**AMENDMENT - REQUEST FOR PROPOSAL (RFP)**

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>RFP No.</th>
<th>Project Name</th>
</tr>
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<tbody>
<tr>
<td>001</td>
<td>4020000089</td>
<td>Performance Audit Services</td>
</tr>
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**COMPANY NAME AND ADDRESS** (To be completed by Bidder)

<table>
<thead>
<tr>
<th>Issued By</th>
<th>Issue Date:</th>
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<tbody>
<tr>
<td>METROPOLITAN TRANSIT AUTHORITY Procurement Division</td>
<td>03/06/2020</td>
</tr>
<tr>
<td>1900 Main Street</td>
<td></td>
</tr>
<tr>
<td>Houston, Texas 77002</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:

**Exhibit G - Applicable Performance Audit State Laws** is hereby included as part the RFP and resulting contract.

**SOLICITATION QUESTIONS & ANSWERS**

(see pages 2-3 of this Amendment 001)

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>
</tr>
</thead>
<tbody>
<tr>
<td>BY NAME: ___________________________</td>
<td>BY NAME: LaChandra Wilson</td>
</tr>
<tr>
<td>SIGNATURE: __________________________</td>
<td>SIGNATURE: ____________________</td>
</tr>
<tr>
<td>TITLE: ______________________________</td>
<td>TITLE: Senior Contract Administrator</td>
</tr>
<tr>
<td>SIGNATURE DATE: _____________________</td>
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SOLICITATION QUESTIONS & ANSWERS

1. What is the total number of hours (prime + sub combined) that the most recent contractor spent performing this engagement?
   Answer: The estimated hours for the previous METRO performance audit are as below.
   Task 1: 400 hours
   Task 2: 140 hours
   Task 3: 570 hours
   Please note that Task 3 of the previous audit, unlike this solicitation, covered a review of transit operations and did not cover the maintenance area. Proposers are encouraged to review the previous METRO performance audits at [https://www.ridemetro.org/Pages/FAQuadrennialPerformanceAudits.aspx](https://www.ridemetro.org/Pages/FAQuadrennialPerformanceAudits.aspx) which provide the final deliverables of prior audits.

2. Please confirm the date and time for final questions. Per the meeting, you indicated March 16, 2020 at 2pm.
   Answer: The deadline for questions and clarifications is March 16, 2020, 2:00 PM CST—reference Section I, Article 2, paragraph K, Explanations/Amendments Issued to Proposers.

3. What is the deadline to provide the audit to METRO Board for review?
   Answer: The audit will need to be complete with management responses no later than January 15, 2021.

4. What is the deadline to report the audit to state?
   Answer: METRO must have the audit report to the state by February 1, 2021.

5. Who will determine the sample size and type for Task 3 (i.e. METRO or CONTRACTOR)?
   Answer: Sample size is determined by the awarded Contractor.

6. For previous audits, what was the...
   a. length of time?
      Answer: The last METRO Performance Audit was from September through December. However, the current audit should start in July 2020 to allow enough time to complete fieldwork and have final report with responses by January 15, 2021.
   
   b. Number of people?
      Answer: There were six (6) auditors on the last METRO performance audit. However, for the prior performance audit, the Contractor teams were much larger. Proposers are encouraged to review the previous METRO performance audits at [https://www.ridemetro.org/Pages/FAQuadrennialPerformanceAudits.aspx](https://www.ridemetro.org/Pages/FAQuadrennialPerformanceAudits.aspx) which provide the final deliverables of prior audits.

7. Will METRO provide office space for firm awarded contract?
   Answer: Yes, the Contractor will be allowed to use the METRO Audit conference room during the audit.

8. Does METRO expect all work to be done onsite or can some of work be done offsite?
   Answer: Yes, the Contractor can perform some work offsite.

9. What is the minimum percentage required to receive the 5 points for Small Business Participation goal?
   Answer: A Proposer who commits to exceed the RFP’s 35% Small Business Participation goal by at least one percent (1%) point may receive up to five (5) points—reference RFP Section I, Article 2, paragraph I, subparagraph 5 for additional clarification.

10. Section X Exhibit A – indicates that Task 1 includes Chapter 451 and other applicable state law. Can you confirm what other applicable state law would be included in this RFP?
    Answer: Per page 1 of this Amendment 001, Exhibit G lists other applicable state laws from prior performance audits and applicable to this audit.
11. How many METRO employees will be assigned to the project to assist with answering questions about database
and computations in Task 2?
   Answer: METRO employees who are responsible for computing the performance indicators will be available to
answer the Contractor's questions. The exact number of employees is currently unknown.

12. Will representatives that assisted in creating the database and computations be part of the team assigned to the
project?
   Answer: No METRO employees will be a part of the team performing the audit. METRO employees will be available
to answer the Contractor's questions related to the performance indicators.

13. There were recommendations made in the 2012-2015 audit, will METRO provide a status on the recommendations
from the previous audit?
   Answer: Yes, METRO will provide the status of previous audit recommendations to the awarded Contractor.

14. I am assuming that the technical proposal (w/o pricing) Section I, Article 7 should be included in packed with Section
I Articles 5, and 6 and Section II Articles 1,2, and 4. Please confirm.
   Answer: That is correct. Proposers are encouraged to use the Proposal Forms Submission Checklist in Section I,
Article 4 of the RFP to confirm the documents, at minimum, to be included in the submission.

15. Should we submit 1 original and 3 copies of pricing (Section II, Article 3) in separate envelope? Or just one copy in
separate envelope?
   Answer: The original and one (1) copy of the Pricing Proposal may be submitted in the same envelope but separate
from the Technical Proposal. The original and three (3) copies of the Technical Proposal may be submitted in the
same envelope/container but separate from the Pricing Proposal—reference Section I, Article 2, paragraph Q,
Proposal Contents.

16. Section II, Article 2 should this be provided as part of the submission or when awarded.
   Answer: No.

17. Is Section V, Contract Admin Data Articles (page 25) need to be submitted with this proposal? Just confirming, since
it is not highlighted on page 12. I am assuming needed upon award but wanted to confirm.
   Answer: No.

18. Is Exhibit B: Contractor's Release (page 44) need to be submitted with this proposal? Just confirming, since it is not
highlighted on page 12. I am assuming needed upon award but wanted to confirm.
   Answer: No.

19. Should we contact you if we have questions concerning the forms for Small Business Participation program? Or
some different? If someone different, please provide contact information.
   Answer: Please contact the Procurement Officer, LaChandra Wilson, for all information related to this RFP.