

City of Venice Request for Professional Services

Employee Ethics Hotline

Scope of Work

The City of Venice is seeking a provider to fulfill the need for an external service to augment existing internal policies and procedures pertaining to employee ethics and behavior. Specifically, the city is seeking the following services:

1. Initial introduction to city employees
Over the course of one week, the provider will meet in person with all approximately 260 city employees in departmental/divisional groups to introduce the service.
2. Ongoing availability to city employees
The provider will make known and available to all city employees, with reasonable hours of access, a telephone service wherein employees can, anonymously if desired, report matters of concern including, but not necessarily limited to a broad-based range of issues such as ethical lapses, misconduct, fraud, abuse, harassment or intimidation.
3. Report handling
The provider will, using expert discretion and judgment, handle each complaint as it deems necessary with a view to achieving the best possible outcome for the city. This may involve telephone calls or meetings in person as necessary to investigate and resolve issues.

Request for Quotes

Prospective providers are asked to submit written quotes for service provision on the basis of the scope of work above, with prices to be quoted on the following basis:

1. Initial introduction to city employees
Total one-time all-inclusive cost.
2. Ongoing availability to city employees
Total cost on a monthly/quarterly/annual basis.
3. Report handling
Total cost on an hourly basis for:
 - (a) Report handling by telephone.
 - (b) Report handling in person, to include travel and accommodation costs where necessary.

Qualifications

In addition to costs requested above, prospective providers should also provide information on their expertise and qualifications as they pertain directly to the provider's ability to provide the service sought.

Point of Contact

Sole designated point of contact for all matters pertaining to this request for service is Alan Bullock,
Director of Administrative Services
401 West Venice Avenue
Venice, FL 34285
941-486-2626, ext. 21001 / abullock@venicegov.com

Deadline

Deadline for submissions to be received by the city is 4.00PM EST on Friday, June 28, 2013.

Note

The city reserves to right to exercise its sole discretion in the selection of a provider. Cost will not be the sole determinant.