RESPONSE ACTION CONTRACT 2
MONTHLY PROGRESS REPORT & COST REVIEW

CONTRACT No. **EP-S1-06-03**	CONTRACTOR **Nobis Engineering, Inc.**
TO No. 011-RSBD-B51Q	TO NAME Solvay Coke & Gas RI/FS OS
REPORTING PERIOD September 24, 2011-October 28, 2011	INV # B061
TOPO Denise Boone	DUE DATE December 03, 2011

Please review the attached monthly invoice and progress report to determine if the costs appear to be reasonable and applicable to your Task Order. Then, document your review by completing this form and returning it to Diego Lao on or before the due date shown. There are 2 options for submitting this form – e-mail or submit a hardcopy via interoffice mail.

To e-mail:	To submit a hardcopy via interoffice mail:
Click the e-mail button at the end of the form. The completed form will automatically be sent to Diego Lao.	Click the print button and send the hardcopy via interoffice mail to Diego Lao, Mail Code OSRR01-5.

You may retain the attachments for your files. Thank you.

TASK ORDER INVOICE REVIEW:

	YES	NO	N/A
LOE charged is appropriate for work accomplished	○	○	○
Labor mix is appropriate	○	○	○
Hours charged by labor category are within the Approved Work Plan Budget	○	○	○
ODC (e.g., reproduction, telephone, mail, courier, etc.)	○	○	○
Computer charges	○	○	○
Travel	○	○	○
Equipment	○	○	○
Level of team subcontractor effort charged is commensurate with progress	○	○	○
Pool/Non-Team subcontractor (e.g., drillers, analytical laboratories, etc.) costs are reasonable and appropriate	○	○	○
NON-TEAM SUBCONTRACTOR(S):	○	○	○

** PLEASE EXPLAIN ANY CONCERNS OR ISSUES IN THE COMMENT SECTION **

CONTRACTOR PERFORMANCE EVALUATION

RATING / CRITERIA	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY
QUALITY OF SERVICE/PRODUCT	○	○	○	○	○
COST CONTROL	○	○	○	○	○
TIMELINESS OF PERFORMANCE	○	○	○	○	○
BUSINESS RELATIONS	○	○	○	○	○

DETERMINATION:

○ Services performed by the contractor support payment of the dollars/hours invoiced and appear to be reasonable for the work performed.

○ Additional supporting data was requested/received from the contractor and adequately supports payment of the invoice amount. See comments below.

○ Costs are recommended for suspension since they cannot be verified. See comments provided below.

ADDITIONAL COMMENTS:

By checking the "reviewed" box and typing my name and date below, I certify that I have reviewed the appropriate monthly invoice and progress report to determine if the costs appear to be reasonable and applicable to my Task Order. I have documented any concerns and provided back-up documentation, where appropriate.

☐		
Reviewed	EPA Task Order Project Officer	Date

EPA Contract PO Use Only	
Reviewing Contractor PO Initials:	Date Reviewed:

Submit via E-mail Print Form