



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

OFFICE OF  
INSPECTOR GENERAL

July 21, 2020

**MEMORANDUM**

**SUBJECT:** Notification of Evaluation:  
Review of Northbridge Environmental Invoices and Work Assignments Performed Under  
Contract No. EP-C-16-001  
Project No. OA&E-FY20-0262

**FROM:** Khadija Walker, Director  
Contracts and Assistance Agreements Audits

**TO:** David P. Ross, Assistant Administrator  
Office of Water



The Office of Inspector General for the U.S. Environmental Protection Agency plans to begin fieldwork on contract compliance for EPA Contract No. EP-C-16-001. This evaluation is a follow-up to our prior audit of this contract to verify that the EPA properly approved completed work and that Northbridge Group deliverables met the EPA's and the states' expectations as well as contract terms and conditions.

The OIG's objectives are to determine whether:

- The EPA properly approved, paid, and accounted for charges submitted by Northbridge for work in Region 9 for the states of Hawaii and California under Contract No. EP-C-16-001.
- Northbridge provided timely and acceptable deliverables, as specified in Contract No. EP-C-16-001 and associated work plans.

The OIG plans to conduct work at EPA headquarters and Region 9. The evaluation will be conducted using *Quality Standards for Inspection and Evaluation*, issued by the Council of the Inspectors General on Integrity and Efficiency. The anticipated benefits of this audit are to improve contract management and increase operational efficiency.

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 evaluation process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the evaluation. Throughout the evaluation, we will provide updates on a regular basis.

To expedite our evaluation, please provide the approved requisitions, approved work plans and work assignments, approved modifications, routing approval history reports, and any and all invoices paid and charged against associated accounting lines for the following requisition numbers by July 31, 2020:

- Hawaii requisition numbers:
  - PR-OW-16-00671.
  - PR-R9-15-00659.
  - PR-R9-16-00093.
  - PR-R9-16-0094.
  - PR-R9-17-00412.
  - PR-R9-17-00641.
  - PR-R0-17-00411.
  
- California requisition numbers:
  - PR-R9-16-00091.
  - PR-R9-16-00092.
  - PR-R9-17-00016.
  - PR-R9-17-00413.
  - PR-R9-18-00908.

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 immediately resolve the situation if an Agency employee or contractor refuses to provide requested materials 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 evaluation, and the project manager will be Randy Holthaus. Any information related to the project should be addressed to me at (312) 886-3106 or [walker.khadija@epa.gov](mailto:walker.khadija@epa.gov), or to Randy Holthaus at (214) 665-6620 or [holthaus.randy@epa.gov](mailto:holthaus.randy@epa.gov).

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