



## EXHIBIT A

### SCOPE OF WORK

#### I. Overview:

The Office of Finance of the Michigan State Housing Development Authority ("Authority") is seeking an individual/firm to prepare MSHDA's 2002 – 2004 Indirect Cost Allocation Plan.

*(EXPLAIN WHY SERVICES ARE SOUGHT.)* The Authority seeks the services to assist in preparing MSHDA's 2002 – 2004 Indirect Cost Allocation Plan. The services will enable MSHDA to receive federal dollars for our indirect costs associated with MSHDA's federal programs.

#### II. Objectives, Tasks & Activities, and Deadlines:

A. **Objectives.** To successfully perform the services described in Section I above, the contractor ("Contractor") must satisfy the following objectives:

1. **Reallocate all operating expenses to the appropriate divisions.**
2. **Prepare in compliance with Office of Management and Budget Circular A-87 (OMB A-87) and Department of Health and Human Services Circular ASMB C-10 (ASMB C-10).**
3. **Assign cost drivers to MSDHA's support departments and allocate costs to direct departments based on the cost driver.**
4. **Compare computations to prior years calculations to check for reasonableness and accuracy.**

#### III. Standards for Performance:

The Contractor shall perform the tasks/activities and complete the objectives in accordance with the following standards:

1. **Complete contract within 1 year from when the contract is awarded.**

- 2. Follow guidelines laid out by the Office of Management and Budget Circular A-87 (OMB A-87) and Department of Health and Human Services Circular ASMB C-10 (ASMB C-10).**
- 3. Request all needed information to complete the contract.**