



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

February 26, 2016

MEMORANDUM

SUBJECT: Project Notification:
Audit of EPA Contract No. EP-W-14-020
Project No. OA-FY16-0124

FROM: Michael Petscavage, Director *Michael Petscavage*
Contract and Assistance Agreement Audits
Office of Audit

TO: Avi Garbow, General Counsel
Office of General Counsel

Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on EPA Contract No. EP-W-14-020, which was awarded to Systems Research and Application Corporation. The purpose of this contract was to obtain support implementing the following EPA policies, as published in the Federal Register (FR):

- Alternative Dispute Resolution Policy (65 FR 81858).
- Public Involvement Policy (65 FR 82335).

This project is included in our annual plan. We selected EPA Contract No. EP-W-14-020 because prior OIG audits have found the EPA has not monitored contractor performance in accordance with contract terms, especially in the case of contracts like this one with multiple offices and locations.

Our audit objectives are to determine whether:

1. The EPA receives services in accordance with contract terms and conditions.
2. Costs are billed in accordance with contract terms and conditions.

The OIG plans to conduct work at the Office of Acquisition Management, within the Office of Administration and Resources Management. We also plan to conduct work at the Alternative Dispute Resolution Law Office, and the Conflict Prevention and Resolution Center, within the Office of General Counsel. Applicable generally accepted government auditing standards will be used in conducting our

project. The anticipated benefits of this project are to contribute to the EPA's financial and program oversight of contract management.

We will contact your audit liaisons to arrange a mutually agreeable time to discuss our objectives and the purpose of our audit. We are also interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates on a regular basis, as needed, through meetings, emails and telephone calls.

To ensure the success and timely completion of this project, we request that you provide a copy of the following documents before or at the kickoff meeting:

- The EPA Conflict Prevention and Resolution Center's standard operating procedures related to conducting evaluation of the contract's effectiveness and efficiency.
- The most recent monthly progress report and an invoice (including all supporting documentation).

Please email the information to Teren Crawford, Project Manager, at crawford.teren@epa.gov; and to Melinda Burks, Auditor in Charge, at burks.melinda@epa.gov. Once a sample population is identified, we will contact the appropriate region or office for needed documents and schedule interviews as necessary.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator, Gina McCarthy, and include the incident in the Semiannual Report to Congress.

If you or your staff have any questions, please contact me at (202) 566-0897 or petscavage.michael@epa.gov; or Teren Crawford at (202) 566-2427 or crawford.teren@epa.gov.

cc: Kevin Minoli, Principal Deputy General Counsel
William Hall, Acting Director, Alternative Dispute Resolution Law Office,
Office of General Counsel
John Showman, Acting Principal Deputy Assistant Administrator, Office of Administration
and Resources Management
Vaughn Noga, Director, Office of Administration, Office of Administration and Resources
Management
John Bashista, Director, Office of Acquisition Management, Office of Administration and
Resources Management
Lisa Maass, Procurement Analyst, Office of Acquisition Management, Office of
Administration and Resources Management
Regional Administrator, Regions 1 to 10
Nic Grzegozewski, Agency Audit Follow-Up Coordinator
Melissa Harrison, Press Secretary, Office of Public Affairs
Charles Starrs, Audit Follow-Up Coordinator, Office of General Counsel
Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources
Management

Regional Audit Follow-Up Coordinator, Regions 1 to 10

Arthur A. Elkins Jr., Inspector General

Charles Sheehan, Deputy Inspector General

Aracely Nunez-Mattocks, Chief of Staff, Office of Inspector General

Alan Larsen, Counsel to the Inspector General

Kevin Christensen, Assistant Inspector General for Audit

Carolyn Copper, Assistant Inspector General for Program Evaluation

Patrick Sullivan, Assistant Inspector General for Investigations

Richard Eyermann, Deputy Assistant Inspector General for Audit

Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs

Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General