RESPONSE ACTION CONTRACT 2
MONTHLY PROGRESS REPORT & COST REVIEW

CONTRACT No.	EP-S1-06-03	CONTRACTOR	Nobis Engineering
TO No.	011-RSBD-B51Q	TO NAME	Solvay Coke & Gas RI/FS OS
REPORTING PERIOD	June 1, 2013 - June 28, 2013	INV No.	B081
TOPO	Nefertiti DiCosmo	DUE DATE	July 28, 2013

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 on or before the due date shown. To submit your completed form, click the e-mail button at the end of the form. The completed form will automatically be attached in the body of a new email message. Please retain the form 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.)	●	○	○
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 **

RAC2 Monthly Invoice Review Checklist

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.

☒	Nefertiti DiCosmo	Jul 18, 2013
Reviewed	EPA Task Order Project Officer	Date

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

Submit via E-mail