1. PARTNERSHIP BOARD MEMBERSHIP ROSTER: Submit the membership roster for the Partnership Board.

2. PARTNERSHIP BOARD SIGNATURE PAGE: Submit a document with the signature of each Partnership Board member attesting to the fact that the members have reviewed and approved the proposal. The following statement must be included.

   I attest that I have reviewed and approved the proposal submitted in response to the Perkins Leadership Academy Two 2015-2016 RFP.

3. PARTNERSHIP BOARD MEETING SCHEDULE AND AGENDAS: Submit the schedule of proposed Partnership Board meetings for 2015-2016. Submit tentative meeting agendas for 2015-2016.

4. NARRATIVE: Submit a narrative consisting of the following sections:

   Section One - Recruitment: Describe participant recruitment strategies and the admission standards. Recruitment strategies must ensure outreach to minorities. Admission standards must ensure nondiscrimination on the basis of race, color, sex, national origin, disability, religion, sexual orientation and sexual identity.

   Section Two - Staffing:
   a. Describe staffing, e.g., coordinator; support staff. List the qualifications required for each position.
   b. Provide a list of proposed consultants/lecturers and describe how they would be recruited and the qualifications that would be required.

   Section Three - Administrative Apprenticeship/Internships (300 hours):
   a. Describe how the Partnership will ensure that each individual selected for participation receives an appropriate administrative apprenticeship/internship (300 hours) in the
      • vocational technical superintendent/assistant superintendent role, or
      • vocational technical principal/assistant principal role, or
      • vocational technical supervisor/director role
      with an appropriately licensed and qualified trained mentor based on the Professional Standards for Administrators contained in the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 and the Professional Standards for Vocational Technical Administrators contained in the Vocational Technical Education Regulations 603 CMR 4.00.

   Section Four - Seminars: Describe the seminars to be provided and how they will be planned and monitored to ensure that they are high quality, intensive, and focused and will not be one-time workshops without follow-up or products. A portion of the seminar curriculum must be planned and delivered in collaboration with the Office for Career/Vocational Technical Education on the priorities and requirements of career/vocational technical education per the:

      • Carl D. Perkins Career and Technical Education Improvement Act of 2006
      • Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color National Origin, Sex and Handicap in Vocational Education Programs
      • Massachusetts General Law Chapter 74
      • 603 CMR 4.00 Vocational Technical Education Regulations

   Section Five - Leadership Portfolios: Describe the portfolios to be developed by each participant in conjunction with A. the administrative internship/apprenticeship and B. the seminars.

   Section Six - Outcomes: Describe the outcomes of Perkins Leadership Academy Two 2015-2016.
5. **BUDGET**: Submit a line item budget with supporting narrative. Note that this budget is in addition to the Standard Contract Form and Application for Program Grants.

The successful bidder will consult with the Massachusetts Vocational Association’s Executive Board to plan and conduct a minimum of two (2) activities during the Massachusetts Vocational Association conferences.