



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

OFFICE OF  
INSPECTOR GENERAL

July 21, 2014

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of Region 7's Superfund Technical Assessment and  
Response Team (START) Contract  
Project No. OA-FY14-0354

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

**TO:** Karl Brooks, Regional Administrator  
Region 7

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) plans to begin the preliminary research phase of an audit evaluating Region 7's monitoring for compliance under its Superfund Technical Assessment and Response Team (START) contract (EPS71306). The objectives of our audit are to determine whether:

1. The EPA is monitoring the contractor for compliance with the terms and conditions of the contract.
2. The costs billed are in accordance with the contract terms and condition.

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 audit 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:

- Read-only access in the EPA's Acquisition System for contract EPS71306 and all task orders issued under it.
- A copy of the base contract.
- An updated listing of the contract's task order managers (if applicable), contracting officer's representatives, and project officers assigned to the base and subsequent task orders.
- Any pre-award reviews conducted prior to awarding the contract.
- The indirect cost rate agreement(s) between the contractor and the EPA for the effective period of the contract.

Should you or your staff have any questions, please contact me 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, Office of Administration and Resources Management  
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