result in rejection of your proposal.  
**SCC**  
**ID Number** \_\_\_\_\_
- Z. **Compliance with Federal Immigration Law:** The successful bidder shall not, during the performance of a contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

## ATTACHMENT 1

### Projected Timeline for World Language Instructional Resources/Program Adoption Process

Projected Dates	Task	Department(s) Responsible
10/30/2025	Develop Timeline	Instruction & Purchasing
12/01/2025	Establish Textbook Adoption Committee	Instruction & School Board
11/06/25–12/12/25	Develop Instructional Specifications	Instruction
Week of 12/15/25	Complete draft of Request for Proposal	Purchasing
Week of 01/05/26	Complete and send out RFP	Purchasing
Week of 01/05/26	Advertise	Purchasing
Week of 01/26/26	Receive Proposals	Purchasing
Week of 01/26/26	Receive samples (ones submitted as part of RFP)	Purchasing
Week of 01/26/26	Distribute Proposals to Steering Committee	Purchasing
Week of 02/02/26	Review instructional resources, proposals and short list publishers, time and place TBD	Committee
Week of 02/02/26	Notify publishers of timeline and request that samples be sent to designated locations	Purchasing
Week of TBD	Notify schools/locations of dates to expect materials/samples	Instruction
Week of TBD	Samples and Evaluation Forms are delivered to schools	Publishers and Instruction
Week of TBD	Instructional resources/Programs reviewed and evaluated at school level	Committee, Teachers, Parents, Community
Week of TBD	Publisher Presentations to Adoption Committee, Location TBD	Instruction, Purchasing, Publishers
Week of TBD	Evaluation Forms completed	Committee
Week of TBD	Committee reviews evaluations, time and location TBD	Steering Committee
Week of TBD	Adoption Committee ranks and identifies final package, Location TBD	Instruction, Purchasing & Committee
Week of TBD	Negotiations with #1 ranked publisher(s)	Instruction & Purchasing
Week of TBD	Present program adoption recommendation to Superintendent	Instruction & Purchasing
Week of TBD	Submit recommendation to School Board	Instruction & Purchasing
Week of TBD	School Board approves adoption	School Board
Week of TBD	Contract is signed and purchase orders are prepared	Instruction & Purchasing

## ATTACHMENT 2

List of schools and addresses

**Mark all samples “WORLD LANGUAGE ADOPTION SAMPLES” and provide a list of all materials included with the samples, title and ISBN numbers to the schools and at the same time, send a copy of this information to Linda Bates at [lindabates@spsk12.net](mailto:lindabates@spsk12.net).**

School/Address	Grades	Phone
Col. Fred Cherry Middle School 7401 Burbage Drive Suffolk, VA 23435	6-8	757-923-4249
Forest Glen Middle School 200 Forest Glen Road Suffolk, VA 23434	6-8	757-925-5780
John F. Kennedy Middle School 2325 E Washington Street Suffolk, VA 23434	6-8	757-934-6212
John Yeates Middle School 4901 Bennett's Pasture Road Suffolk, VA 23435	6-8	757-923-4105
King's Fork Middle School 350 King's Fork Road Suffolk, VA 23434	6-8	757-923-5246
King's Fork High School 351 King's Fork Road Suffolk, VA 23434	9-12	757-923-5240
Lakeland High School 214 Kenyon Road Suffolk, VA 23434	9-12	757-925-5790
Nansemond River High School 3301 Nansemond Parkway Suffolk, VA 23434	9-12	757-923-4101

**ATTACHMENT 3**

**List of World Language Courses**

<b>Course(s)</b>
French I-V
Spanish I-V

## ATTACHMENT 4

### Virginia Standards of Learning Objectives Correlation Directions

For each objective, provide in an easy to read format, the **grade level, abbreviated book title, and page number(s)** where material closely related to the objective may be found. In other words, for each objective, cite one or more places where it is covered. The goal is to provide the committee with a clear snapshot of your materials; provide an exemplary, not an exhaustive content correlation. Please indicate those portions of texts where objectives are best covered. The correlations provided will be checked by the committee.

The World Language Standards of Learning are accompanied by a Curriculum Framework that amplifies and defines in greater detail the essential understandings, knowledge and skills contained in the Standards of Learning. The Standards of Learning and the Curriculum Framework should be considered together because they form an integrated body of knowledge and skills that are measured by the Standards of Learning tests. Both are available at the Virginia Department of Education website. This website is:

<https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/world-language/standards-of-learning>

# Department of Purchasing

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## CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of any violent felony as set forth in the definition of a barrier violent crime in Virginia Code 19.2-392.02, or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

The School Board may award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any felony or violent crime of moral turpitude that is not set forth in the definition of barrier violent crime in subsection A of Virginia Code 19.2-392.02 and does not involve sexual molestation, physical or sexual abuse, or rape of a child, provided that in the case of a felony conviction, the Governor has restored the individual's civil rights.

So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

**As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony as set forth in the definition of a barrier violent crime or any offense involving the sexual molestation or physical or sexual abuse or rape of a child and/or meet the terms as outlined above:**

CONTRACTOR NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CERTIFIED BY \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection. For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.

Under penalties of perjury, I declare that the information provided is true, correct and complete, to the best of my knowledge and belief.

Name and Title (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Textbook Publisher's Certification***

### **Introduction**

The Virginia Board of Education's authority for approving textbooks and other instructional materials is prescribed in the *Virginia Constitution* and in the *Code of Virginia*.

- *Virginia Constitution, Article VIII, § 5 (d)*

It [the Board of Education] shall have authority to approve textbooks and instructional aids and materials for use in courses in the public schools of the Commonwealth.

- *Code of Virginia, § 22.1-238*
  - A. The Board of Education shall have the authority to approve textbooks suitable for use in the public schools and shall have authority to approve instructional aids and materials for use in the public schools. The Board shall publish a list of all approved textbooks on its website and shall list the publisher and the current lowest wholesale price of such textbooks.
  - B. Any school board may use textbooks not approved by the Board provided the school board selects such books in accordance with regulations promulgated by the Board.
  - C. For the purposes of this chapter, the term "textbooks" means print or electronic media for student use that serve as the primary curriculum basis for a grade-level subject or course.

This document, including all attachments, provides textbook publishers with the required information and forms for submitting textbooks for review by Suffolk Public Schools and approval by the Suffolk Public School Board. By submitting textbooks for evaluation, publishers agree to follow the procedures set forth in this document. Failure to comply with all procedures may result in disqualification of the textbook as a part of the review and approval process.

## **Primary Material Submitted for Review**

As noted in Section 22.1-238.C of the *Code of Virginia* above, the term textbook refers to print or electronic media for student use that serves as the primary curriculum basis for a grade-level subject or course.

For the remainder of this document, such instructional media will be referred to as “primary material.” Primary material contains the core curriculum that is the basis for the grade-level subject or course. Suffolk Public Schools review committees will review the material selected by the publisher as the “primary material.” This is typically the student edition of the textbook or the primary material that students will use to gain access to the content, although there may be exceptions according to the content area and grade level of the textbooks (e.g., teacher’s editions may need to be included in the review at elementary grades for English/reading).

Submitting primary material in digital format is encouraged. However, publishers may submit primary material in either digital or print format, or in a format combining both media. The review committees will review only the material selected as the primary material by the publisher. If a print program is submitted as the primary material to be reviewed, a digital version of this material must also be available to students. Any duplicate or similar version of the primary material submitted will not be reviewed by the review committees as a part of the textbook approval process. If a publisher submits digital primary material and this material is also available in print, the review committee will review only the digital version of the primary material. In submitting their materials for review, publishers must provide an explanation of if and how the content in the primary material medium (digital or print) is different from or comparable to that offered in the other medium. Digital primary material may contain items such as embedded video clips or content that is delivered through an interactive format. Should it be in the best interest of Suffolk Public Schools, we may request both digital and printed copies at the request of the review committee. Digital copies are the preferred way to review the material.

## **Submission Forms**

Publishers must complete the Textbook Publisher’s Certification and Agreement listing all primary materials submitted for review consideration at the time it signals intent to submit textbooks for review as part of Virginia’s textbook approval process.

