



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

OFFICE OF  
INSPECTOR GENERAL

October 23, 2012

**MEMORANDUM**

**SUBJECT:** Administration of Emergency and Rapid Response Services Contracts  
Project No. OA-FY13-0046

**FROM:** Melissa M. Heist *Melissa M. Heist*  
Assistant Inspector General for Audit

**TO:** Ron Curry, Regional Administrator  
EPA Region 6

The Office of Inspector General's Office of Audit plans to begin the preliminary research phase of an audit evaluating Region 6's administration and management of the Emergency and Rapid Response Services (ERRS) contracts. Our objectives are:

1. Is Region 6 effectively managing task orders and work assignments?
2. Are contractors billing costs in accordance with contract terms?

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 review, we request that the following information be made available prior to our meeting:

- Copies of the executed and signed base contract for the following ERRS contracts: EP-S6-07-01 and EP-S6-07-02.
- Updated contact listing of the contracting officer, contracting specialist, and contracting officer's representative administering and managing each contract identified above.
- Read-only access in EPA's Acquisition System to each contract identified above and all of its task orders if applicable. We will provide the audit team member names prior to the kickoff meeting.

Should you or your staff have any questions, please contact me at (202) 566-0899 or [heist.melissa@epa.gov](mailto:heist.melissa@epa.gov); 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 [pescavage.michael@epa.gov](mailto:pescavage.michael@epa.gov).

cc: Sam Coleman, Deputy Regional Administrator, Region 6  
Craig Hooks, Assistant Administrator Office of Administration and Resources Management  
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