




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

OFFICE OF  
INSPECTOR GENERAL

November 19, 2013

**MEMORANDUM**

**SUBJECT:** Evaluation of the Environmental Protection Agency's  
Strategic Sourcing Initiative  
Project No. OA-FY14-0070

**FROM:** Janet Kasper, Director   
Contracts and Assistance Agreements Audits

**TO:** Craig E. Hooks, 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 an audit evaluating the Office of Acquisition Management's strategic sourcing initiatives. The objectives of our audit are to answer the following questions:

1. Is the EPA using and gaining efficiencies from the federal strategic sourcing initiatives?
2. Is the EPA identifying and taking advantage of opportunities to increase strategic sourcing in areas not covered by federal initiatives?

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 review 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:

- Points of contact detailing the roles and responsibilities for the strategic sourcing program including regional and service center points of contact.
- The spend analysis submitted to the Office of Management and Budget (OMB) as outlined in the Implementing Strategic Sourcing memorandum dated May 20, 2005.
- The most recent and approved version of the agency's Strategic Sourcing Plan.
- The analysis conducted detailing the calculations of the reported \$2.5 million in savings according to the strategic sourcing intranet site.
- The annual strategic sourcing reports submitted to OMB beginning in fiscal year (FY) 2006 and ending in FY2013.
- The EPA Strategic Sourcing Opportunity Analysis, shared with the Executive Steering Committee in FY2012.
- Any planning or related documents covering initiatives not outlined in OMB's Strategic Sourcing Initiative

Should you or your staff have any questions, please contact the Product Line Director, Janet Kasper, at (312) 886-3059 or [kasper.janet@epa.gov](mailto:kasper.janet@epa.gov); or the Project Manager, Michael Petscavage, at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov).

cc: John Bashista, Director, Office of Acquisition Management  
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