



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. S16083/27

Task Order No. 27

Contractor: RSM

SAP Requisition No. 2000220653
(Attach Purchase Requisition Form)

Description: TO#27 - BART Phase 1 Invoicing Audit

Term: Effective 11/13/2018 and continue in effect through 6/30/2019
Date

Compensation: (check one) T&M CPMF FFP

Task Order value: \$69,345.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$1,065,625.00

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 per Master Contract



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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)

PATRICK HAGEN

** NOT TO EXCEED 15 HOURS.*

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

OBDP: NSG %
(Specifically established for this Task Order)

[Signature] 11/6/18
OBDP Manager Date

[Signature] 11/5/2018
Project Manager Date

CHIEF OF STAFF 321-7526
Division Phone No.

[Signature] 11/15/18
Division Chief, Director or Deputy Dir Date

Capital Projects Group Date

Carolyn Vargas 11/20/18
Reviewed by Contracts Administrator Date

Santa Clara Valley Transportation Authority

Contractor

By: *[Signature]* 11/26/2018
3CF0BA4B0C66413... Date

By: *[Signature]* 11/21/2018
884CC17960E44D5 Date

Name (print): Thor vue

Name (print): Corey saunders

Title: Manager of Procurement, Contracts & Matls

Title: Partner

VTA Auditor General
 Budget and Scope for: **IO#27 - BART Silicon Valley Project - Phase I BART Invoicing Audit**

Task	Estimated Hours for						Total
	Partner	Director	Manager	Sub-contractor	Super-visor	Senior Associate	
Hold entrance meetings (VTA and BART), and periodic status meetings or updates	4	4	6				14
Read the BART Comprehensive Agreement (dated 11-19-01) and all "Implementation Letters". Review the prior AG report on Comprehensive Agreement risks. Subcontractor hours in support of work program development assistance.		3	4	6			13
Develop specific audit plan, by area and test scripts, based on above, G&A approved areas, and risk input from Management. Subcontractor hours in support of work program development assistance.		2	4	6			12
Interview VTA staff, including ETID, Finance and others. Interview BART staff, including invoice preparation, finance, technology and others (on site at BART).	2	6	28			36	72
Document BART process flows, review control narratives and procedures. Identify risks or observations.			20			45	65
Test sample of BART invoices over 16 years of Agreement (over \$245 million billed). Focus on recent years and risk areas. On site at BART. Assess specific areas, which may include: allowability of costs; calculation of indirect costs; timeliness of billings; BART compliance with Agreement; adequacy of BART processes, controls and reporting; and level of communications. Subcontractor hours in support of performing an initial review of BART-provided documentation to ensure that they are providing the most appropriate documentation they should have at their disposal. Additionally, Subcontractor to provide first-round review of testing results to validate against expectations.			16	3		82	161
Prepare AG report drafts, hold exit conferences with VTA and BART (as required), discuss management responses. Prepare Board Memos, submit for G&A Packet. Perform QA of workpapers and report.	4	4	14				22
	10	19	92	15	0	163	359
	\$350	\$325	\$230	\$200	\$190	\$170	\$130
	\$3,500	\$6,175	\$21,160	\$3,000	\$0	\$27,710	\$7,800
							\$89,345
							\$75,000

Notes and Assumptions:

- This BSV Phase I Invoicing Audit was added to the AG work plan by the G&A Committee on March 1, 2018 (Item 11). There may be a supplemental phase of work required, depending upon BART's level of cooperation, the adequacy of records and initial findings. The Board Memo instructs the Auditor General to provide an interim report after the conclusion of the initial phase of work. The G&A Committee would then adjust the additional phase and scope of work as desired.
- VTA produces requested documents on a timely basis and is available for meetings, as scheduled.
- Project is not delayed or deferred (would change AG staffing).
- No unusual number of exceptions or fraud is uncovered.