



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. S16083/38

Task Order No. 38

Contractor: RSM

SAP Requisition No. 2000238661
(Attach Purchase Requisition Form)

Description: TO#38 - Trapeze Software Suite Assessment

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

Compensation: (check one) T&M CPFF FFP

Task Order value: \$83,960.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$528,875.

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 Nsc % 10/29/2019
(Specifically established for this Task Order) OBDP Manager Date

10/25/2019
Project Manager Date

Office of the Deputy GM/CFD (408) 321-7548
Division Phone No.

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

Capital Projects Group Date

11-6-19
Reviewed by Contracts Administrator Date

Santa Clara Valley Transportation Authority

Contractor

By: 11/6/2019
Mary Talentinow Date
44FD323C974D4CD...
Mary Talentinow

By: 11/6/2019
Corey Saunders Date
884CC17960E44D5...
Corey Saunders

Name (print): _____

Name (print): _____

Title: Contracts Manager

Title: Partner

**VTA Auditor General
Objective, Budget and Scope for: Trapeze Pass System**

Objective: To independently examine VTA's Trapeze Pass System to verify software is configured appropriately, system controls and reporting are in place and operating effectively and efficiently, system software is up-to-date and properly operating, invoicing is accurate and timely

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	2	4	8			4	2	20
Review Trapeze Pass System manuals, internal testing and self-assessments, IT general controls.		4	16			12	8	40
Develop specific audit plan, by area, and test scripts, based on above, G&A approved areas, and risk input from Management	2	4	8			20		34
Assess specific areas, which may include: software module acquisition and configuration; module updates and go-live; system controls and reporting; interface with invoicing and data reporting		12	20			20	8	60
Perform interviews with Technology & Innovation, Fare Programs & Systems, and Financial Accounting		2	4			8	10	24
Document process flow or narratives, and identify risks or observations		2	8			16	28	54
Review Trapeze Pass system selection process to verify the selection criteria was appropriate and adequate; verify system was tested prior to go-live date; inspect software configuration to verify ITGCs are in place and operating effectively; verify module updates have occurred timely and are operating effectively; test a sample of system reports to verify invoicing occurred timely and accurately (data integrity).		4	20			56	80	160
Prepare AG report drafts, hold exit conference, discuss management responses, prepare Board Memos, submit for G&A Packet. RSM QA of workpapers and report.	8	8	20			12		48
Total Estimated Hours								
	12	40	104	0	0	148	136	440
Contract Rate for Classification Level, per Exhibit D								
	\$350	\$325	\$230	\$200	\$190	\$170	\$130	
Time and Materials Estimate								
	\$4,200	\$13,000	\$23,920	\$0	\$0	\$25,160	\$17,680	\$83,960
Approved Amount								
								\$99,500

Notes and Assumptions:

- 1) Project and budget were previously approved for FY19, by G&A Committee on March 1, 2018. AG is proposing deferring these to FY21 based upon results of Risk Assessment.
- 2) Trapeze PASS audit was increased by \$11,000 over FY19 approved amount due to clarification around number of modules involved and other issues noted during Paratransit Operations Trans
- 3) Client produces requested documents on a timely basis and is available for meetings, as scheduled.