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CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

**Request for Bids to Serve as Designated Accountability Monitor
for the City of Burlington, Vermont**

The City of Burlington recently amended its Livable Wage Ordinance (LWO), B.C.O. Sec. 21-80 et seq., to provide for a designated accountability monitor. The city seeks submissions from qualified entities to serve in this role for the period Jan. 2014 to June 2015.

A written bid must be submitted to:

Eileen M. Blackwood, Esq., City Attorney
City Hall, 149 Church St.
Burlington, VT 05401
or electronically to eblackwood@burlingtonvt.gov.

Bids will be accepted through December 6, 2013, although extensions may be granted upon request.

Definition

The ordinance defines a designated accountability monitor as follows:

Designated accountability monitor shall mean a nonprofit corporation which has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and that is independent of the parties it is monitoring.

B.C.O. Sec. 21-81(e). Thus, applications will be accepted only from independent qualified nonprofit organizations.

General Services Required

The successful bidder will be expected to:

- Inform and educate employees of all applicable provisions of this article and other applicable laws, codes, and regulations;
- Create a telephonic and electronic accountability system under this article that shall be available at all times to receive complaints under this article;
- Establish and implement a system for processing employees' complaints under this article, including a system for investigating complaints and determining their initial credibility; and
- Refer credible complaints to the City Attorney's office for potential enforcement action under this article within ten (10) days of their receipt.

Additional Specifications and Conditions

By March 1, 2014 (or such other date as may be mutually agreed between the designated accountability monitor ("the monitor") and the City Attorney), the monitor will submit draft information and education materials to the City Attorney's office for review and approval.

By April 1, 2014 (or such other date as may be mutually agreed between the monitor and the City Attorney), the monitor will submit draft plans for a telephonic and electronic accountability system that shall be available at all times to receive complaints with an implementation date of July 1, 2014 (or such other date as may be mutually agreed between the monitor and the City Attorney) for review and approval by the City Attorney.

By April 1, 2014 (or such other date as may be mutually agreed between the monitor and the City Attorney), the monitor will propose effective operational guidelines, as well as effective measures of performance and evaluation of the monitor, for review and approval by the City Attorney.

The monitor will report to and maintain an effective working relationship with the City Attorney's office.

Bidders must comply with all provisions of federal, state, and local law, including the City of Burlington's livable wage and union deterrence ordinances, as well as non-discrimination laws.

The monitor must be independent of the City of Burlington or any of its contractors or grantees.

The City of Burlington encourages voluntary compliance by its contractors and grantees with its livable wage ordinance. The monitor is expected to further this goal by attempting to maintain positive and respectful interactions with employers and encouraging voluntary compliance.

Questions concerning this bid, or requests for pre-bid meetings should be submitted to the City Attorney.

The term of the contract is expected to run from January 1, 2014, to June 30, 2015.

The bidder should be prepared to negotiate any fee or funding proposal to accommodate the city's budget constraints.

Bids may be reviewed on a rolling basis as received, and the city reserves the right to discuss or negotiate any bid with any bidder prior to acceptance of the final bid.

The city intends to accept the bid it determines to be in the best interests of the City, based on the overall proposal, not exclusively on cost or any other specific factor.

The city reserves the right to amend, modify, or delete any of the specifications in this request for proposals or to add additional specifications, at its sole discretion. The city will attempt to provide bidders with an opportunity to respond to any changed or additional specifications.

The city reserves the right to reject, negotiate, modify, or accept any bid or proposal in whole or in part, at its sole discretion.

The City of Burlington does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.