

Statement of Work

I) Purpose

- A) The Metropolitan Washington Airports Authority (Airports Authority) requires a Contractor to prepare an annual Indirect and Central Services Cost Allocation Plan (Cost Allocation Plan). The Cost Allocation Plan identifies the appropriate allocation of indirect costs and central services between two Airports Authority Enterprise Funds - the Aviation Enterprise Fund and the Dulles Corridor Enterprise Fund. The Cost Allocation Plan must further allocate Dulles Corridor Enterprise Funds between operation and maintenance costs or capital improvement costs as appropriate. Methodologies are in place to allocate indirect costs within the Aviation Enterprise Fund. Accordingly, allocations within the Aviation Enterprise Fund are not within the scope of this work.

II) Services to be provided by the Contractor:

A) Provide a Cost Allocation Plan

- 1) Each year, provide a Cost Allocation Plan to identify the appropriate allocation of personnel, other indirect and central services expenses between the Aviation Enterprise Fund and the Dulles Corridor Enterprise Fund
 - (a) The Cost Allocation Plan shall be used to identify appropriate indirect costs and to apportion such costs among the Airports Authority's various operations and capital improvement accounts.
 - (b) The Cost Allocation Plan must be prepared to support Preparing Financial Statements in accordance with Generally Accepted Accounting Principles (GAAP).
 - (c) The Cost Allocation Plan must assign costs which are eligible for reimbursement from Federal and State sources.
- 2) Upon request of the COTR, provide ongoing actual cost allocations each month.
- 3) Prepare data collection worksheets, basis of allocation, indirect cost pool and methods of distributing costs for appropriateness.
- 4) Develop methodology for indirect cost allocations. Identify alternative methodologies that may be considered and evaluate the appropriateness of allocation methods.
- 5) Allocate personnel and other indirect expenses that the Airports Authority must apportion between the Aviation Enterprise and the Dulles Corridor Enterprise Funds.
- 6) Segregate the cost allocation calculations for the year which runs from December 1st through November 30th. The cost allocation plan for any given year includes actual costs from December of the previous year through November of the current year. For example, the 2025 Cost Allocation Plan covers actual costs from December 1st, 2024, through November 30th, 2025.
- 7) Certify the Cost Allocations each year.

- 8) The Authority will provide allocation bases by November 30th, and the plan will be required to be provided no later than January 15th of each year.
- 9) Provide a plan to meet the deadlines as specified.
- 10) Reconcile the Cost Allocation Plan to the Airports Authority's annual financial statements provided by the COTR by April 30th.
- 11) Provide a final Cost Allocation Plan by no later than July 15th of each year.
- 12) Assist in preparing an estimated Cost Allocation Plan during budget preparations as requested by the COTR.
- 13) Cost Allocation Plan must comply with all requirements in accordance with Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Guidance).
- 14) Prepare data collection worksheets, basis of allocation, indirect cost pool and methods of distributing costs.
- 15) Support the COTR as requested with
 - (a) Preparing Financial Statements in accordance with Generally Accepted Accounting Principles (GAAP).
 - (b) Assigning costs which are eligible for reimbursement from Federal and State sources.
- 16) Review, evaluate and refine cost recovery enhancement strategies.

B) Provide Supplemental Services

- 1) Present to and get approval from the Airports Authority's Chief Financial Officer (CFO) for the Cost Allocation Plan.
- 2) Prepare, present, negotiate and get approval from Federal and State agencies and Federal Cognizant Agency, upon request from the Airports Authority's COTR.
- 3) Present the approved Cost Allocation Plan to the Airports Authority's Finance staff, and others as requested by the COTR.
- 4) Review the Cost Allocation Plan and assumptions with the CFO, Airports Authority Finance staff and others requested by the COTR. Provide Airports Authority staff with full understanding of allocated costs, sufficiently supported to prepare general ledger adjustments.
- 5) Monitor and review monthly cost allocations to ensure all allowable recoveries are realized as requested by the COTR.
- 6) The Contractor must provide ongoing actual cost allocations monthly as requested by the COTR

- 7) Train staff to complete monthly cost allocations in accordance with the Cost Allocation Plan.
- 8) Support internal and external audits