



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

OFFICE OF  
INSPECTOR GENERAL

November 10, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
EPA's Monitoring of Performance-Based Contracts  
Project No. OA-FY16-0209

**FROM:** Michael Petscavage, Director *Michael Petscavage*  
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 the field work phase of our audit of EPA's monitoring of performance-based contracts. This audit was included in our fiscal year 2016 annual plan. Our field work audit objective is to determine whether the EPA's performance-based contract methods and procedures are being effectively performed in accordance with acquisition requirements.

The OIG plans to continue work at the Office of Acquisition Management, within the Office of Administration and Resources Management. We also plan to continue work in various regions and other offices. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are improved operational and economic contract efficiencies.

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. We will provide updates on a regular basis through monthly status meetings held via email, phone or video conference.

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.

If you or your staff have any questions, please contact me at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov), or Teren Crawford at (202) 566-2547 or [crawford.teren@epa.gov](mailto:crawford.teren@epa.gov).

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