



Professional Services - Task Order Contract

The Contractor hereby agrees to perform the work authorized herein in accordance with all the terms, conditions, and at the labor rates agreed to in the Contract referenced below. The Contractor shall furnish the necessary professional and technical personnel and materials required to complete this work. Except as expressly provided herein, this Task Order cannot be altered, modified or amended except through a fully executed written Task Order Amendment.

Contract No. S16083/39

Task Order No. 39

Contractor: RSM

SAP Requisition No. 2000238662
(Attach Purchase Requisition Form)

Description: TO#39 - 2016 Measure B Sales Tax Funding

Term: Effective 10/25/2019 and continue in effect through 6/30/2020
Date

Compensation: (check one) T&M CPFF FFP

Task Order value: \$35,000.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$444,915.-

Funding Information: (Check funding sources)

Federal Funds: FTA/Transit or FHWA/Highways State Funds
 CalTrans Local Assistance Program Measure A Measure B
 Other: Local Funds (VTA Cost Center 11500)

Scope of Services: (check one)

See details below of Scope
 See attached Scope of Services

Key Personnel: List additional Personnel authorized to provide services under this Task Order. (check one)

See details below of Personnel (Name/Classification)
 See attached List of Personnel (Name/Classification) *

*** Rates are per Master Contract.**

Subcontractors: List additional subcontractors authorized to provide services under this Task Order. (check one)

See details below of subcontractors (Indicate SBE/DBE status) *
 See attached list of subcontractors (Indicate SBE/DBE status)

*** (None)**



Professional Services - Task Order Contract (Cont.)

Approvals: Project Manager is required to obtain OBDP's signature prior to submitting to Contracts department.

OBDP: SBE/DBE Goal NSG %
(Specifically established for this Task Order)

Alex Medina 10/29/2019
OBDP Manager Date

Maria Patel 10/25/2019
Project Manager Date

Office of the Deputy GM/CFO
Division Phone No.

[Signature] 10/25/2019
Division Chief, Director or Deputy Dir Date

Capital Projects Group Date

(408) 321-7548

Cordyn Vargas 11-6-19
Reviewed by Contracts Administrator Date

Santa Clara Valley Transportation Authority

Contractor

By: [Signature] 11/12/2019
03F04ADE5BE7430... Date

By: [Signature] 11/6/2019
884CC17960E44D5... Date

Name (print): Ephraim Cadaing

Name (print): Corey Saunders

Title: Senior Contracts Administrator

Title: Partner

VTA Auditor General

Objective, Budget and Scope for: 2016 Measure B Sales Tax Administration Review

Objective: To independently examine VTA's processes and controls related to Measure B funds receipts and expenditures. The review will focus on the oversight and validation of collected funds; procedures for the determination of fund recipients; and validation of appropriateness of expenditures.

Tasks description	Estimated Hours and Budget, by level							Total
	Partner	Director(s)	Manager	Sub-contractor	Supervisor	Senior Associate	Associate	
Hold and prepare for entrance meeting, and periodic status meetings or updates	4	4	6					30
Review existing policies and procedures related to the collection, administration and disbursement of Measure B funds. Obtain and review VTA published Guidelines and Master agreements with partner agencies. Review Measure B definitions and program categories.		4	4					24
Develop specific audit plan, by area and test scripts, based on above, G&A approved areas, and risk input from Management			8					24
Assess specific areas, which may include: Adequacy, completeness, and appropriateness of fund oversight; validation of requests for fund disbursements and appropriateness of forecasted receipt expectations.	8	8	8					88
Test sample of Measure B disbursements to community partners. Assess specific areas, which may include: process for selection of recipients, determination of disbursement amount, compliance with Measure B definitions and follow-up on disbursement results.		4	8					104
Document process flow or narratives, and identify risks or observations		4	8					73
Prepare AG report drafts, hold exit conference, discuss management responses, prepare Board Memos, submit for G&A Packet, RSM QA of workpapers and report.	6	10	16					48

	Total Estimated Hours	Contract Rate for Classification Level, per Exhibit D	Time and Materials Estimate	Approved Amount
	18	\$350	\$6,300	
	34	\$325	\$11,050	
	58	\$230	\$13,340	
	0	\$200	\$0	
	0	\$190	\$0	
	192	\$170	\$32,640	
	89	\$130	\$11,570	
	391		\$74,900	
				<u>\$75,000</u>

Assumptions:

1. Client produces requested documents on a timely basis and is available for meetings, as scheduled.
2. Project is not delayed or deferred (would change AG staffing).
3. No significant number of exceptions or gaps are uncovered.