**Task Proposal**

**“Title”**

**Introduction/Background**

**Scope of Work**

**Deliverables**

**Schedule / Timeline / Milestone**

(Example: “The scope of work is on an as-needed basis. Therefore, the schedule/timeline will be determined at the discretion of LAWA Project Manager when the task is actually assigned to be performed.”…something to this effect.)

**Team Members Identification (If applicable)**

(If applicable, include the sub’s certification – SBE, LBE, MBE, OBE, etc.)

**Assumptions / Limitations / Exclusions (if applicable)**

**Miscellaneous/Additional Comments (If applicable)**

**Proposed Cost or Fees (not Budget)**

* If work is to be done in multiple airports, provide a cost summary breakdown for each airport location. For example:

LAX = $100,000; VNY = $50,0000; and/or PMD = $10,000; Total = $160,000

* Include total amount allocated for any contingencies, if applicable.
* Include basis of payment (i.e. all-inclusive hourly rates, unit of rate or a combination)
* Must include monthly projected burn rate or estimated billing charges/invoice per fiscal year. For example:

**Fiscal Year (FY) 2019-20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month 1* | *Month 2* | *Month 3* | *Month 4 …* | *TOTAL (Year 1)* |
| $1,500 | $5,000 | $10,500 | $12,300 | $29,300 |

**Fiscal Year (FY) 2020-2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month 1* | *Month 2* | *Month 3* | *Month 4 …* | *TOTAL (Year 2)* |
| $1,500 | $5,000 | $10,500 | $15,300 | $32,300 |

**Fiscal Year (FY) 2021-2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month 1* | *Month 2* | *Month 3* | *Month 4 …* | *TOTAL (Year 3)* |
| $1,500 | $5,000 | $10,500 | $17,400 | $34,400 |

GRAND TOTAL\* = $96,000 (3 Years)

\* Grand total must match the overall Not-to-Exceed (NTE) amount.

**ATTACH A SEPARATE DETAIL COST BREAKDOWN SHOWING YOUR CALCULATION, LEADING UP TO THE TOTAL NOT-TO-EXCEED (NTE) AMOUNT. SEE INVOICE TEMPLATE SAMPLE.**