




Memorandum

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

From: Stephen Lord 
Assistant Inspector General, Audits

Date: April 12, 2017

Subject: Engagement Memo—Audit of Contracting Leading Practices (Project Code 009-2017)

We are initiating an audit of the company's contracting policies and practices. Our objective is to assess the extent to which the company is following private and public sector leading practices in designing and exercising contract provisions that mitigate the company's operational, legal, and financial risks.

During the audit, we plan to interview company officials and analyze documents and data related to the development and execution of contracts. Our request for documents will be made as our work progresses. We will also work to minimize the impact of the audit by coordinating interviews and observations with staff 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.

Heather Brockett and Joseph Zammarella will be the audit managers for this engagement and report to Eileen Larence, Senior Director, Lead – Audits. If you have any questions, please contact me at (202) 906-4600 (stephen.lord@amtrakoig.gov) or Eileen Larence at (202) 906-4152 (eileen.larence@amtrakoig.gov).

cc: Eleanor Acheson, Executive Vice President, Chief Legal Officer, General Counsel
and Corporate Secretary
Donald A. Stadtler, Jr., Executive Vice President/Chief Administrative Officer
Bernard Reynolds, Vice President, Procurement and Logistics
Joseph Giandonato, Director, Procurement Compliance, Procurement and
Logistics
John McCrohan, Senior Process Improvement Manager, Procurement and
Logistics
Matthew Gagnon, Senior Director, Amtrak Controls
Melantha Paige, Senior Amtrak Controls Consultant