Message

From: Hoory, Matthew [hoory.matthew@epa.gov]
Sent: 10/18/2021 12:28:19 PM
To: Bumba, Lauren [bumba.lauren@epa.gov]; Moynihan, Colleen [moynihan.colleen@epa.gov]; Patterson, Leslie [patterson.leslie@epa.gov]; Canova, Judy [canova.judy@epa.gov]; Collier, Demaree [Collier.Demaree@epa.gov]; Sullivan, Sheila [sullivan.sheila@epa.gov]; Knoepfle, Jennifer [Knoepfle.Jennifer@epa.gov]; Blake, Leslie [Blake.Leslie@epa.gov]; Gielniewski, Margaret [gielniewski.margaret@epa.gov]; Poulos, Kelly [poulos.kelly@epa.gov]
CC: Hoory, Matthew [hoory.matthew@epa.gov]
Subject: Review of Invoice: I_GSF0462M_23707_68HE0520F0029 (GEOS3 September 2021)
Attachments: I_GSF0462M_23707_68HE0520F0029.pdf; 1725_summary table thru 0930021.xlsx; SSPA_ProgressReport_15October2021_Final2021.10.pdf

Hello RPMs utilizing GEOS3 support,

This invoice is for the period ending **September 30, 2021.**

In short, after reviewing the invoice and progress report please reply to confirm whether:

_____ No exceptions are made to the invoiced amount of $##,###.## for _____ Superfund Site

Or

_____ *Indicate if there may be any potential questions or concerns such that the amounts invoiced should not be paid in full. – If this is the case, please also call and leave a message if needed, to alert me that there may be a potential issue.*

If you notice anything in the narrative or report tables that could be improved or better clarified, please send me your comments/questions.

Detailed instruction:

If charges are indicated under a project you manage under the attached subject invoice number, written confirmation of your invoice review is needed to:

1. Ensure the work has been reviewed prior to approving payment for the work.

2. Document that we are following proper invoice review procedures.

Please review both:

(1) the attached S.S. Papadopulos & Associates (SSPA) invoice (file name: **I_GSF0462M_23707_68HE0520F0029.pdf**) for the detail of charges to each site you manage under the Hydrogeologic Support ("GEOS") contract

and

(2) the attached SSPA/Subterranean Research, Inc. (SRI) progress report (file name: **SSPA_ProgressReport_15October2021_Final2021.10.pdf**) for the description of work performed at each of your sites and

(if you manage a site/project that shows costs incurred (i.e., any amount greater that $0) in the subject period) provide an email* to me within a week stating either:
*[if **NO** activity occurred this period **AND $0** was billed to your project(s), ***then*** *no response is needed.]*

A) **No exceptions are made to the invoiced amount of [$##Enter Total Amount##.##.] for [___ Site Name / Activity]**]
[if you manage multiple tasks/sites, you can list all in the same email] Please enter the amount and site that you are responding to; this provides a check on which period/ and invoice documentation you are responding to.

note: "exceptions" refers to potential issues that might be a reason to withhold any portion of payment, i.e. in accordance with "WA/TO/DO COR CHECKLIST FOR INVOICE REVIEW"

-OR-

B) Exception is taken to the invoiced amount as listed [Please identify issues as applicable]. If there are any charges about which you have a question or that you feel may be incorrect or questionable and should potentially be suspended or disallowed, please include that in your email.
Please reply quickly and call me with any questions right away if there may be any potential questions or concerns, so it can be anticipated and looked into early, even if you do not have a complete explanation/identification of issue(s) ready yet, simply bring my attention to the item(s) early to let me know about the item that may be an issue.

For further guidance on reviewing invoices see:

EPAAG Subsection 32.9.1 Invoice Review and Invoice Review Guide

The attached file (**1725_summary table thru 09302021.xlsx**) summarizes the billings to your projects and remaining funding.

Thank you to everyone that replies timely to these messages each month. This is easier and means fewer or just one single email.

Please respond within 1-week - before October 25th, and for routine responses, leave the default reply subject line unchanged.

Best regards,

Matt

Matthew Hoory
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