



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

OFFICE OF
INSPECTOR GENERAL

January 24, 2020

MEMORANDUM

SUBJECT: Notification of Evaluation:
Evaluation of the Information Technology Support Services Performed
Under the ATTAIN Contract
Project No. OA&E-FY20-0107

FROM: Rudolph M. Brevard, Director *Rudolph M. Brevard*
Information Resources Management Directorate
Office of Audit and Evaluation

TO: Donna Vizian, Principal Deputy Assistant Administrator
Office of Mission Support

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin an evaluation. This evaluation is the result of the OIG researching the merits of a hotline complaint regarding information technology (IT) support services performed by ATTAIN contractors.

The OIG's objective is to determine whether the EPA paid ATTAIN, its contractor for IT support, for services that were either (1) not performed or (2) performed by other EPA contractors. The OIG plans to conduct work at the EPA headquarters offices in Washington, D.C. The evaluation will be conducted using *Quality Standards for Inspection and Evaluation*, issued by the Council of the Inspectors General on Integrity and Efficiency. The anticipated benefits of this evaluation are to improve operational efficiency, reduce cost and improve contract administration.

We will contact you to arrange a mutually agreeable time to discuss our objectives. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the evaluation process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the evaluation. Throughout the evaluation, we will provide updates on a regular basis.

To expedite our evaluation, please be ready to provide the following information associated with contract number GS-35F-0534W at the entrance conference:

- September 2019 ATTAIN monthly status report submitted to the EPA.
- September 2019 weekly meeting minutes between ATTAIN and the EPA submitted by ATTAIN.
- Detailed billing cost reports showing ATTAIN personnel labor hours charged for June–September 2019.

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

I will supervise the evaluation, and the Project Manager will be Vincent Campbell. Any information related to the project should be addressed to Vincent Campbell at (202) 566-2540 or campbell.vincent@epa.gov. You can also contact me at (202) 566-0893 or brevard.rudy@epa.gov.

cc: Henry Darwin, Assistant Deputy Administrator
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