



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

OFFICE OF
INSPECTOR GENERAL

February 20, 2018

MEMORANDUM

SUBJECT: Project Notification:
EPA Contract No. EP-W-11-019 Billing Controls
Project No. OAE-FY18-0110

FROM: Michael Petscavage, Director *Michael Petscavage*
Contract and Assistance Agreement Directorate
Office of Audit and Evaluation

TO: Donna Vizian, Principal Deputy Assistant Administrator
Office of Administration and Resources Management

Steven Fine, Acting Chief Information Officer
Office of Environmental Information

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA's contract billing controls for EPA Contract No. EP-W-11-019, Task Order 12, which was awarded in 2011 to Systems Research and Application Corporation, located in Fairfax, Virginia. The contract is managed by the EPA's Office of Acquisition Management, while the EPA's Office of Technology Operations and Planning is the contract sponsor. The contract provides the EPA with a broad range of information technology and management technical and professional services with emphasis on integrated program management support services and independent assessments and support services. This OIG project is being initiated in response to an anonymous hotline complaint regarding possible irregularities with contract invoicing and payments.

The OIG's objective is to determine whether the EPA's contract administration of the EPA Contract No. EP-W-11-019, Task Order 12, has effective controls over billing and funding to prevent fraud, waste, and abuse. The OIG plans to conduct work at the EPA headquarters office where the contract and task order files are located. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to contribute to the EPA's financial and program oversight of contract management.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates on a regular basis, as needed, through meetings, emails and telephone calls.

To ensure the success and timely completion of this project, we request that you provide a copy of the following documents before or at the kickoff meeting:

1. EPA Contract No. EP-W-11-019.
2. Task Order 12 under the contract, including all task order modifications.
3. Contact information for the following at the EPA: Contracting Officer, Contracting Officer's Representative, Task Order 12 Contracting Officer's Representative, and Project Officer.
4. Nomination and appointment memos for the Contracting Officer's Representative and Task Order Contracting Officer's Representative for Task Order 12.

Please email the above requested information to Cathy Allen, Project Manager, at allen.catherineb@epa.gov; and Melinda Burks, Auditor, at burks.melinda@epa.gov.

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 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*.

I will supervise the project and the Project Manager will be Cathy Allen. Any information related to the project should be addressed to me at (202) 566-0897 or petscavage.michael@epa.gov, or Cathy Allen at (919) 541-9779 or allen.catherineb@epa.gov.

cc: Ryan Jackson, Chief of Staff
Henry Darwin, Chief of Operations
Kevin Chmielewski, Deputy Chief of Operations
John Showman, Deputy Assistant Administrator for Administration and Resources Management
Lauren Lemley, Audit Follow-Up Coordinator, Office of Administration and Resources Management
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Celia Vaughn, Audit Follow-Up Coordinator, Office of Acquisition Management, Office of Administration and Resources Management,
Harvey Simon, Acting Principal Deputy Assistant Administrator and Deputy Chief Information Officer, Office of Environmental Information
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