



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

OFFICE OF
INSPECTOR GENERAL

December 19, 2019

MEMORANDUM

SUBJECT: Notification of Audit:
Agency Use of Blanket Purchase Agreements
Project No. OA&E-FY20-0096

FROM: Khadija Walker, Director
Contract and Assistance Agreement Directorate
Office of Audit and Evaluation

A handwritten signature in blue ink, appearing to read "Khadija", is written over a light blue oval background.

TO: Donna J. Vizian, Principal Deputy Assistant Administrator
Office of Mission Support

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin fieldwork on this audit of the EPA's use of blanket purchase agreements (BPAs). This audit was included in our fiscal year 2019 Annual Plan and is a discretionary, self-initiated assignment.

The OIG's objectives are to determine whether:

1. BPAs comply with applicable laws, regulations, contract provisions and other requirements.
2. EPA maximizes use of current BPAs to achieve savings and whether other BPA opportunities exist.

The OIG plans to conduct work offsite and will only conduct site visits if required to examine sample BPAs. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are improving EPA business practices and accountability as well as enhancing responsible stewardship of taxpayer dollars.

We will contact you to arrange a mutually agreeable time to discuss our objectives. 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 audit. Throughout the audit, we will provide updates on a regular basis.

To expedite our audit, please be ready to provide the following information at the entrance conference:

- Identification of any investigations or legal proceedings that are in process and are significant to the audit objectives.
- EPA internal BPA policies and procedures (or intranet site where these are linked).
- EPA contact information for BPAs.

- Detailed listing of all active BPAs during calendar year 2019 in an Excel spreadsheet.
- Read access to any EPA data systems used for tracking and managing BPAs.

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 audit, and the Project Manager will be Catherine Allen. Any information related to the project should be addressed to me at (312) 886-3106 or walker.khadija@epa.gov, or Catherine Allen at (919) 541-9779 or allen.catherineb@epa.gov.

cc: Henry Darwin, Assistant Deputy Administrator
Doug Benevento, Associate Deputy Administrator
Ryan Jackson, Chief of Staff
Michael Molina, Deputy Chief of Staff
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