## EXHIBIT A – SCOPE OF WORK

**Contract Number:** 08181  
**Agency Name:** Altmayer Consulting, Inc  
**Project Name:** Budget and Financial Management On-Call Assistance  
**Project Length:** One Year  
**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>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>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.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>
| Provide on-call financial management and budget management technical assistance and consulting services | Activities may include:  
- Development of policies and procedures for financial and budget management  
- Developing and implementing procedures for the monthly financial reports to include the financial statements  
- Developing and implementing procedures to integrate financial information with contract and project information  
- Designing processes to report progress against the FY 2012-13 Program Budget and Workplans  
- Increasing availability of financial reports and information  
- Investigating and selecting  
- Developing a long-term facility management plan and designing forecasting practices and processes. | Christina Altmayer | July 1, 2012 – June 30, 2013 | TBD based on specific tasks assigned |
**Agency:** Altmayer Consulting Inc.

**Project Name:** Budget and Financial Management On-Call Technical Assistance

**LABOR**

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Title/Name</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-call assistance</td>
<td>Christina Altmayer/President</td>
<td>$150</td>
<td>650</td>
<td>97,500</td>
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</tbody>
</table>

**TOTAL:** 650 $97,500

**OTHER COSTS**

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Description (Equipment, Travel, Supplies)</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL:** $0

**Total Cost:** $97,500  
**Total Hours:** 650  
**Composite Rate:** $150

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Fiscal Contact Person

Date

Agency Authorized Signature

Date

Phone #

**Additional supporting documents may be requested**