

## EXHIBIT A - STATEMENT OF WORK

### Purpose:

Provide management and support for the State's Career-Technical Leadership Project (CTLP) in support of Career-Technical Student Organizations (CTSO): Business Professionals of America (BPA), DECA (An Association of Marketing Students), Family, Career and Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), SkillsUSA (An Association preparing Students for careers in trade, technical and skilled service occupations, including health occupations), and Technology Student Association of America (TSA).

### Scope of Work:

1. In accordance with Eastern New Mexico University (ENMU) institutional policy and procedures, employ the following personnel:
  - a. A full-time director to oversee and provide direction for the CTLP.
  - b. A full-time business manager to oversee and provide proper accounting for the expenditure and management of funds.
  - c. A one-half time administrative support/secretarial staff who directly supports the work of the CTLP.
  - d. Two full-time coordinators to perform the duties and obligations herein set forth in this agreement.
2. Facilitate services, professional development, and training for New Mexico CTSO's in the area of:
  - a. Maintaining membership records.
  - b. Maintaining the six CTSO fiduciary accounts and ensure full disclosure to the DEPARTMENT.
  - c. Convene business and industry representatives to create a state-wide CTSO mission to be used for programmatic outreach and Career Technical Education (CTE) rebranding/branding, and to guide strategies and activities to develop students' workforce skills.
  - d. Deliver ongoing professional development specifically designed to accelerate and increase effectiveness of CTE and CTSO advisors/coaches and student leaders by offering a myriad of activities such as advisory academies, advisor mentoring, student leaders training, state officer coordinator training, CTSO advisor certification, and electronic format training.
  - e. Coordinate and facilitate fall, spring, and summer state leadership conferences, student officer/leadership training, competitive events and skill events specific to the student organization represented on the advisory committee.
  - f. Coordinate and facilitate New Mexico's involvement at national conventions/conferences.
  - g. Coordinate state-wide CTSO board meetings.
  - h. Facilitate an advisory committee to inform and accomplish the goals as described below, and disseminate information to local CTSO advisors:
    - i. Membership of the advisory committee shall include the board president (or designee) of each of New Mexico's six CTSO's, representatives from business and industry, a secondary and postsecondary career-technical education faculty member, the board chair (or designee) of the New Mexico Association for Career-Technical Education (NMACTE), a

- secondary school administrator, representative of the New Mexico Activities Association (NMAA), and the director (or designee) of the College and Career Readiness Bureau.
- ii. The advisory committee shall meet a minimum of two (2) times yearly.
  - iii. The advisory committee shall serve in an advisory manner, ensuring information regarding training, conferences, and activities of note regarding New Mexico's CTSOs are available for distribution by CTSO State Advisors on a state-wide level.
- i. In coordination with the DEPARTMENT, review, update (annually), and implement a four-year strategic plan to achieve self-sufficiency of NM CTSOs.
  - j. Increase the number of CTSO chapters and the number of students participating in such by:
    - i. Working with schools that are demonstrating declining participation or lack of participation in regional and state level events.
    - ii. Working with the administration of those schools where it is known the CTSO advisor (CTE Teacher) will be vacating the position in order to have a presence and demonstrate the need to keep the program in operation.
    - iii. Identifying those schools that discontinued a CTSO chapter over the last three years. Visit with the school leadership and current CTE teacher (if there is one) about the viability of re-establishing the local CTSO chapter.
    - iv. Identifying Perkins funded sites that are designated as D or F schools and work to fully implement CTSO chapter in these priority sites.
    - v. Working with other school sites that may have an interest in implementing the CTSO and conduct informational visits to establish the local chapter.
    - vi. Disseminating information through the CTLP webpage, social media, and other formats.
3. Provide the DEPARTMENT an annual written report not later than June 30, 2016, showing outcomes as a result of this agreement. A report of accomplishments in alignment to the required and permissive uses of funds outlined in Section 124 of the Perkins Act shall be included. Information provided in the report shall be disaggregated by activities funded with state and federal resources.
  4. Ensure that brochures and any other printed materials paid for, in whole or in part, with Carl D. Perkins funds from this Agreement will carry a statement indicating the funding source:

*Brochures and other small documents must carry the statement: "The contents of this publication were developed with funds from the Carl D. Perkins Act." Other publications such as reports, films, video clips, etc. must carry the statement "The contents of this publication were developed under a grant from the US Department of Education (Carl D. Perkins Act). However, the contents do not necessarily represent the policy of the Department of Education." (EDGAR 75.620)*

**EXHIBIT B – FINANCIAL INFORMATION  
SHEET**

July 1, 2015 – June 30, 2016

<b>Line Item</b>	<b>Activity Descriptions</b>	<b>State Funds</b>	<b>Federal Funds</b>
Professional Salaries	A) Director, 1 FTE; B) Coordinators (2 FTE); C) Business Manager (1 FTE); and Administrative Support (.5 FTE)	\$68,873.77	\$165,048.23
Employee Benefits	Employee benefits are estimated by ENMU. This value represents the benefits to Professional Salaries for Group Health Insurance, Retirement, Social Security, Medicare, Workmen's Compensation, Unemployment Compensation, etc.	\$20,017.08	\$34,348.67
Purchased Services	Purchased services to support all goals. Includes contracted services for professional development speakers/trainers, state leadership conference speakers, adviser academy, non-employee travel which includes guest speakers that would not charge a fee for services but would provide services for expenses only, stipends for teacher/industry training/meetings, printing and duplicating, postage, facility rental and other services to complete the contract. Ensures distribution of \$5,000 each to, BPA, DECA, FCCLA, HOSA, SkillsUSA and TSA, for direct support to the state conference.	\$97,109.15	\$40,753.10
Supplies and Materials	Supplies and materials to support all goals. Expenditures on Printing, postage, telephone, conference registration, consumable supplies, mail-outs, general office operations, curriculum materials for teachers attending workshops, purchase curriculum and instructional materials to support professional development activities, workshop supplies necessary for conducting workshops and training, educational displays for presentations at conferences and workshops.	\$4,476.19	\$11,754.76
Travel	Trips throughout the state for the Coordinators of Special Projects. Trips to national and regional conferences.		\$50,000.00
Indirect Cost	Calculated at 5%.	\$9,523.81	\$15,095.24
<b>Total</b>		<b>\$200,000.00</b>	<b>\$317,000.00</b>
	<b>Grand Total:</b>	<b>\$517,000.00</b>	

**Funding Source:**

**State Funds:** 2015 N.M. Laws, ch. 101

**Federal Funds:** Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), 20 U.S.C. §§ 2301 *et seq.* as amended by PL. 109-270.

*Note:* The CONTRACTOR has flexibility to re-categorize the resources provided in categories above to accomplish the prescribed scope of work as needed.