



### 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. S16083/31 Task Order No. 31

Contractor: RSM SAP Requisition No. \_\_\_\_\_  
(Attach Purchase Requisition Form)

Description: Fixed Assets Program Review

Term: Effective 3/5/2019 and continue in effect through 12/31/2019  
Date

Compensation: (check one)  T&M  CFFF  FFP

Task Order value: \$57,910.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$1,007,165.

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 188 %  
(Specifically established for this Task Order)

[Signature] 3/6/19  
OBDP Manager Date

[Signature] 3/5/19  
Project Manager Date

Division Phone No.

[Signature] 3/8/19  
Division Chief, Director or Deputy Dir Date

Capital Projects Group Date

Carolyn Vargas 3/12/19  
Reviewed by Contracts Administrator Date

#### Santa Clara Valley Transportation Authority

DocuSigned by:  
Mary Talentinow 3/13/2019  
By: 44ED323C9Z4D4CD Date

Name (print): Mary Talentinow

Title: Contracts Manager

#### Contractor

DocuSigned by:  
Corey Saunders 3/12/2019  
By: 884CC17060E44D6... Date

Name (print): Corey Saunders

Title: Partner

6.26.a

# Recommended FY18 & FY19 Auditor General Projects

Project Areas	Description
<p><b>Trapeze Pass</b></p>	<p>Examine the implementation and controls of the Trapeze Pass system for VTA Access paratransit services, focused on:</p> <ul style="list-style-type: none"> <li>* Software acquisition and configuration</li> <li>* System controls and reporting</li> <li>* System implementation and application go-live</li> <li>* Interface with invoicing and date reporting</li> </ul>
<p><b>Regulatory Compliance</b></p>	<p>Examine the processes for establishing and tracking VTA's regulatory compliance requirements. Considerations may include:</p> <ul style="list-style-type: none"> <li>* Regulators and organizational compliance requirements</li> <li>* Compliance assessment</li> <li>* Internal monitoring and controls assessment</li> <li>* Federal, state, and local regulations</li> </ul>
<p><b>Business Continuity Plan</b></p>	<p>Examine VTA's Business Continuity Plan. Considerations may include:</p> <ul style="list-style-type: none"> <li>* Adequacy, completeness, and appropriateness of plan</li> <li>* Adequacy and effectiveness of testing controls</li> <li>* Feasibility: people and processes</li> <li>* Mission critical coverage</li> </ul>
<p><b>Fixed Assets Program</b></p>	<p>Examine VTA's operational and financial process and controls for fixed assets and state of good repair. Considerations may include:</p> <ul style="list-style-type: none"> <li>* Adequacy of policies and procedures</li> <li>* Financial and reconciliation controls</li> <li>* Depreciation methodology and expense recognition</li> <li>* Asset requisition and capital budgeting</li> <li>* Capital budget monitoring and overruns</li> <li>* Transfer and disposal of assets</li> </ul>
<p><b>Capital Budget and Project Controls</b></p>	<p>Examine VTA's Capital Budget planning and monitoring processes. Considerations may include:</p> <ul style="list-style-type: none"> <li>* Methodology for reviewing and approving projects</li> <li>* Capital project and schedule execution</li> <li>* Project change order controls</li> <li>* Project feasibility and planning</li> <li>* Contractor selection and oversight</li> <li>* Cost and project monitoring controls</li> </ul>

