



BERKELEY CITY AUDITOR

CONSENT CALENDAR
January 16, 2024

To: Honorable Mayor and Members of the City Council

From: Jenny Wong, City Auditor *JW*

Subject: Contract: Ethico for Whistleblower Hotline and Case Management Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Ethico for whistleblower hotline and case management software services for a total amount not to exceed \$100,000 for the contract period of February 1, 2024 through January 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available for the FY 2024 budget in the General Fund budget code 011-12-122-000-0000-000-411-612-990.

CURRENT SITUATION AND ITS EFFECTS

The City Auditor’s Office needs a qualified, third-party vendor to provide whistleblower hotline services for the general public, employees, contractors, and other interested parties to report any activities of fraud, waste, or abuse perpetrated by an employee or agent of the City which activities directly or indirectly have a detrimental effect on the City. The whistleblower hotline will serve as an avenue for interested parties to voice their concerns via a web-based platform or directly to a live person via phone in a confidential and if desired, anonymous manner. Additionally, authorization of this contract will support the ongoing management of the Whistleblower Program by providing a central and secure case management platform.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental sustainability and climate effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The City conducted a competitive procurement process and selected the most responsive and responsible vendor. The City Auditor's Office has a critical business and operational need for hotline and case management software services as part of implementing the Whistleblower Program.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Jenny Wong, City Auditor, 510-981-6750

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: ETHICO FOR WHISTLEBLOWER HOTLINE AND CASE
MANAGEMENT SOFTWARE SERVICES

WHEREAS, the City released Specification No. 24-11630-C on October 13, 2023 for Whistleblower Hotline;

WHEREAS, two vendors responded, and Ethico was found to be the most responsive and responsible bidder; and

WHEREAS, the City Auditor requires hotline and case management software services to implement the Whistleblower Program;

WHEREAS, funding for FY 2024 is available in budget code 011-12-122-000-0000-000-411-612-990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized execute a contract and any amendments with Ethico to provide whistleblower hotline and case management software services from February 1, 2024 through January 31, 2027 in an amount not to exceed \$100,000.

