



**Office of Inspector General
Committee for Purchase from People
Who Are Blind or Severely Disabled
(U.S. AbilityOne Commission OIG)**

355 E Street SW (OIG Suite 335)
Washington, DC 20024-3243

July 12, 2022

MEMORANDUM

FOR: Jeffrey A. Koses
Chairperson
U.S. AbilityOne Commission

Kimberly M. Zeich
Executive Director (Acting)
U.S. AbilityOne Commission

FROM: Stefania Pozzi Porter
Inspector General (Acting)
U.S. AbilityOne Commission OIG

SUBJECT: Audit of the Commission's Contract Administration Process

The Office of Inspector General (OIG) is initiating an audit of the Commission's Contract Administration Process. Our overall objective is to determine whether and to what extent the staffing shortfalls in the Office of Contracting Policy impacted the ability to manage and administer the contract administration process. To answer our objective, we will 1) review laws, regulations, policies, and procedures applicable to contract management, 2) conduct interviews with key personnel, and 3) analyze data, reports, and other supporting documentation related to contract administration.

The engagement is being conducted pursuant to our risk-based Biennial Audit Plan for Fiscal Years 2022-2023 and in accordance with Generally Accepted Government Auditing Standards (GAGAS). The independent public accounting firm CliftonLarsonAllen (CLA) LLC will conduct the engagement, and the OIG will provide oversight as required by the IG Act of 1978, as amended.

Please provide us a point of contact for the engagement by July 20, 2022. The OIG will schedule the entrance conference thereafter. If you have any questions, please contact Rosario A. Torres, CIA, CGAP, Assistant Inspector General for Auditing, at 703-772-9054 or at rtorres@oig.abilityone.gov.

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