



# Memorandum

**To:** William N. Feidt  
Executive Vice President/Chief Financial Officer

**From:** Stephen Lord  
Assistant Inspector General, Audits

**Date:** November 2, 2017

**Subject:** Engagement Memo— Audit of Contracting Oversight (Project Code 002-2018)

We are initiating an audit of the company's post-award, contract oversight efforts. Our objective is to assess the effectiveness of the company's policies and practices for overseeing contractor performance from contract award to completion, and to identify possible areas for improvement. This audit is a follow-on to our work assessing company efforts to mitigate risks in key contract terms and conditions (project 009-2017).

During the audit we plan to interview company officials and review documents related to contract oversight to obtain an understanding of the company's contract oversight policies, procedures, processes, training, and resources. We also plan to survey Contract Administrators and Contract Officer's Technical Representatives. Our request for documents will be made as our work progresses. We will work to minimize the impact of the audit by coordinating any interviews or surveys in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our office of audits. To view this policy, see

<http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>

We request that your office arrange an entrance conference for us with the appropriate company officials at the earliest possible date. We will keep you advised of the status of our work and any material changes in our objective, should they occur.

Patricia Whiteside will be the Audit Manager for this engagement and report to J.J. Marzullo, Senior Director – Audits. If you have any questions, please contact me at (202) 906-4600 (stephen.lord@amtrakoig.gov) or J.J. Marzullo at (202) 906-4545 (John.Marzullo@amtrakoig.gov).

cc: Eleanor Acheson, Executive Vice President, General Counsel and Corporate Secretary  
Stephen Gardner, Executive Vice President, Planning Technology and Public Affairs  
J. Timothy Griffin, Executive Vice President, Chief Marketing Officer  
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