



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

OFFICE OF
INSPECTOR GENERAL

June 24, 2016

MEMORANDUM

SUBJECT: Project Notification:
EPA Acquisition Planning
Project No. OA-FY16-0224

FROM: Madeline Mullen, Acting Director *Madeline Mullen*
Contract and Assistance Agreement Audits

TO: 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 the EPA's acquisition planning with the Office of Acquisition Management (OAM). This audit is included in our fiscal year 2016 annual plan. We selected this project to audit EPA actions to comply with the Presidential Memorandum on Government Contracting (March 4, 2009) and implementing Office of Management and Budget Memorandum M-09-25 to reduce the use of high-risk contracting authorities.

The OIG's objective is to determine whether the EPA is performing acquisition planning and conducting market research to promote competition and avoid high-risk contracting authorities.

We plan to conduct audit work within OAM, which is within the Office of Administration and Resources Management. Once we select a sample, we will contact the appropriate offices and regions for needed documents, and will schedule interviews as necessary. Generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are improved operational efficiency and reduced costs.

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

To ensure the success and timely completion of this audit, we ask that OAM provide the following information at the kickoff meeting, or let us know where to find the requested information:

1. Copies of Contract Management Assessment Program reports completed during fiscal year 2016.
2. Points of contact who can assist the audit team during preliminary research.
3. Summary of bridge contracts EPA awarded during fiscal years 2014, 2015 and 2016 to date.

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 and include the incident in the Semiannual Report to Congress.

The audit will be supervised by Michael Petscavage, Director, Contract and Assistance Agreement Audits, and the Project Manager will be Madeline Mullen. Any information related to the audit should be addressed to pescavage.michael@epa.gov or (202) 566-0897 or mullen.madeline@epa.gov or (206) 553-4032.

cc: Nic Grzegozewski, Agency Follow-Up Coordinator

David Bloom, Deputy Chief Financial Officer, Office of the Chief Financial Officer

Lorna Washington, Audit Follow-Up Coordinator, Office of the Chief Financial Officer

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