

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input checked="" type="checkbox"/> is not applicable.		PAGE OF PAGES 1 1	
1. REQUEST NO. DCHC-2009-T-0008	2. DATE ISSUED 2/6/2009	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS Professional Services	RATING	
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street NW., Suite 720 North Washington, DC 20001			6. DELIVER BY (Date) 3 days from date of award		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Edna E. Jenkins (202) 724-5247 Fax (202) 727-0245			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CO			9. DESTINATION (Consignee and address, including ZIP code) Department of Health-MAA District of Columbia Government 2100 Martin Luther King Jr. Ave., SE, 3 rd Floor RM 302-MAA Washington, DC 20001		
8a. Vendor Tax ID # To all vendors					
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00 PM (Date) 2-17-2009		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	Labor Hrs. (c)	Unit (d)	Labor Rate (e)	AMOUNT (f)
0001	Temporary staff to provide: Senior Project Manager TOTAL: NOT TO EXCEED	2080	Hrs.		
13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
	%	%	%	%	
SEE ATTACHMENT "A" FOR STATEMENT OF WORK and "B" FOR PRICING.					
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



Professional Services

REQUEST FOR TASK ORDER PROPOSALS

TO: GSA SUPPLY SCHEDULE CONTRACTORS

Solicitation No.: DCCH-2009-T-0008

Caption: Temporary Services

Issuance Date: February 6, 2009

Due Date and Time: February 17, 2009 at 2:00 p.m. local time

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Department of Health Care Finance (DHCF), is seeking a Contractor to provide a full time Senior Project Manager to assist with on-going operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of administration initiatives. The Temporary Staffing is in accordance with the Statement of Work (SOW), (Attachment A), under a fixed 'hourly rate' price task order agreement(s).

The task order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements:

The task order proposal shall consist of two parts, separately bound: Technical and Price, including one (1) original and three (3) copies each. The Offeror shall submit each task order proposal in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCCH-2009-T-0008 for Temporary Services."

All proposals must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing.

2. Technical Proposal:

2.1.1 This section shall be submitted under a separate cover titled “**Technical Proposal**”. The technical portion shall, at a minimum:

The Contractor shall provide, at a minimum, a Senior Project Manager to assist with the following ongoing needs:

- Assist DHCF in the development of the business processes for the usage of the case management system by the provider agency workers;
- Work with the MMIS web portal team to post the case management business processes onto the MMIS web portal;
- Work with members of the case management contractor to develop a process to capture system design changes from DHCF staff and provider agency case workers for phase II of the case management project;
- Work with the case management contractor to ensure provider agency case worker user-related issues are being captured and resolved. Prepare a weekly report detailing issues that are open and resolved;
- Review All Deliverables submitted by the case management application contractor;
- Provide project management assistance to DHCF by Monitoring and Reporting the Status weekly of Tasks of the EPSDT Plus project;
- Monitor and Report the Status weekly of Tasks of the State Self Assessment project;
- Work with the State Self Assessment contractor to schedule all State Self Assessment meetings with members of the DHCF staff;
- Participate in all State Self Assessment meetings with members of the DHCF staff. Prepare meeting minutes documenting decisions, action items, and issues;
- Review All Deliverables submitted by the State Self Assessment contractor;
- Monitor and Report the Status weekly of Tasks of the Medicaid Transformation Grant project;
- Work with the Medicaid Transformation Grant contractor to schedule all Medicaid Transformation Grant meetings with DHCF staff members as well as other District government project stakeholders;

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- Participate in all Medicaid Transformation Grant meetings with DHCF staff members. Prepare meeting minutes documenting decisions, action items, and issues;
- Review All Deliverables submitted by the Medicaid Transformation Grant contractor;
- Prepare DHCF senior manager briefings detailing the status of the State Self Assessment, Medicaid Transformation Grant, case management application, and EPSDT Plus application.

3. Qualifications:

3.1 The Contractor shall provide a Project Manager to assist with the ongoing operational needs, implementation of new contract initiatives, and modifications to existing contract actions in the support of DHCF initiatives. The Contract shall provide, at a minimum, a Senior Project Manager that meets or exceed the following qualifications:

- Undergraduate degree in Computer related field;
- Information Technology and Project Management recognized professional credentials;
- Demonstrated experience in Project Management in a healthcare environment for seven years;
- Knowledge of Center for Medicare and Medicaid Services (CMS) including at a minimum the following:
 - a. Medicaid Information Technology Architecture (MITA)
 - b. Medicaid Transformation grant initiatives;
- Demonstrated experience with case management in a healthcare environment for three years;
- Communication skills;
- Demonstrate professional capabilities to conduct their responsibilities at all times;
- Work collaboratively within an integrated team with limited supervision to achieved the stated tasks and goals of the program or specific contracts or contract modification;
- And the ability to forecast required system and infrastructure revisions needed to achieve project initiatives.

4. Supervision:

4.1 The Contractor shall assure:

- That the Senior Project Manager receives ongoing supervision of the work on this contract by Contractor's management supervisor in order to provide quality control of the contractor's work;
- Meet with District through the Contracting Officer's Technical Representative (COTR) at least monthly unless otherwise specified by the District. At such meetings, the contractor's supervisor shall report findings impacting achievement of project goals to District representative with proposed actions;
- Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems;
- Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by the Senior Project Manager;
- Assure that staff working under this contract provides weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern; and
- Assure the Senior Project Manager provides timesheets to the COTR as a record of time provided to the project and to support invoices that will be submitted by the Contractor.

5. Period of Performance:

5.1 The period of Performance shall be for a period of one (1) year from date of award with one (1), four (4) year options.

5.2 OPTION TO EXTEND THE TERM OF THE CONTRACT:

5.2.1 The District may extend the term of this contract for a period of one, one year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension.

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The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

- 5.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.
- 5.2.3 The ceiling price for the option period shall be as specified in the contract.
- 5.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years:

Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a. The labor categories, and hourly rate for all category levels;
 - Senior Project Manager
- b. Copy of Offeror's GSA Supply Schedule Contract.

6. **Deliverables:**

No.	Deliverable	Qty./Format/Method of Delivery	Due Date
1	Operational business process matrix. (1.3.2.1 – a)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
2	Web page with case management business processes. (1.3.2.1 – b)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
3	Case management application enhancement documentation (1.3.2.1 – c)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
4	Meeting minutes. (1.3.2.2.6, 1.3.2.2.10)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
5	Weekly status reports. (1.3.2.2.1, 1.3.2.2.3, 1.3.2.2.4, 1.3.2.2.8)	1 Hard Copy and 1 electronic copy in MS Word format	Weekly - beginning immediately after contract award
6	DHCF Senior Staff Briefing. (1.3.2.2.12)	1 Hard Copy and 1 electronic copy in MS Powerpoint format	1 Hard Copy and 1 electronic copy in MS Powerpoint format

7. Price Proposal:

This section shall be submitted under a separate cover titled “**Price Proposal**”. It shall include the total price for the entire project, and shall be broken down by task; activities or class as set forth in the Statement of Work. Pricing shall be a firm fixed “hourly rate” price and shall include all costs.

7.1 Pricing:

The services under this contract will be paid on the Labor Hour Contract basis, consistent with those rates provided in the Contractor’s lowest proposal rate. (Attachment A) The Contractor shall identify labor rate(s) for the base period, and four (4) one (1) year options period.

8. Contract Type:

This is a firm fixed price/Labor Hour Contract with a base period of one (1) year from the date of award with four (4), 1 year options. The base period of one year (1) is defined as 2,080 hours. Each of the four (4) 1 year options is also defined as 2,080 hours. Cost of labor detailed by discipline and hours and the requirements shall be performed on a labor hour basis. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless additional hours are required to meet deadlines and approved by the COTR.

9. Hand Delivery or Mailing of Proposals:

Deliver or Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South – Bid Counter
Washington, D.C. 20001
Attention: Edna E. Jenkins

10. Evaluation for Award:

Award shall be made from this solicitation to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror’s best terms from a fixed price basis and technical standpoint.

11. Proposal Evaluation:

The technical evaluation criteria set forth below have been developed by the program office and has been tailored to their requirements in this particular solicitation. The offeror is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The Offeror's technical proposal and price proposal will be evaluated separately. The Offeror are advised that the technical and price proposals will be evaluated by the Government based on the criteria outlined below. Technical factors are more important than price.

12. Technical Evaluation Criteria:

This award will be based on the following technical evaluation factors (in descending order of importance):

12.1 Evaluation Factors:

12.2 Technical Rating:

The Technical Rating Scale for the Contractor is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Contractor did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

12.3 Evaluation Standards:

All proposals will be evaluated based on the following technical evaluation factors:

12.3.1 Technical Expertise – 40 Points

Offeror shall provide a minimum of two (2) resumes with its submission. Each resume shall include the education, training, experience and any certificates held by all key personnel.

12.3.2 Technical Approach (15 Points)

Provides a narrative that demonstrates the Contractor understands and availability of staff to fulfill the required minimum staffing positions and their Responsiveness to solicitation.

12.3.3 Past Performance – 15 Points

- a) Provides references for all contracts in which the Contractor has performed similar work in the past five (5) years. Work is similar, if the function, responsibilities, and duties of the Contractor are essentially the same as the required services described in C.3; and
- b) The past performance evaluations obtained by the District from a minimum of three (3) references provided by the Contractor, are satisfactory or better, as described in the instructions and rating criteria on page 2 of the District's Past Performance Evaluation Form.

12.3.4 Price Criteria (30 Points)

The price evaluation will be objective. The Contractor with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Contractor's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

Total Evaluation Points: 100

13 Key Personnel:

13.1 Evaluation of Option Years:

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The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

14. Term of Contract:

The term of this contract will be from date of award through September 30, 2009.

Questions regarding the solicitation may be referred to Edna Jenkins by phone at (202) 724-5247 or by email at edna.jenkins@dc.gov. Questions must be received no later than 11:00 a.m. on Friday, February 12, 2009.

Elona Evans-McNeil
Contracting Officer

Attachments

- A. Statements of Work
- B. Price Schedule

ATTACHMENT "A"

Department of Health Care Finance

Senior Project Manager Statement of Work

1.1 SCOPE

The DC Department of Health Care Finance (DHCF) is seeking project managers to provide technical and project management assistance to assist with on-going operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of administration initiatives.

1.2 BACKGROUND

1.2.1 The Medical Assistance Administration is the state agency responsible for administering Title XIX of the Social Security Act, the Medical Charities program, and other health care financing initiatives (the Alliance) of the District. Additionally, MAA:

- a. Develops eligibility, service coverage, and payment policies for the District's health care financing programs.
- b. Ensures that District health care programs take full advantage of federal funding for services for the indigent and uninsured.
- c. Manages the use of health care services and the cost of care in District health care financing programs.
- d. Analyzes existing health care financing policies to ensure that they are promoting efficient, effective, and economical care.

1.2.2 In order to achieve these responsibilities, DHCF contracts with a variety of contractors for varying services, many that are mandated by federal law for Medicaid operations or local law for Alliance operations. Existing and potential contracting actions include but are not limited to the following:

- a. Center for Medicare and Medicaid Services (CMS)
 1. Medicaid Information Technology Architecture (MITA)
State Self Assessment
- b. Medicaid Transformation Grant
- c. Medicaid Management Information System
 1. Case Management Software Application

1.2.2.1 Given the critical role that these contracts play in DHCF operations and the delivery of services to the Medicaid and Alliance populations, it is essential that DHCF have expert professional assistance to adjust to the dynamic needs of the agency.

- 1.2.2.2 Similarly, given the vulnerable populations served through the Medicaid and Alliance programs, it is essential that these projects must be brought on line without interrupting existing business operations.

1.3 REQUIREMENTS

1.3.1 Qualifications

The Contractor shall provide technical and project management assistance to assist with ongoing operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of DHCF initiatives. The Contractor shall provide, at a minimum, a Senior Project Manager that meets or exceeds the following qualifications:

- a. Undergraduate degree in Computer related field
- b. Information Technology and Project Management recognized professional credentials
- c. Demonstrated experience in Project Management in a healthcare environment for seven years
- d. Knowledge of Center for Medicare and Medicaid Services (CMS) including at a minimum the following:
 - a. Medicaid Information Technology Architecture (MITA)
 - b. Medicaid Transformation grant initiatives
- e. Demonstrated experience with case management in a healthcare environment for three years
- f. Communication skills
- g. Demonstrate professional capabilities to conduct their responsibilities at all times
- h. Work collaboratively within an integrated team with limited supervision to achieved the stated tasks and goals of the program or specific contracts or contract modification
- i. Ability to forecast required system and infrastructure revisions needed to achieve project initiatives

1.3.2 Technical and Project Management Support

- 1.3.2.1 The primary focus of the Senior Project Manager shall be to manage the implementation of or provide input into, at a minimum, the following:
- a. Assist DHCF in the development of the business processes for the usage of the case management system by the provider agency workers;
 - b. Work with the MMIS web portal team to post the case management business processes onto the MMIS web portal.

- c. Work with members of the case management contractor to develop a process to capture system design changes from DHCF staff and provider agency case workers for phase II of the case management project.

- 1.3.2.2 In addition, the Senior Project Manager shall:
 - 1.3.2.2.1 Work with the case management contractor to ensure provider agency case worker user-related issues are being captured and resolved. Prepare a weekly report detailing issues that are open and resolved.
 - 1.3.2.2.2 Review All Deliverables submitted by the case management application contractor.
 - 1.3.2.2.3 Provide project management assistance to DHCF by Monitoring and Reporting the Status weekly of Tasks of the EPSDT Plus project.
 - 1.3.2.2.4 Monitor and Report the Status weekly of Tasks of the State Self Assessment project.
 - 1.3.2.2.5 Work with the State Self Assessment contractor to schedule all State Self Assessment meetings with members of the DHCF staff.
 - 1.3.2.2.6 Participate in all State Self Assessment meetings with members of the DHCF staff. Prepare meeting minutes documenting decisions, action items, and issues.
 - 1.3.2.2.7 Review All Deliverables submitted by the State Self Assessment contractor.
 - 1.3.2.2.8 Monitor and Report the Status weekly of Tasks of the Medicaid Transformation Grant project.
 - 1.3.2.2.9 Work with the Medicaid Transformation Grant contractor to schedule all Medicaid Transformation Grant meetings with DHCF staff members as well as other District government project stakeholders.
 - 1.3.2.2.10 Participate in all Medicaid Transformation Grant meetings with DHCF staff members. Prepare meeting minutes documenting decisions, action items, and issues.
 - 1.3.2.2.11 Review All Deliverables submitted by the Medicaid Transformation Grant contractor.

- 1.3.2.2.12 Prepare DHCF senior manager briefings detailing the status of the State Self Assessment, Medicaid Transformation Grant, case management application, and EPSDT Plus application

1.3.3 Supervision

In fulfilling the requirements of this contract, the Contractor shall:

- 1.3.3.1 Assure that the Senior Project Manager receives ongoing supervision of the work on this contract by Contractor's management supervisor in order to provide quality control of the contractor's work.
- 1.3.3.2 Meet with District through the Contracting Officer's Technical Representative (COTR) at least monthly unless otherwise specified by the District. At such meetings, the contractor's supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- 1.3.3.3 Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.
- 1.3.3.4 Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by the Senior Project Manager.
- 1.3.3.5 Assure that staff working under this contract provides weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 1.3.3.6 Assure the Senior Project Manager provides timesheets to the COTR as a record of time provided to the project and to support invoices that will be submitted by the Contractor.

SECTION 2

PERIOD OF PERFORMANCE AND DELIVERABLES

2.1 Period of Performance

The period of performance will be for one (1) year from the date of award.

2.2 Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of four (4) one (1) year options (2080 hours) or successive fractions thereof, by giving written notice to the Contractor before the expiration of the contract; provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contracting Officer may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contractor prior to expiration of the contract.

2.2.1 If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed two year.

2.3 Deliverables

No.	Deliverable	Qty./Format/Method of Delivery	Due Date
1	Operational business process matrix. (1.3.2.1 – a)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
2	Web page with case management business processes. (1.3.2.1 – b)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
3	Case management application enhancement documentation (1.3.2.1 – c)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
4	Meeting minutes. (1.3.2.2.6, 1.3.2.2.10)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
5	Weekly status reports. (1.3.2.2.1, 1.3.2.2.3, 1.3.2.2.4, 1.3.2.2.8)	1 Hard Copy and 1 electronic copy in MS Word format	Weekly - beginning immediately after

			contract award
6	DHCF Senior Staff Briefing. (1.3.2.2.12)	1 Hard Copy and 1 electronic copy in MS Powerpoint format	As requested by COTR

Temporary Support Services for the Department of Health

ATTACHMENT B - PRICE SCHEDULE

1. Total Proposed Price

The price should be inclusive reflecting all professional, clerical, overhead, travel, and other miscellaneous costs that you anticipate you will incur when providing services.

BASE YEAR

CLIN	Description of Services	Estimated Hours	Unit	Unit Price	Estimated Quantity	Total Price
0001	Senior Project Manager	2,080	Hours	\$	One	

OPTION YEAR ONE (1)

CLIN	Description of Services	Estimated Hours	Unit	Unit Price	Estimated Quantity	Total Price
1001	Senior Project Manager	2,080	Hours	\$	One	

OPTION YEAR TWO (2)

CLIN	Description of Services	Estimated Hours	Unit	Unit Price	Estimated Quantity	Total Price
2001	Senior Project Manager	2,080	Hours	\$	One	

OPTION YEAR THREE (3)

CLIN	Description of Services	Estimated Hours	Unit	Unit Price	Estimated Quantity	Total Price
3001	Senior Project Manager	2,080	Hours	\$	One	

OPTION YEAR FOUR (4)

CLIN	Description of Services	Estimated Hours	Unit	Unit Price	Estimated Quantity	Total Price
4001	Senior Project Manager	2,080	Hours	\$	One	