




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

OFFICE OF
INSPECTOR GENERAL

June 18, 2015

MEMORANDUM

SUBJECT: Project Notification:
Methods for Procuring Supplies and Services Under Simplified Acquisition Procedures
Project No. OA-FY15-0193

FROM: Janet Kasper, Director 
Contracts and Assistance Agreements Audits

TO: Karl Brooks, Acting Assistant Administrator
Office of Administration and Resources Management

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) plans to begin the preliminary research phase of auditing the methods used in procuring supplies and services under simplified acquisition procedures. This project is included in our fiscal year 2015 annual plan and will be conducted using applicable generally accepted government auditing standards. The anticipated benefit of this project is improved operational efficiency.

The objectives of our audit are to determine whether:

1. The EPA has sufficient controls over purchase orders to identify potentially illegal, improper or erroneous purchase orders.
2. The purchase orders are used in accordance with applicable regulations and guidance, and were for allowable and necessary goods and services.

We will contact your audit liaison to arrange a mutually agreeable time to discuss our objectives and planned work. We will answer any questions you have about our audit process, reporting procedures, methods used to gather and analyze data, and products you should expect. To expedite our audit, we request that the following information be made available prior to or at our meeting:

- List of purchases made with purchase orders using simplified acquisition from October 1, 2013, to the present. The listing should provide the date of the procurement, cost, purchase order number, program office, and description of the item or service purchased.
- Copies of internal policy regarding simplified acquisitions as well as any points of contact that provide support under simplified acquisition procedures across the agency.

Once a sample population is identified, we will contact the appropriate region or office for needed documents and schedule interviews as necessary. Throughout the project, we will provide updates on a regular basis through monthly status meetings held via phone or video conference.

We respectfully note that the Office of Inspector General 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 and include the incident in the Semiannual Report to Congress.

The project will be supervised by me, and the Project Manager will be Michael Petscavage. Should you or your staff have any questions, please contact me at (312) 886-3059 or kasper.janet@epa.gov, or Michael Petscavage at (202) 566-0897 or petscavage.michael@epa.gov.

cc: 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
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