



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. S16083/26

Task Order No. 26

Contractor: RSM

SAP Requisition No. 2000220564
(Attach Purchase Requisition Form)

Description: TO#26 - Business Continuity Planning

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

Compensation: (check one) T&M CPFF FFP

Task Order value: \$54,960.00

(To be completed by Contracts Administrator)

Contract value available to authorize this Task Order: \$1,134,970.00

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.



Professional Services - Task Order 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)

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

OBDP: ^(No SUBS) SBE/DBE Goal NSG % 11/6/18
 (Specifically established for this Task Order) OBDP Manager Date

[Signature] 11/5/2018 CHIEF OF STAFF 321-7526
 Project Manager Date Division Phone No.

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

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

Santa Clara Valley Transportation Authority

Contractor

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

DocuSigned by:
 By: Corey Saunders 11/21/2018
884CC17960E44D5... Date

Name (print): Thor vue

Name (print): Corey Saunders

Title: Manager of Procurement, Contracts & Matls

Title: Partner

VTA Auditor General
 Objective, Budget and Scope for: **IO#26 - Business Continuity Planning**

Objective: To independently examine VTA's Business Continuity Plan (BCP) to assess the overall adequacy of the Plan, the organization's readiness as evidenced through recent testing of the Plan, and the organization's overall ability to continue operations per the Plan's stated mission (i.e., ensuring the continued availability of its critical services and related assets during and after a major business disruption).

Tasks	Estimated Hours and Budget, by level							
	Partner	Director(s)	Manager	Sub-contractor	Supervisor	Senior Associate	Associate	Total
Hold and prepare for entrance meeting, and periodic status meetings or updates	2	6	8			1		17
Review prior BCP or COOP plans, Policy docs and Board Memos. Compare to national best practices, and APTA Standard, TRCP Guides and FEMA Circulars.		4	4			12		20
Develop specific audit plan, by area and test scripts, based on above, G&A approved areas, and risk input from Management			8					8
Assess specific areas, which may include: Adequacy, completeness, and appropriateness of plan; Feasibility of people support and processes; Adequacy and testing of Plan and controls; Alternative operating facilities; Identification of VTA mission critical systems	3	8	12			50	24	97
Perform interviews with CoS, Safety, Sheriff, IT and other personnel. Tour and inspect recovery site and Operations Center.		4	8			10		22
Document process flow or narratives, and identify risks or observations		4	8			32	34	78
Prepare AG report drafts, hold exit conference, discuss management responses, prepare Board Memos, submit for G&A Packet. RSM QA of workpapers and report.	4	10	16					30
Total Estimated Hours	9	36	64	0	0	105	58	272
Contract Rate for Classification Level, per Exhibit D	\$350	\$325	\$230	\$200	\$190	\$170	\$130	
Time and Materials Estimate	\$2,150	\$11,700	\$14,720	\$0	\$0	\$17,850	\$7,540	\$54,960
Approved Amount								<u>\$55,000</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 unusual number of exceptions or fraud is uncovered.