



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

OFFICE OF
INSPECTOR GENERAL

September 18, 2012

MEMORANDUM

SUBJECT: Audit of EPA Working Capital Fund Contract EP-W-08-034
Project No. OA-FY12-0494

FROM: *for* Melissa M. Heist *Richard Johnson DAIGA*
Assistant Inspector General for Audit

TO: Craig E. Hooks
Assistant Administrator
Office of Administration and Resources Management

Malcolm Jackson
Assistant Administrator and Chief Information Officer
Office of Environmental Information

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) is beginning the fieldwork phase of our audit. Our fieldwork objective is to determine whether EPA implemented effective contract administration for its Working Capital Fund contract EP-W-08-034. During preliminary research, we decided to limit the scope to this contract because it was the largest dollar value.

We plan to conduct work at the Office of Environmental Information's Office of Technology Operations and Planning and the Office of Administration and Resources Management's Office of Acquisition Management (OAM). We will review contract invoices, annual performance evaluations, monthly progress reports, quality assurance surveillance plans, service level agreements, and award fee determination reports as well as supporting documentation to determine if EPA conducted effective contract administration. In the next two weeks, the audit team will contact the audit follow-up coordinators to schedule the entrance conference to discuss the results of our preliminary research and the additional work we will perform. Please provide to Teren Crawford, copies, preferably electronic, or access to the following items no later than two weeks after the entrance conference for contract EP-W-08-034:

1. Monthly invoices
2. Service level agreements

We will provide updates on a regular basis via in-person meetings or teleconferences to ensure the success and timely completion of this project.

During this project, the OIG plans to produce the following products by the dates specified:

<u>Products</u>	<u>Estimated Dates</u>
Draft Report	4/11/2013
Final Report	7/29/2013

The project manager for this assignment is Teren Crawford (crawford.teren@epa.gov) who can be reached at (202) 566-2724. If you or your staff have any questions, please contact Teren Crawford or Mike Davis, Director for Efficiency Audits at (513) 487-2363 or davis.michaeld@epa.gov.

cc: Sandy Womack, Audit Coordinator, Office of Administration and Resource Management
Steve Silzer, Director, Office of Financial Management, Office of Chief Financial Officer
Kimberly Dubbs, Audit Follow-Up Coordinator, Office of the Chief Financial Officer
John Bashista, Director, Office of Acquisition Management, Office of Administration and Resources Management
Lisa Maass, Audit Follow-Up Coordinator, Office of Acquisition Management, Office of Administration and Resources Management
Vaughn Noga, Director, Office of Technology Operations and Planning, Office of Environmental information
Scott Dockum, Audit Follow-Up Coordinator, Office of Environmental Information
Karen Maher, Audit Follow-Up Coordinator, Office of Technology Operations and Planning, Office of Environmental Information
Arthur A. Elkins, Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Richard Eyermann, Deputy Assistant Inspector General, Office of Audit
Carolyn Copper, Assistant Inspector General, Office of Program Evaluation
Eileen McMahon, Assistant Inspector General, Office of Congressional & Public Affairs
Alan Larsen, Counsel to the Inspector General, Office of Counsel
Patrick Sullivan, Assistant Inspector General, Office of Investigations
Patricia Hill, Assistant Inspector General for Mission Systems, OIG
Aracely Nunez-Mattock, Chief of Staff, OIG