### AMENDMENT - REQUEST FOR PROPOSAL (RFP)

<table>
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<tr>
<th>Amendment No.</th>
<th>RFP No.</th>
<th>Project Name</th>
<th>COMPANY NAME AND ADDRESS (To be completed by Bidder)</th>
<th>Issue Date:</th>
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<tbody>
<tr>
<td>002</td>
<td>4020000089</td>
<td>Performance Audit Services</td>
<td>METROPOLITAN TRANSIT AUTHORITY Procurement Division 1900 Main Street Houston, Texas 77002</td>
<td>03/17/2020</td>
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The hour and date specified for receipt of Proposals is:

- [ ✓ ] Not extended
- [   ] Extended to

Date: N/A  
Time: N/A

The RFP is amended as follows:

**SECTION I, Article 2, paragraph I, section 3, Qualifications/Experience of Firm**

The subsections below are hereby omitted from the RFP, and the Proposer is not required to respond to the following:

- 3e. Proposer shall demonstrate the ability to perform information audit services.
- 3i. Demonstrate competence in work safety considerations consistent with the type of work associated at this facility as well as Metropolitan Transit Authority Standards.

**SOLICITATION QUESTIONS & ANSWERS**

(see page 2 of this Amendment 002)

Except as provided herein, all instructions and provisions of the RFP, as heretofore changed, remain unchanged and in full force and effect.

Proposers must acknowledge receipt of the amendment prior to the hour and date specified for proposal delivery, by one of the following methods:

1. By acknowledging receipt of this amendment on the Proposal form;
2. By signing and returning one (1) copy of this amendment with your Proposal;

FAILURE TO ACKNOWLEDGE RECEIPT MAY CAUSE FOR PROPOSAL REJECTION BY METRO.

<table>
<thead>
<tr>
<th>PROPOSER (Authorized Representative)</th>
<th>METROPOLITAN TRANSIT AUTHORITY (Authorized Representative)</th>
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<tbody>
<tr>
<td>BY NAME:</td>
<td>LaChandra Wilson</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>TITLE:</td>
<td>Senior Contracts Administrator</td>
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<tr>
<td>SIGNATURE DATE:</td>
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1. Regarding capacity to procure insurance limits, can we provide a copy of existing insurance or a letter from an insurance company?  
   **Answer:** The Contractor must provide a certificate of insurance showing evidence of the required coverages no more than 14 days after contract award.

2. Please clarify the meaning of evaluation criteria 3e. Is this referring to the audit of information technology systems?  
   **Answer:** Per page 1 of this Amendment 002, this subsection is omitted from the RFP.

3. Please clarify what type of information proposers are expected to provide to fulfill the requirements of Evaluation Criteria 3i.  
   **Answer:** Per page 1 of this Amendment 002, this subsection is omitted from the RFP.

4. After review of the Proposal Forms Submission Checklist in Section I Article 4, we intend to place, in the Technical Volume, Exhibits C, D, and F. Please advise if this is acceptable and, if not, please provide clarification on where the information should be placed.  
   **Answer:** The Technical Proposal should contain all documentation listed in in Section I, Article 4 except for those documents pertaining to the Pricing Proposal (or Section II, Articles 1 and 3).

5. After review of the Proposal Forms Submission Checklist in Section I Article 4, we intend to place, in the Price Volume, all of the forms listed under Section II-Forms for Proposing/Award except for the Key Personnel form, which we intend to place in the Technical Volume. Please advise if this is acceptable and, if not, please provide clarification on where the information should be placed.  
   **Answer:** See response to Question 4 above.

6. Based on the review of the RFP, the identified required forms are as follows. Please confirm correct.  
   a. PROPOSER’S QUESTIONNAIRE  
   b. TECHNICAL PROPOSAL SUBMISSION PAGE  
   c. PRICING PROPOSAL SUBMISSION PAGE  
   d. OFFER/ACCEPTANCE/AWARD SIGNATURE PAGE  
   e. SOLICITATION/CONTRACT AMOUNT, ITEMS AND PRICES (in separate sealed envelope)  
   f. KEY PERSONNEL FORM  
   g. EXHIBIT F: SMALL BUSINESS FORMS  
      a. Form 1: CONTRACTOR UTILIZATION PLAN FORM  
      b. Form 2: BUSINESS ASSURANCE STATEMENT  
      c. Form 3: SUBCONTRACTOR/SUPPLIER LETTER OF INTENT  
      d. Form 4: CONTRACTOR UTILIZATION PLAN PLEDGE  
   **Answer:** The Technical Proposal should contain all documentation listed in in Section I, Article 4 except for those documents pertaining to the Pricing Proposal (or Section II, Articles 1 and 3).

7. Who is the point of contact for questions regarding the Contractor Utilization Plan?  
   **Answer:** Please contact the Procurement Officer, LaChandra Wilson, for all information related to this RFP.

8. Given the dynamic and changing landscape of COVID-10 and recent guidance provided by the President to limit person-to-person interaction and to telecommute when possible, will METRO consider accepting online or digital submissions? In addition, given that many entities have had to shift timelines to adjust to the changing work landscape, does the current submission deadline outlined within the RFP still stand?  
   **Answer:** Discussions concerning an extended submission deadline as well as acceptance of electronic submissions are underway within METRO. While the official decision is pending, the requirements remain as stated in the RFP until further notice. All updates to the RFP will be posted on website—see [https://webapps.ridemetro.org/procurement/solicitations_view.aspx?id=4020000089](https://webapps.ridemetro.org/procurement/solicitations_view.aspx?id=4020000089).