



80 MAIDEN LANE
NEW YORK, NY 10038
212-825-5900

June 19, 2013



Re: Upcoming Integrity Monitorship

Dear [REDACTED]:

The New York City Department of Investigation (“DOI”) is currently looking for Integrity Monitors for private companies doing business with the City of New York. If your firm is interested in being considered for an engagement as an Integrity Monitor, please sign and date the enclosed confidentiality agreement and return it to me via e-mail by June 21, 2013.

Once I have received your signed agreement, I will provide you with specific information about the upcoming monitorship and will seek a written proposal of how you would conduct this monitorship, including a statement of your firm’s qualifications, the staff that would be assigned, and your proposed approach to the monitorship.

Should you have any questions, please contact me at tduckworth@doi.nyc.gov or at (212) 825-3348.

Sincerely,

Tejah Duckworth
Director of Vendor Integrity

CONFIDENTIALITY AGREEMENT

WHEREAS, the New York City Department of Investigation (“DOI”) seeks to explore the possibility of the undersigned working as an integrity monitor in connection with one or more contracts let by agencies of the City of New York; and

WHEREAS, the undersigned is interested in submitting a proposal to DOI for a possible engagement by a private company as an integrity monitor reporting to DOI and working under the direction of DOI; and

WHEREAS, discussions of the possible work are extremely sensitive and confidential;

IT IS HEREBY AGREED that the undersigned will not disclose and keep any and all information it learns from DOI about this possible engagement strictly confidential. The confidential information that may not be disclosed includes, but is not limited to: any information learned about any investigation by DOI or any law enforcement agency, including the fact of the investigation itself, confidential investigative techniques, internal discussions concerning any investigation, the fact of a complaint having been made to DOI, the substance of any complaint, any information contained in background or financial disclosure forms filed with DOI, and any information concerning DOI personnel and proposed policy initiatives that DOI considers to be confidential.

AGREED TO:

Name

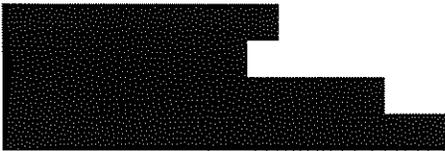
Company Name

Dated:



80 MAIDEN LANE
NEW YORK, NY 10038
212-825-5900

July 30, 2013



Re: Build It Back - Integrity Monitorship

Dear [REDACTED]:

Thank you for expressing your interest in the New York City Department of Investigation's ("DOI") upcoming integrity monitor engagement. DOI has received your signed confidentiality agreement.

We are seeking a monitor for the City of New York's federal grant from the United States Department of Housing and Urban Development (HUD) to assist in disaster recovery and rebuilding efforts resulting from Hurricane Sandy. Through the Community Development Block Grant ("CDBG"), the Build It Back ("BIB") program will oversee the rehabilitation and reconstruction of single-family and multi-family buildings through the Department of Environment Protection ("DEP") and the Housing Development & Preservation ("HPD"). A copy of the *New York City CDBG Action Plan Amendment 1* is included to provide a general overview of the program.

As outlined in the attachments, *DEP-CDBG – RFP Parts I-III*, for the Request for Proposal issued by DEP on May 13, 2013, selected contractors will oversee the rehabilitation of homes dispersed in twelve (12) regions. Currently, 13,000 applicants have registered for the program. Contractors will complete a minimum of 360 homes per month over the course of the (2) year contract period. In addition, available to homeowners is the "Choose Your Own Contractor." Work performed by these contractors will require the same level of monitoring.¹

All homes will require (1) in progress and (1) final acceptance inspections. We anticipate the Integrity Monitor ("IM") to audit approximately 10% of the homes during scoping, construction and inspections, as well as perform random audits throughout the project.² The duties of the IM would include, but not be limited to:

¹ This will consist of an audit component of reimbursements to the homeowners for using their own contractor to protect against false claims.

² HPD will be assisting DEP with the reconstruction of approximately 1-2K buildings utilizing several developers and provide rental assistance for which monitoring/auditing may occur as well.

- Conducting audits and investigations to ensure contractor(s)' compliance with all the terms and conditions of the contracts and agreements they enter into with the City in connection with the BIB;
- Examine documents related to the operation of BIB in the possession of the construction contractors that may relate to their respective responsibilities;
- Review payment requisitions for accuracy;
- Review payrolls and refer anomalies to DEP
- Review compliance with all laws governing Minority and Woman Owned Business Enterprises ("MWBE");
- Report any integrity issue immediately to DOI;
- Refer any work quality and/or safety issues immediately to DEP and to DOI if the issue related to the integrity of the construction contractor;
- Review subcontractor approval documents;
- Maintain a field presence;
- Investigate allegations of fraud in connection with the BIB;
- Maintain a 24 hour hotline for complaints about the construction contractors as well as for complaints of fraudulent conduct related to the BIB, and post notice of the hotline at central locations for each geographic area being served;
- Follow investigative leads developed from all of the above at the direction of DOI;
- Provide testimony and participate in court or administrative proceedings as needed.

Please provide your proposal by **COB Tuesday, August 6, 2013**. It should include: how you would conduct this assignment and your firm's qualifications; the staff that would be assigned together with a description of their experience and the rates at which they would be billed; and a monthly cost estimate for this work. If you need any additional information in order to provide DOI with the requested information, please contact me in writing with your request. I can be reached at tduckworth@doi.nyc.gov.

After DOI has received your proposal, we may require an interview to further discuss.

Sincerely,

Tejah D. Duckworth
Director of Vendor Integrity

Cc: Victor Olds, First Deputy Commissioner
Marjorie Landa, Deputy Commissioner/General Counsel
Mike Carroll, Associate Commissioner