

December 14, 2007

Department of Transportation
Federal Transit Administration
Federal Transit Administration HQ
Attn: Mr. John Bardwell
1200 New Jersey Avenue, SE
Washington, DC 20590
Reference: Reference Number FTA-08-PMOC



Dear Mr. Bardwell:

ProjectAide, Inc. is pleased to submit a capabilities statement in response to the referenced sources sought document. Our Team includes ProjectAide, Inc. as the Prime contractor and Métier, Ltd. as a subcontractor.

ProjectAide and Métier are composed of personnel with extensive Project Management and Controls experience working with government agencies either as employees or on various contracts. For the past 10 years, we have had prime responsibility for the development, maintenance and performance oversight for Chemical Weapons Destruction Facility construction efforts managed by the US Army Engineer and Support Center, Huntsville both nationally and internationally. Many of our staff have served in responsible positions with USACE on various major Army installations projects. We have a proven track record for quickly understanding and focusing our resources on our clients' mission, organization and culture. We fully apply the industry standards of Project Management and Project Controls to each of our clients' projects.

Métier, our team member, is a project portfolio management solutions company who has provided extensive program and project management support for various Government agencies including DOD, FBI and others. They are a woman owned small business (WOSB) founded in 1998 and offer the award winning WorkLenz product suite and supporting services to their expanding customer base. Métier has become the supplier of choice for a growing number of federal government agencies, system integrators and federal programs and are now expanding to State organizations and private enterprises. It is safe to say that the WorkLenz product has changed the traditional project and program management paradigm.

The ProjectAide Team eagerly awaits your release of the formal request for proposal. Once on board we are confident that our performance will exceed all your expectations and we look forward to a long relationship, ensuring your projects are overwhelmingly successful. If you require additional information, please contact me at 256-355-8476, or email at ctf@projectaide.com.

Finally, please include Mr. Robert Heilig, Senior Business Development Associate, on the list of attendees for the Vendors Information Day on January 11. He will be representing us for that event.

Sincerely,

Charles T. Follin, PMP
President

INTRODUCTION

ProjectAide, Inc. has joined with Métier, Ltd (hereafter referred to as the Team) to present an effective and highly experienced team in response to the Federal Transit Administration (FTA). In addition to our vast Government experience, documented expertise with various software products and proven skill working within multiple project environments, the ProjectAide Team brings a fresh perspective built from commercial and government best practices.

Our Team is pleased to offer our specific and extensive project management and controls capability and technical expertise to the FTA. Together our proposed Team covers the full breadth and depth of specialized expertise required to support this program with high quality personnel, best value technical services and our proven commitment to performance excellence. This team will administer and maintain project management oversight on all FTA projects with superior skills and focused interfaces with the numerous project managers and staffs. Our Team experience gives us the confidence that we are best suited to assist the FTA in achieving your Project Management objectives.

We have strategically selected our Team partner to augment our own staff and ensure we have quality people with a proven record of performance. Our Team will achieve mission success by applying leadership, project management and controls best practices and accomplished functional expertise to achieve FTA goals.

Our Team will provide a level of confidence for outstanding support to the FTA. Our Team offers:

- A long and successful history of controlling and oversight on high priority and high profile projects at multiple sites.
- Project Management Professional (PMP) certified program and project managers with a depth of experience managing within Project Management Institute standards.
- A ready reserve of skilled personnel which enables us to deploy the best skilled individuals for each assignment.
- Experience preparing, administrating and participating in project status and oversight meetings.
- Extensive experience in developing and conducting training programs, and developing and implementing communication plans (internal and external) on project management and control subjects.
- Skilled professionals accomplished in using a variety of design, engineering, and project management tools including: All Primavera products (P3, P5, P6, Contractor, etc) and WorkLenz.
- The commitment to recruit and retain the best and brightest Team members should task scope grow.

Critical Success Factors

Based on the sources sought descriptions and our experience in similar programs we have identified several overarching critical success factors:

- 1) Communications – communications between the Team and the FTA project staff will be vital in developing and maintaining project schedules. This will generally focus on ensuring a common understanding of tasks/activities required to accomplish the project, scheduling these efforts accurately, adequately and consistently reporting progress on the project and accurately determining project performance and recommendations for recoveries when necessary to maintain project goals and objectives.
- 2) Staffing – having the right people, with the right skills, in the right place to accomplish these requirements is of critical importance.
- 3) Innovations – based on our extensive experience, we can identify gaps in the existing PMO program objectives, services, processes and recommend improvements. These innovations might be as simple as

a new format for a document or as revolutionary as the introduction of a whole new set of tools or documents. The bottom line is that the various FTA projects will perform more effectively as a result of these innovations! For example, the introduction of simple schedule update forms on one project, the use of special chimney charts during performance review meetings on another project, the creation of an on-line process mapping tool for an organization, resource loading charts and graphs on a project's integrated master schedule and the integration of a Master schedule concept for a design build enterprise.

OUR TEAM

The ProjectAide Team is pleased to announce a strategic partnership for this proposal. Each company contributes unique as well as complementary capabilities and experience, providing FTA with the best qualified resources, consisting of Subject Matter Experts (SMEs).

The ProjectAide Team includes two extremely qualified and experienced partners with project management and controls, financial, and construction experience. The core of this team is a small business with unique capabilities and skills brought from the government and commercial sectors.

The following company introductions present a short synopsis of each company's individual capabilities.

ProjectAide, Inc.



ProjectAide, Inc is a global project-oriented service and consulting organization incorporated in the State of Alabama with headquarters in Decatur, Alabama and will function as the Prime Contractor for this effort. As a small business entity, established in May of 2000, we meet the Small Business Size Standard for NAICS 541618. Our expertise lies in providing innovative Project Management and Project Control solutions and support to our clients in a variety of industries. We provide services to governmental agencies and the commercial sector in project areas such as power/utilities (both nuclear and fossil), construction, manufacturing, industrial, transportation and environmental. We have been involved in a number of high dollar, high visibility Government projects with the USACE including most notably the construction of six (6) Chemical Weapon Demilitarization Sites, five (5) within the United States and one (1) in a foreign location, oversight of a major hospital construction project as well as a hospital remediation project in a foreign location, support for the implementation of the USACE P2 process, which incorporated a new Project Management Process dependent on Primavera P5 software, within the Huntsville Engineering Support Center and numerous other USACE projects. Our corporate vision is to ensure our clients' projects are managed and maintained by our staff of highly qualified personnel, utilizing the best project management tools, techniques and information available. Today's business environment requires organizations to fully embrace a project-oriented corporate philosophy. **ProjectAide** is uniquely positioned to assist our clients in achieving this overarching objective - delivering **successful projects**.

The experience of our founders and key personnel averages over 30 years, spanning all of the defined Project Management and Controls processes. **ProjectAide's** chief expertise, however, is grounded in Project Controls, with particular emphasis on planning, scheduling, estimating, cost control, scope control, procurement, risk control, litigation/mitigation support, and earned value management (EVM). We have over 20 years experience utilizing Primavera software, beginning almost with its inception, and some of our personnel are past instructors of the software. In addition to our expertise with Primavera and the scheduling discipline in general, **ProjectAide** and its personnel fully embrace and practice the Project Management principles and standards as set forth by the Project Management Institute (PMI). In fact, we have been instrumental in the development of the new PMI sponsored Practice Standard for Scheduling released in May 2007. We encourage our key

personnel to become certified Project Management Professionals (PMPs) by successfully completing the required standards and testing established by PMI. Encouraging our employees to become certified PMP's is one example of how we maintain a corporate culture that views our people as our most important resource and ensures that they possess the required skills and training to accomplish our corporate expectations.

ProjectAide's extensive track record supporting government agencies such as the U.S. Army Corps of Engineers, Department of Threat Reduction Agency, Department of Defense, and the Tennessee Valley Authority, in both national and international arenas provide us with unique insights into the needs and requirements of the federal government. Successfully supporting commercial sector clients in the areas of Civil Construction, Plant Maintenance and Outages, Environmental and Transportation projects provide us with a broad range of project expertise. This combined experience allows us to quickly assess and develop project-oriented products and services that have an immediate impact on the project.

In today's construction arena, claims and litigation efforts often arise. And once again, ProjectAide has risen to the aid of our clients in defense of such actions. Detailed records of the project's work efforts set us and our clients up for staunch defense of such claims. We have provided insightful and successful support through documented evidence and testimony. And while defense of our work and that of our clients' is important, these litigation efforts afford us another unique opportunity - the chance to better understand the dynamics of project claims and to ensure our current processes and procedures are adequate to respond to these issues in an effort to mitigate future occurrences.

The bottom line is - **the projects we are associated with are more successful because of our involvement.** ProjectAide is committed to delivering efficient and cost effective services that exceed our clients' expectations, resulting in innovative solutions to challenging problems and successful projects.

Métier, Ltd.



Métier, Ltd is a project portfolio management solutions company. We are a woman owned small business (WOSB) founded in 1998. We offer the award winning WorkLenz product suite and supporting services to our expanding customer base. We have become the supplier of choice for a growing number of federal government agencies, system integrators and federal programs and are now expanding to State organizations and private enterprises. It is safe to say that the WorkLenz product has changed the traditional project and program management paradigm.

Métier approaches each project management engagement with a proven methodology and toolset. Utilizing Métier's WorkLenz tool we have provided enterprise-wide project portfolio management to forward-thinking organizations like FBI and USAID. Similarly, contract experience with agencies like USDA has changed traditional views of enterprise performance. The focus is on active, centralized analysis of project initiatives across an organization. Our services team provides administration of project and portfolio management processes, consultation in industry best practices, and benchmarking against other Métier clients.

Our subject-matter Project Portfolio Management (PPM) experts assist our clients in the implementation of tools and processes that result in the clients project teams, executives and end-users ability to focus on their daily activities and corporate goals. Our personnel have expertise in analyzing, interpreting, and presenting unique metrics and reports. Our tools support the PMO in identifying and enhancing current organizational practices to refine:

- ✧ **Standards** to drive the optimal use of the schedule structure, and guidelines for creating and updating schedules

- ✧ **Process** to determine how schedule inputs are received, reports generated and analysis presented
- ✧ **Training** in the use of processes, procedures and project/portfolio management best practices
- ✧ **Analysis** of reports customization, template development, and ‘what-if’ scenario review
- ✧ **Support** that includes ongoing end-user and project management systems support

Our earned value management engine drives ANSI-748 process, while our workflow system reflects the best-of-breed practices developed by the authoritative Project Management Institute’s Project Management Body of Knowledge Guide (PMBOK®). We recommend the use of industry standard processes and templates to all our clients, which are already built into the WorkLenz engine. This approach would allow FTA to implement gold standard project and program management capabilities, while maturing their internal processes.

Métier has many qualified consultants who have honed their program management expertise on similar contracts and are considered experts in project management methodologies and the implementation of industry standards. Métier possesses over nine years of award-winning leadership in project portfolio management. The industry looks to Métier as the performance standard for portfolio project management.

Métier’s CEO, Douglas Clark, lead the development of PMI’s practice standard for project scheduling. He also serves on PMI’s Consensus Body and was a founding board member of PMI’s College of Scheduling.

Each Métier associate has a strong foundation of traditional project management processes. These individuals leverage their extensive real world and industry expertise to maximize effectiveness and process improvements to save organizations valuable time and resources. This understanding is essential when deconstructing existing processes and recommending alternatives. In addition, all of our consultants are subject matter experts in one or more areas, including risk management, federal reporting, reports design, integration, etc.

Métier associates have access to all of the resources in our Knowledge Management Centre (“KMC”), where all of our professional services organizations come to interact, brainstorm and do research. The KMC contains a library, technology, and collaborative areas, to leverage knowledge from past client engagements, industry publications and the latest WorkLenz enhancements. Métier always strives to ensure the proper safeguarding of classified information, and strict need-to-know guidelines, while still providing an excellent source of knowledge transfer.

Métier has been granted many patents, one of which applies to integrated risk management. Métier recommends defined processes for risk identification, risk analysis, risk response planning, and risk monitoring and control. Métier manages risk at all levels in the portfolio. For example, we can implement WorkLenz to serve as the FTA Risk Register, a centralized repository for all risk related information as well as qualitative and quantitative risk analysis. Therefore allowing FTA to define its Risk Breakdown Structure (RBS), through a combination of standard and customizable risk fields, which will enable FTA to track, report and prioritize its risk. In this scenario the WorkLenz product enables risks to be identified, assessed and updated at any time throughout a program’s lifecycle through customizable role-based access to risk identification, ownership and monitoring in accordance with the client’s risk processes. Most importantly, specific risks may be linked with work items at any level of the portfolio, including specific tasks. The ability to analyze and respond to various risk inducing factors and learn from its historical database allows Métier to develop predictive trend analysis and risk mitigating activities.

Allow Métier’s forward thinking philosophy and skilled professionals to assist your organization in becoming a superior portfolio project management organization - the gold standard within the federal FTA project management system.