



The City of New York
Department of Investigation

**STATEMENT OF QUALIFICATIONS
FOR ENTITIES WISHING TO BE APPOINTED
AS AN INTEGRITY MONITOR BY THE CITY OF NEW YORK**

The New York City Department of Investigation (“DOI”) maintains a list of qualified entities and individuals with expertise in legal, auditing, investigative, and other technical skills or disciplines to serve as integrity monitors on behalf of the City of New York. DOI will also rely on this list to engage vendors for internal investigations. To be included on DOI’s list of qualified firms, you must fully complete this Statement of Qualifications and submit it to IMInbox@doi.nyc.gov.

Please note that it is DOI’s policy to update its qualified list every two years. As a result, you may be asked to update your information to remain on the list. This ensures that DOI’s consideration of potential integrity monitors and vendors is based on the most up-to-date information. If any of the information on this form materially changes, please provide DOI with an updated form.

Firm Name:	
EIN#:	
Address:	
Telephone Number:	
Website:	
LinkedIn URL:	
Contact Person:	
Office Number:	
Cell Phone Number:	
Email Address:	

Please provide a secondary contact person or general contact information for your firm in the event that you are unavailable.

Contact Person:	
Office Number:	
Cell Phone Number:	
Email Address:	

1. Type of Entity: Corporation Partnership Sole Proprietorship
 Joint Venture Limited Liability Company Other (please specify):

2. Type of Firm: Investigative Legal Audit Combination (please specify):
 Other (please specify):

3. When was your firm established?

4. List all Managing Directors/Partners who will be involved with City Integrity Monitor matters.

5. List Project Managers who will work directly on City Integrity Monitor matters, including their areas of expertise.

6. List any prior Integrity Monitor assignments performed by the Firm in the last seven years, including the government entity that appointed the Firm, a contact person and phone number from that entity, the name of the monitored entity, and a brief description of the scope of the project. *Please indicate if any of these assignments were for DOI.*

7. Identify any consultants used in the engagements listed above and/or who you anticipate using for future City Integrity Monitor appointments.

8. For any construction-related assignments listed in response to Question 6, please provide the assignment and indicate the total value of the contract being monitored as SMALL (under \$10 million), MEDIUM (between \$10 and \$50 million), LARGE (between \$50 and \$100 million), or MEGA (over \$100 million).

9. Submit a schedule of the Firm's proposed fees with this Statement of Qualifications. Please include any discounted government rates.

10. Identify the Firm's areas of special expertise and interest on the attached chart in Appendix A.

11. Please provide at least three references. These may include references listed in response to Question 6 or any additional references from other projects you would like DOI to consider. *Please note that DOI will contact each of these references to request a reference check.*

Reference #1

Name:	
Title:	
Company Name:	
Telephone Number:	
Email Address:	
Project Name and Date:	

Reference #2

Name:	
Title:	
Company Name:	
Telephone Number:	
Email Address:	
Project Name and Date:	

Reference #3

Name:	
Title:	
Company Name:	
Telephone Number:	
Email Address:	
Project Name and Date:	

12. Indicate whether your firm has any of the following certifications, including the certifying entity and certification date:

Minority-owned Business Enterprise (MBE)	
Women-owned Business Enterprise (WBE)	
Disadvantaged Business Enterprise (DBE)	

13. Please list any other licenses, certifications, or other qualifications that may be relevant.

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14. Please list any in-house expertise or platforms that your Firm may bring to an engagement, such as digital forensics, data recovery, e-discovery, or other relevant skills.

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Completed by: _____

Name: _____

Title: _____

Date: _____

Appendix A

Please check each applicable area related to the Firm. For each area of expertise you have selected, please provide the name and contract value of a corresponding assignment that demonstrates your Firm's experience in that category. Please add additional pages as needed.

Antitrust, Competition, and Merger Law	
Compliance and Risk Assessment	
Construction (Carpentry, Drywall, Electrical, General, HVAC, Painting, Plumbing, Structural, Infrastructure)	
Correctional Services (Prisons, Prison Medical Services)	
Data Privacy and Cybersecurity	
Elevator Industry (Construction, Maintenance, Inspection)	
Engineering/Design	
Environmental (Air Monitoring, Asbestos Removal, Carting, Clean Air Act, Waste Disposal)	
Forensic Accounting/Audits/Financial Reviews	
Financial Instruments (Bonds, Investments, Mortgages, Stocks)	
Healthcare, Life Sciences & Medical Services (Hospital Services, Health Systems, Mortuary Services, Pharmaceuticals)	
Housing (Affordable Housing, Section 8, Rental Subsidies, 421-a, 485-x)	
Insurance/Surety Bonds	
Investigations (Criminal, Regulatory, Internal Corporate)	
Labor Issues (Labor Law, Unions, Prevailing Wages, M/W/DBE)	
Organized Crime	
Management Information Systems/Information Technology (Hardware, Software, Programming, Computer Forensics)	
Nonprofits and Corporate Governance	
Procurement (Goods & Services, Food Services, Fuel Industry, Telecom, etc.)	
Public Health	

Real Estate (Appraisals, Leasing, Sales)	
Security (Loss Prevention)	
Social Services (Government Benefit Programs)	
Taxes and Tax Laws	
Transportation	
Workplace Investigations (Discrimination, Harassment, EEO, Human Resources)	