

Exhibit “A” SCOPE OF WORK

DISTRICT

ADMINISTRATOR

Unified Fire Service Area (“UFSA”) is soliciting competitive sealed proposals from qualified offerors (individuals and firms) to serve as the District Administrator for UFSA.

DISTRICT ADMINISTRATOR RESPONSIBILITIES:

1. Serves as the Chief Executive Officer of the UFSA
2. Serves as the Budget Officer for the UFSA
3. Oversees the agreement for services provided to UFSA by UFA (MOU)
4. Oversees the capital assets, specifically the major maintenance and construction
5. Reviews requests for tax increment financing projects
6. Legislative affairs, coordinated with the UFA Fire Chief and Utah Association of Special Districts (UASD)

COMPENSATION AND HOURLY EXPECTATIONS

The required hours will vary from month to month, however, UFSA anticipates between 20 and 30 hours per month to fulfill the required services. UFSA will entertain bids that are a flat monthly fee for service.

BILLABLE EXPENSES

Individuals or firms will act as independent contractors and shall provide general services and equipment such as computers, transportation, secretarial support (if necessary), telephone, and supplies required to provide a satisfactory level of service. Applicants shall indicate if any additional costs or fees would be charged in addition to the hourly fee or fixed fee proposed by the applicant.