



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. S16083/32 Task Order No. 32

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

Description: TO#32 - Workforce Management Audit

Term: Effective 7/1/2019 and continue in effect through 6/30/2020
Date

Compensation: (check one) T&M CPMF FFP

Task Order value: \$65,000.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$ 838,775

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 and Personnel as 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 % [Signature] 6/26/19
(Specifically established for this Task Order) OBDP Manager Date

[Signature] 6/24/2019 Finance (408) 321-7548
Project Manager Date Division Phone No.

[Signature] 6/24/19 _____
Division Chief, Director or Deputy Dir Date Capital Projects Group Date

[Signature] 7/8/19
Reviewed by Contracts Administrator Date

Santa Clara Valley Transportation Authority

DocuSigned by:
By: [Signature] 8/2019
44FD323C074B4CB... Date

Name (print): Mary Talentinow

Title: Contracts Manager

Contractor

DocuSigned by:
By: [Signature] 8/2019
884CC17060E44D6... Date

Name (print): Corey Saunders

Title: Partner

VTA Auditor General
Budget and Scope for: Workforce Management Audit
Objective: The objective of the audit will be to assess – across its entire workforce – the relevant policies, procedures and corresponding communications processes, protocols, and technology enablers in place to support VTA's operating objectives.

Task	Estimated Hours for						Total
	Partner	Director	Manager	Sub-contractor	Super-visor	Senior Associate	
Hold entrance meetings and periodic status meetings or updates	4	4	6			2	16
Obtain VTA policies related to all employee absences and review collective bargaining agreements to understand specific circumstances for union members.		2	4			8	14
Understand VTA's timekeeping systems and recording of time in financial records and the SAP system.		2	2			4	8
Phase I: Prepare analysis of absence trend data by department and employee category. Assess whether staffing levels in general as well as specific mission critical positions, by department, have been identified and accounted for adequately considering absence trending data and including factors around workforce readiness, training, scheduling, and geographic dispersion of workforce.	2	8	11			38	70
Develop specific audit plan, by area and test scripts, based on above, G&A approved areas as documented in the relevant Board Memo, and additional risk input from Management.		2	4			8	
Prepare interim AG report draft containing proposed scope and audit procedures of Phase II. Prepare Board Memos, submit for G&A Packet. Perform QA of workpapers and report.	3	4	6			8	
Phase II: Select a sample of absence hours paid, from across all VTA departments and divisions, and review for compliance by: Tracing into payment records; Validating mathematical accuracy; Assess revisions or changes for completeness and approvals; and Follow-up on disciplinary actions taken, if any, for non-compliance.		4	16			60	160
Prepare AG report drafts, hold exit conferences with VTA management, discuss management responses. Prepare Board Memos, submit for G&A Packet. Perform QA of workpapers and report.	4	4	12			12	40
Total Estimated Hours							343
Contract Rate for Classification Level, per Exhibit D							
Time and Materials Estimate							\$65,000
G&A Approved Amount							\$65,000

Notes and 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.