## EXHIBIT A – SCOPE OF WORK

**Contract Number:** 06895  
**Agency Name:** Morlin Asset Management, LP  
**Project Name:** Facilities Management of 750 N. Alameda St Building  
**Project Length:** 12 months  
**Contract Period:** July 1, 2012 – June 30, 2013

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| Include who, what, when, where, how and how much for each objective. | Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks. | Morlin Asset Management staff including Lisalyn Kok, Lewis Uyeke and Ivan Bell with First 5 LA staff Yolanda Bosch and Marissa Carlos as a resource. | 12 Months  
July 1, 2012 – June 30, 2013 | The deliverables are ongoing. However, the parties will meet in October 2012 to check in on how the work is progressing and to determine if any changes are needed. |

See Attachment 1 A
BUILDING CARD ACCES SYSTEM
- Maintain and updated database of users and access level
- Issue employee cards to First 5 LA employees
- Issue parent cards to La Petite Academy
- Update time zones at daylight savings to insure uninterrupted access
- Create special profiles as needed
- Define access levels based on position
- Run activity reports
- Issue access to First 5 LA parking lot to those designated by the Chief Administrative Officer. No other access will be granted.

HVAC
- Roof top units, as necessary
- Monitor and adjust temperatures throughout building

BUILDING
- Conduct daily walk-thru of building making note of needed repairs and building general conditions such as clogged sinks, back-up toilets, water spills, broken garbage disposals, janitorial issues, carpet stains and communicate to management company
- Ensure copier room is fully stocked with supplies and orderly

ROOM RESERVATIONS
- Coordinate room setups and breakdowns for meetings, trainings and special events
- Resolve room scheduling conflicts
- Move furniture – tables, chairs, easels, etc.

RECEPTION
- Ensure timely delivery of mail, walk-in deliveries, UPS, and FedEx to staff and tenants
- Ensure Desk coverage during business hours
- At the end of the agreement with Office Team, Morlin will hire Francisco Curiel as an employee of Morlin and have him continue as the Receptionist for First 5 LA.

GENERAL STOCKING
- Ensure stocking of paper in all copiers and printers.
- Place service calls for copiers to Xerox Corporation
- Payment of copier lease invoices
- Inventory and order copier supplies – toner, drum kit, waste kit
- Ensure all staff kitchens are stocked with coffee, tea, sweetener, sugar, creamer, hot cups, cold cups, and napkins
- Ensure all towel dispensers are stocked
- Schedule monthly service visit with First Choice to replenish coffee, creamer, sweetener and sugar supplies; payment of supplies invoice
- Place service calls to First Choice for coffee systems and water filtration systems; payment of service invoices

**PARKING**
- Make arrangements for guest parking in front of building including issuance of parking placards
- Manage staff parking at MTA Gateway parking structure—additions, deletions, changes in staff parking arrangements; payment of parking invoice
- For parking in First 5 LA parking lot see above.

**POSTAGE MACHINE**
- Download periodic updates of postage software
- Download postage onto machine, in batches of $500
- Payment of postage and rental fees
- Coordinate overnight and express mailings

**OTHER**
- Set periodic service calls or schedule replacement of appliances
- Installation of seasonal decorations
- Assign new staff cubicles/offices by department and based on space availability
- Update cubicle name plates
- Update staff directory
Flat Fee for Services Budget Exhibit B

Vendor Name: Morlin Asset Management, LP
Project Name: Facility Management at 750 N. Alameda St., LA

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Manage Facility at 750 N. Alameda St. site Monday - Thursday during regular business hours. Monthly fee includes computer, travel and supplies</td>
<td></td>
</tr>
<tr>
<td>Salaries -</td>
<td>$8,421.17 ($3,862.50 (Manager) + $2,080.00 (Receptionist) + $2,478.67 (Utility Person))</td>
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<tr>
<td>Burden -</td>
<td>$2,536.34</td>
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<tr>
<td>Mark-Up (20%)-</td>
<td>$2,189.51</td>
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<tr>
<td>Property Management -</td>
<td>$3,000.00</td>
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<tr>
<td>Total</td>
<td>$16,137.02</td>
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<td>Contingency (20%)</td>
<td>$3,227.40</td>
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<tr>
<td>Total Proposed Fee</td>
<td>$19,364.42 or $19,365</td>
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<tr>
<td>TOTAL COST</td>
<td>$19,365</td>
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Jock Ebner  
Fiscal Contact Person  
Agency Authorized Signature  
Date  
213-239-8120  
Phone #

First 5 LA Authorized Staff  
Program Officer  
Finance  

Additional supporting documents may be requested