Project Management Coordination Cell Support Project

Revised Time-Phased Staffing Plan (vs. 2)

June 23, 2010

Title:	REVISED TIME-PHASED STAFFING PLAN (vs. 2)
Project Name:	Project Management Coordination Cell Support Project
Sponsoring Office:	USAID-Haiti
Contract Number:	EDH-I-00-08-00026-00
Task Order Number:	EDH-I-01-08-00026-00
Contractor:	Parsons Global Services, Inc.

Introduction

On May 26, 2010, the United States Agency for International Development (USAID) awarded1 Task Order No EDH-I-01-08-00026-00 to Parsons Global Services, Inc. under the existing USAID Global Architect-Engineer Infrastructure Services A&E IQC agreement. The Task Order requires Parsons to provide management consulting and related services in support of the Project Management Coordination Cell (PMCC) for six months, from May 26 to November 25, 2010, in support the United Nations-Government of Haiti (GoH) Donor Coordination Steering Committee (CSC).

Section C, VII of the Task Order states that, in addition to the Chief and Deputy Chief of Party, Parsons is to provide an appropriate mix of 12 to 14 additional senior, mid, and junior level professions in support of the PMCC. While Parsons' initial April 15, 2010 proposal did identify 12 to 14 professionals that were to support the PMCC functions, Parsons submitted an amended time-phased staffing plan on May 14 that identified nine professional staff to support the PMCC. Consequentially, the total number of staff approved in the budget to the Task Order executed on May 26 was nine. Four of the technical skills (one planner, two project managers, and one communications consultant) were to be in Haiti by June 1st. The remaining staff positions were to follow, but no specific dates for the staff to be on the project were identified within the Task Order. Instead, the Task Order required Parsons to recommend revisions to the Time-Phased Staffing Plan submitted on May 14[2], within four weeks after Notice to Proceed (NTP)[3].

Key Personnel

As stipulated in the Task Order, Parsons is responsible for providing key personnel for the performance of the Task Order. The Task Order identifies 'key personnel' as the Chief of Party and the Deputy Chief of Party.

Parsons identified Phillip Toogood as the Chief of Party, and Bob Cantwell as the Deputy Chief of Party. Both Mr. Toogood and Mr. Cantwell were mobilized and in Haiti prior to June 1, and both have agreed to remain with the program until the end of the six-month Task Order Term. At this time, Parsons does not anticipate replacing either Mr. Toogood or Mr. Cantwell prior to the end of the Task Order Term.

After one month of operations, Parsons has not identified any specific additional personnel required to support the PMCC. The situation, however, is highly dynamic and the need for additional staff may change on short notice.

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[1] Task Order award per proposal/negotiation in response to RFTOP No. 521-10-006 requesting management consulting services to be provided by a Program Management Unit (PMU) in support of the Government of Haiti for humanitarian assistance due to the January 12, 2010 earthquake.

[2] A copy of the May 14 Time-Phased Staffing Plan is proved in Appendix A of this document.

[3] Four weeks following NTP is June 23, 2010.

Haitian Personnel

Parsons is making every effort to field Haitian personnel. Ms. Caroline Zennie, a Haitian national who received her bachelor's and master's degrees in engineering in the United States and currently assigned to the position of Camp Mitigation Project Manager, was mobilized prior to June 1. Ms. Zennie has also indicated her intent to remain with the project until the end of the Task Order term.

Parsons will make every effort to field the balance of the support staff with qualified Haitian nationals. Parsons staffing partners, ECCO and CEEPCO, have established recruitment efforts to prioritized Haitians, Haitian-Americans, and Haitian Diaspora applicants.

Time-Phase Staffing

Parsons mobilized one planning expert (Phillip Toogood) and two project managers (Bob Cantwell and Caroline Zennie) to Haiti on May 31. Phillip Toogood is also the Chief of Party (CoP), and Bob Cantwell is the Deputy Chief of Party (DCoP). The Task Order designates the CoP and DCoP as "key personnel".

The communications/reporting consultant candidate unexpectedly withdrew from the project prior to the deployment. This situation was brought to USAID's on May 29 via e-mail, and was discussed with the Contracting Officer (CO) and Contract Office's Technical Representative (COTR) at a June 1st meeting. Parsons submitted a request for a time-extension to fill the vacancy the CO on June 3rd.

Table 1 summarizes the current staffing levels.

Table 1: Task Order Staffing to Support the PMCC Operations

Task Order Position	COTR Approved Position	Name	Capability	Time-Phased Staffing Schedule
Planning Expert	Planning Expert and CoP	Mr. Phillip Toogood	USA citizen, English language skills, professional engineer	May 26, 2010 (in-country on May 31)
Project Manager	Debris Removal Project Manager and DCoP	Mr. Bob Cantwell	USA citizen, English language skills, professional engineer	May 26, 2010 (in-country on May 31)
Project Manager	Camp Mitigation Project Manager	Ms. Caroline Zennie	Haitian Citizen; English, French, and Creole language skills, engineer-in-training	May 26, 2010 (in-country on May 31)

Task Order Position	COTR Approved Position	Name	Capability	Time-Phased Staffing Schedule
Logistics Coordinator				
Communications/ Reporting Consultant				
Urban Planner				
Structural Landscape Engineer				
Water Utility Manager				
Debris Manager				

Appendix A

Parsons May 14 Time-Phased Staffing Plan

PARSONS

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May 14, 2010
Sunil Xavier
U.S. Agency for International Development
U.S. Embassy
Tabarre 41, Boulevard 15 Octobre
HT-6123, Haiti
P.O. Box 1634, Port-au-Prince, HAITI

Reference: RFTOP 521-10-006, Request for Adjusted Proposal, dated May 11, 2010
Parsons Response to Request for Clarification #2, dated April 30, 2010
Final Request for Clarification, dated April 29, 2010
Parsons Response to Request for Clarification #1, dated April 21, 2010
Request for Clarification #1, dated April 20, 2010
Parsons Task Order Proposal, dated April 15, 2010

Dear Mr. Xavier:

Parsons is pleased to provide the following adjustments to our original proposal. We understand the dynamic situation within the UN's Project Management Coordination Cell (PMCC) and we certainly appreciate the need for expediency.

Per your request, we can accommodate the immediate staffing of the PMCC Support Project with four staff members. These individuals re-confirmed their availability to support the project prior to June 1, assuming NTP is given within the next few days (please see Exhibit 1 on the next page). The names and positions along with special language qualifications of the each proposed team member are as follows:

1. Planning Expert: Phillip Toogood (English)
2. Project Manager: Bob Cantwell (English)
3. Project Manager: Caroline Zennie (English/French/Creole)
4. Communications/Reporting Consultant: Patrick Bussenius (English/French/Creole)

We also understand that our original Time-Phased Staffing Plan may need further adjustments to better suit the needs of the PMCC and we can expect to coordinate new PMCC requirements with you within four weeks after NTP is issued.

We hope this revised proposal meets your needs. Please direct any questions or comments to Chris Royse at chris.royse@parsons.com or Hal Tinsley at hal.tinsley@parsons.com.

Respectfully,

Steven C. Schlientz

Steve Schlientz, Vice President

Attachment 1: Adjusted Cost Proposal Narrative
Attachment 2: Adjusted Cost Proposal Excel Spreadsheet Budget

Exhibit 1: Phase 0 of the Time-Phased Staffing Plan