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Contract Number: EDH-I-00-08-00026-00  
Task Order: EDH-I-01-00026-00  
Parsons Global Services, Inc.

USAID/Haiti Technical Program Office

June 11, 2010

# Parsons PMCC Support Initial Work Plan

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Parsons, Chief of Party

# Initial Work Plan

## Summary

The purpose of the Parsons PMCC support staff is to assist the US Mission in Haiti provide management consulting and related services in support of the Government of Haiti and the international effort to deliver specific humanitarian assistance to Haitians affected by the January 12, 2010 earthquake.

The purpose of this Initial Work Plan, as described in Section C, Sub-Section V, Item A, of the referenced Contract/Task Order, is to provide the Contracting Office's Technical Representative with information relating to Parsons PMCC support staff arrival dates, management structure, staffing and organizational charts, work activities, work flow, timelines, estimation of any short-term level of effort (LOE), and overall program approach. Parsons is required to submit to the Contracting Office's Technical Representative an Initial Work Plan within five days of the Task Order's Notice to Proceed.

## Parsons PMCC Support Staff Arrival Dates

Parsons proposed staffing assistance to the PMCC with four staff members prior to June 1. The names, positions, and arrival information for the initial four staff follows:

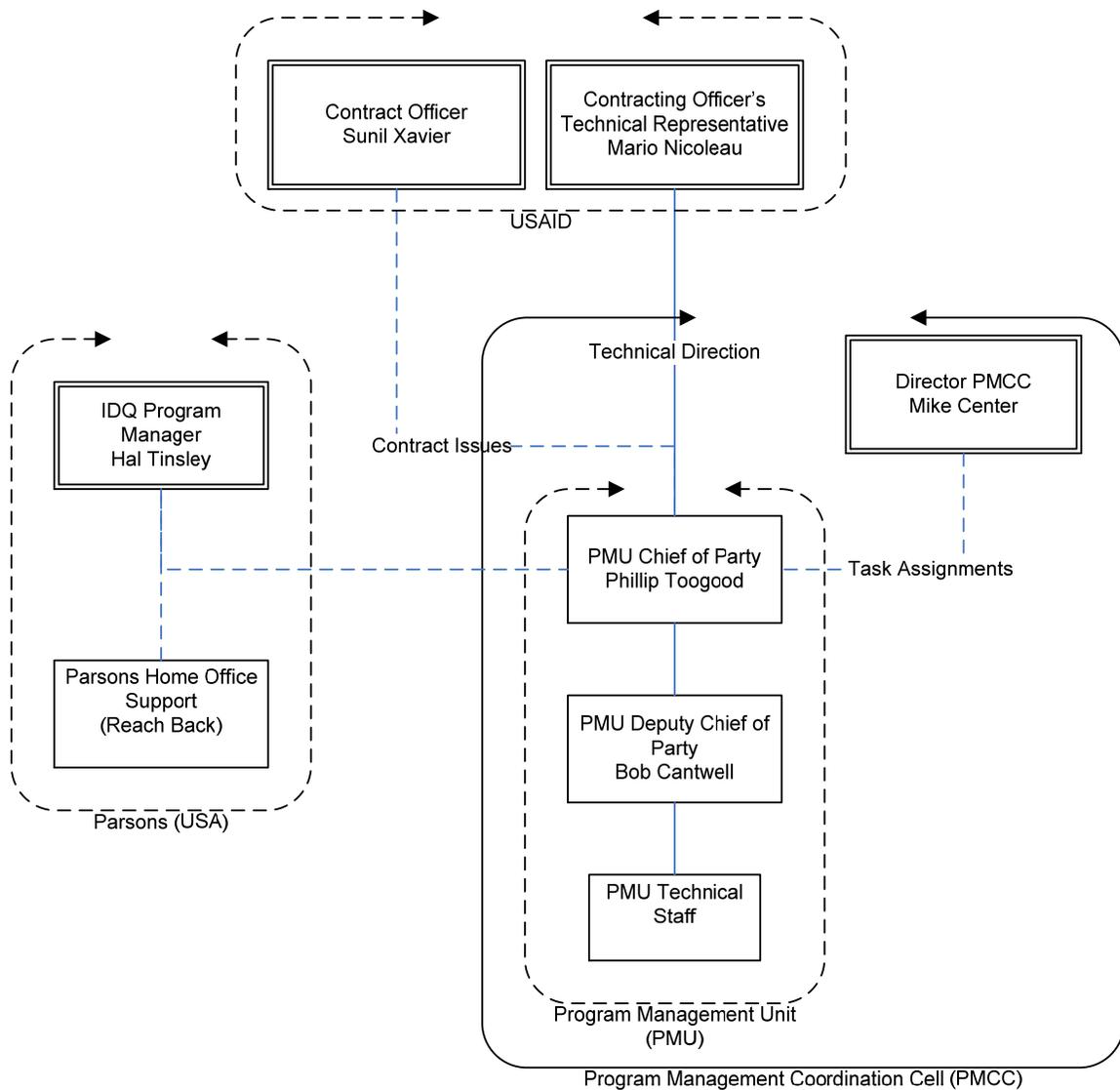
<b>Parsons Staff</b>	<b>Function</b>	<b>Schedule Arrival in Port-au-Prince, Haiti</b>
Phillip Toogood	Planning Expert	Arrive May 31, 2010: AA807; 7:45 A.M.
Caroline Zennie	Project Manager	Arrive May 31, 2010: AA837; 12:50 P.M.
Bob Cantwell	Project Manager	Arrive May 31, 2010: AA 803; 3:45 P.M.
	Communications and Reporting Consultant	TBD

In a meeting on June 1, it was also agreed between Mr. Sunil Xavier, the USAID CO, and Parsons that Parsons would submit a letter to the CO, requesting a time extension to fill the communications/reporting consultant position.

The balance of the Parsons PMCC support staffing was outlined in a Time-Phased Staffing Plan submitted to USAID on May 14, 2010. This Time-Phase Staffing Plan will require changes to meet the needs of the GoH and USAID. Parsons and USAID have agreed to review the Parsons PMCC support staffing plan and coordinate new requirements within four weeks after the Notice to Proceed (i.e., prior to June 22, 2010).

## Management Structure

The initial management structure of the Parsons PMCC support staff, and its reporting relationship to USAID, PMCC, and home office support staff is illustrated in Figure 1: Parsons PMCC Support Staff Management Management Structure.



**Figure 1: Parsons PMCC Support Staff Management Structure**

## Staffing and Organizational Charts

The current personnel within Parsons PMCC support staff are Phillip Toogood (CoP), Bob Cantwell (DCoP and Project Manager), and Caroline Zennie (Project Manager). Parsons is currently reviewing tasks required to support the PMCC current and future activities, and proposes to provide a time-phased staffing plan prior to June 22. In the meantime, the Parsons PMCC support staffing plan and reporting structure, as proposed in Parsons response to the RFP, is illustrated in Figure 2: Parsons PMCC Support Staffing and Organization Structure.

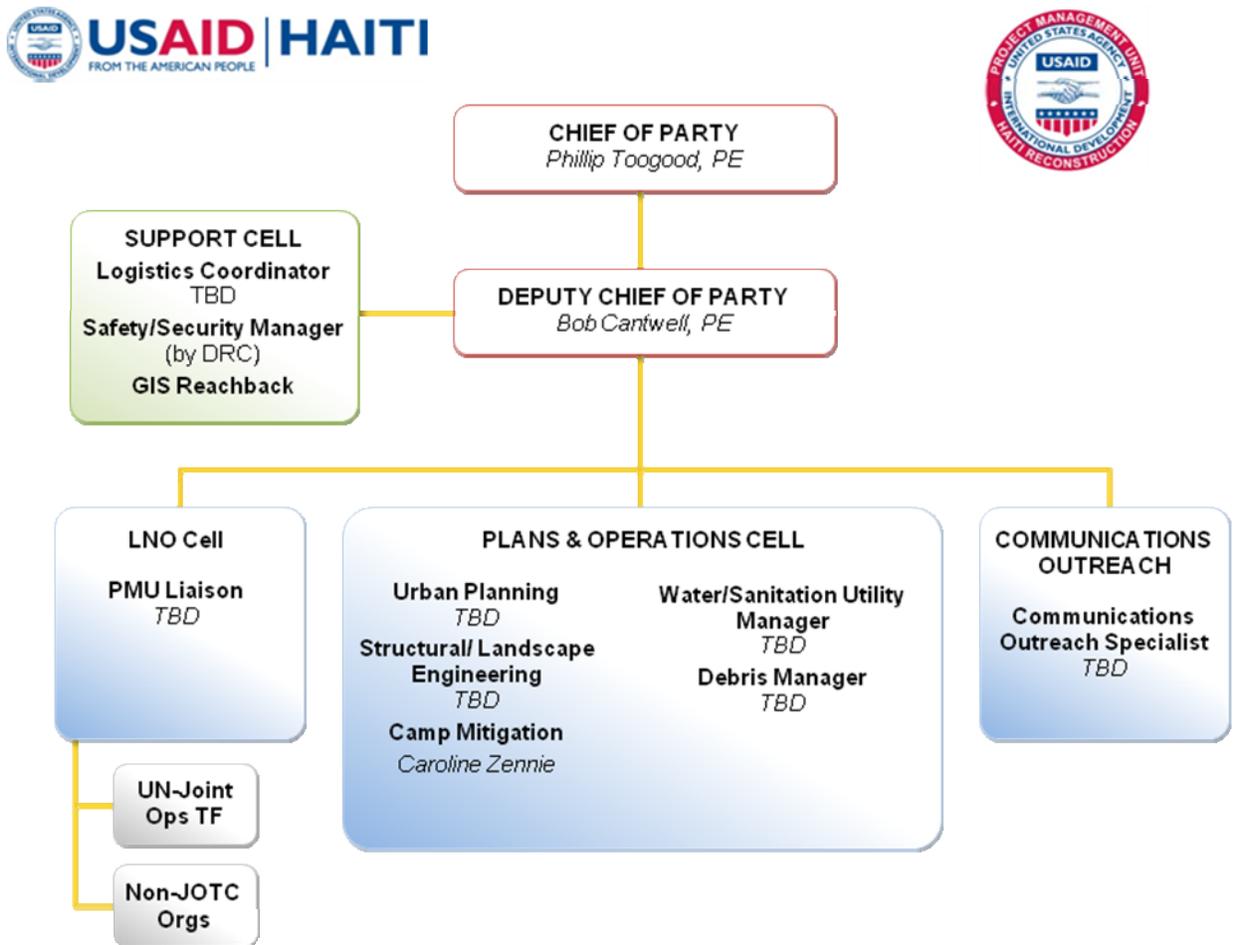


Figure 2: Parsons PMCC Support Staffing and Organization Structure

## Work Activities

During the first 28 days, Parsons shall undertake the following activities:

- Mobilize three staff members to Port-au-Prince, Haiti, prior to June 1, 2020; as stipulated in Section C, Sub-Section VII, Key Personnel and Staffing of the Task Order. Parsons will request a time extension to fill the fourth position.
- Introductions and initial meetings with COTR to review and finalize Initial Work Plan, agree on weekly meeting schedule with COTR, identify major tasks and coordinating committee meetings to attend/schedule.
- Develop Performance Monitoring Plan as stipulated in Section C, Sub-Section IV – Detailed Work Requirements, Task 3; and Sub-Section V – Deliverables, Paragraph F.
- Familiarization with Parsons PMCC support responsibilities, assignments, distribution schedules, and activities in accordance with Section C, Sub-Section IV – Detailed Work Requirements, Paragraph 5.
- Track, on a daily basis, progress on debris removal and camp risk mitigation issues through site visits, beneficiary interviews, implementation partner documentation reviews, and other methods; and provide a brief daily update to the COTR on the status of the support activities in accordance with Section C, Sub-Section IV – Detailed Work Requirements, Paragraph 8.
- Prepare 1<sup>st</sup> monthly report in accordance with Section C, Sub-Section V – Deliverables, Paragraph E.

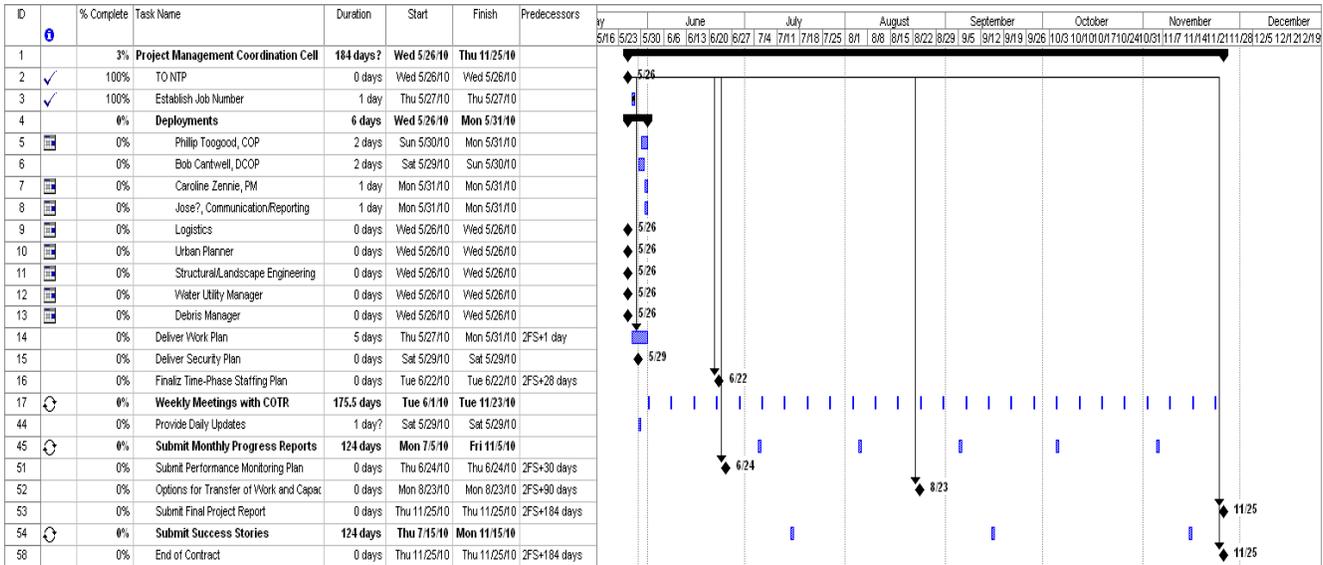
## Work Flow

USAID provides both contractual and technical direction through the USAID Contracting Officer (CO) and the Contracting Office's Technical Representative (COTR). The Parsons PMCC support staff will receive task assignments directly from the Director of the PMCC. The Parsons' CoP shall ensure that the task assignments are not outside SOW.

Generally, the work flow will be: Discussion of approach with PMCC → Approval of USAID COTR → Parsons CoP assigns resources → Parsons preliminary analysis → Parsons discussion of preliminary findings with PMCC and COTR → Parsons adjusts approach → Parsons issues draft report → PMCC and COTR review and comment on draft report → Parsons issues final report.

# Timelines

All work is to be performed between May 26 and November 25, 2010.



## Estimation of any Short-Term Level of Effort (LOE)

During the first 4 weeks, Parsons will have a Planning Expert and two Project managers in Haiti to work with the PMCC to develop a plan for supporting PMCC operations. The Task Order calls for Parsons to also provide a Communications/Reporting Consultant in Haiti by June 1. In subsequent discussions with USAID, Parsons is to request a time extension, and to fill the position with a Haitian.

Within the first four weeks, the Parsons PMCC support staff is to work with the PMCC and USAID to develop a schedule for on-boarding the balance of the technical team.

## Overall Program Approach

The PMCC is tasked with bringing together humanitarian relief and project execution while building an effective organization that can be transferred to the Government of Haiti. The PMCC program consists of many interrelated projects that are generally dependent upon each other for successful execution and delivery of the outcomes desired by the stakeholders and the Haitian government. The program management that will be employed is a balance of delivery the desired results through budget, schedule, and quality aspects of the tasks at hand. There will be a clear understanding of the desired results and assistance to the PMCC will often times include helping to guide the leadership to a beneficial, reliable and dependable solution.