



Mayor's Goal 5: "Philadelphia government works efficiently and effectively, with integrity and responsiveness"

Topic: Integrity Office/Office of the Inspector General

Key Presenters: Stephanie Tipton, *Chief Integrity Officer*
Amy Kurland, *Inspector General*

Date: August 24th, 2015

Why We're Here

The Nutter Administration: A Platform of Public Integrity



VISION:

The City of Philadelphia is a model for ethical and transparent operations and instills public confidence.



Who We Are

- ◆ **Mission**
- ◆ **History**
- ◆ **Structure**

Chief Integrity Officer

Created by Executive Order in 2008

to promote honesty, integrity, and transparency in City government

- **Core Purpose:**
 - To uphold the public's trust by ensuring that the City operates with fairness and integrity, uncompromised by conflicts of interest, political affiliation, favoritism, or other unfair considerations.
- **Jurisdiction** over departments/contractors in the Executive Branch
- Main areas:
 - Gifts
 - Contracts
 - Vacant Land
 - Grants
 - Open Data
 - “Grey areas” – legal but might look bad

Office of the Inspector General

Strengthened by Executive Order 7-14 in 2008

- **Mission:**
 - To boost confidence in government by rooting out fraud, corruption and misconduct among City employees and companies doing business with the City
- **Jurisdiction** over all City employees, contractors and organizations receiving City money
 - Required cooperation with IG
- Granted its own budget and operational independence - works for mayor, but represents citizens
- Can issue subpoenas and compel testimony



What We Do

- ◆ Philosophy
- ◆ Goals
- ◆ Functions
- ◆ Challenges

Executive Branch Integrity Philosophy

Educate

Prevent

Investigate

Enforce &
Reform



Integrity Office Goals

1

The Office increases awareness of, and compliance with, ethics rules by being a proactive, responsive and reliable resource to City employees, vendors, and the public.

- ✓ Education/Outreach
- ✓ Provide Guidance (formal and informal)

2

The Office prevents potential wrongdoing by proactively addressing ethical issues through the development of City policies and procedures in concert with City departments.

- ✓ Taskforce/Workgroups
- ✓ Policy-making

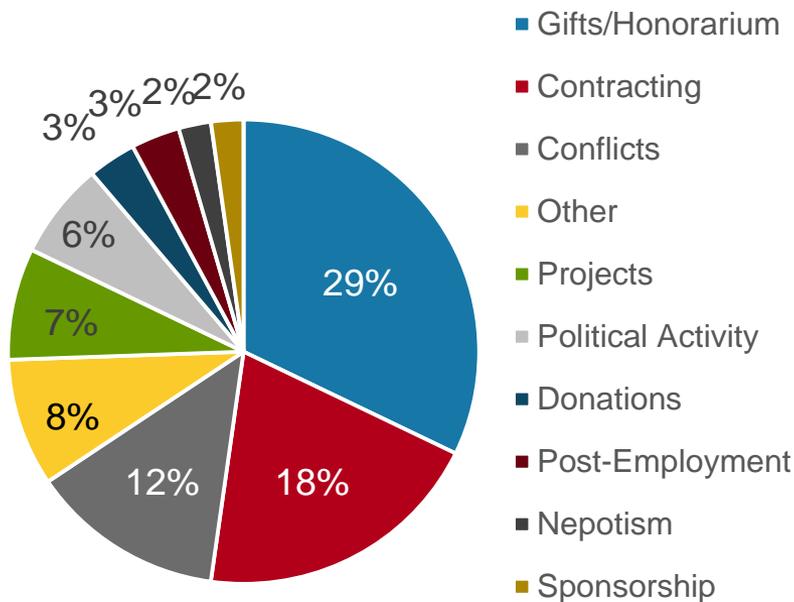
3

The City of Philadelphia becomes a model for transparent government operations through improved access to City information and on-going public engagement.

- ✓ IntegrityWorks
- ✓ Open Data (contracts, vacant land, leases)

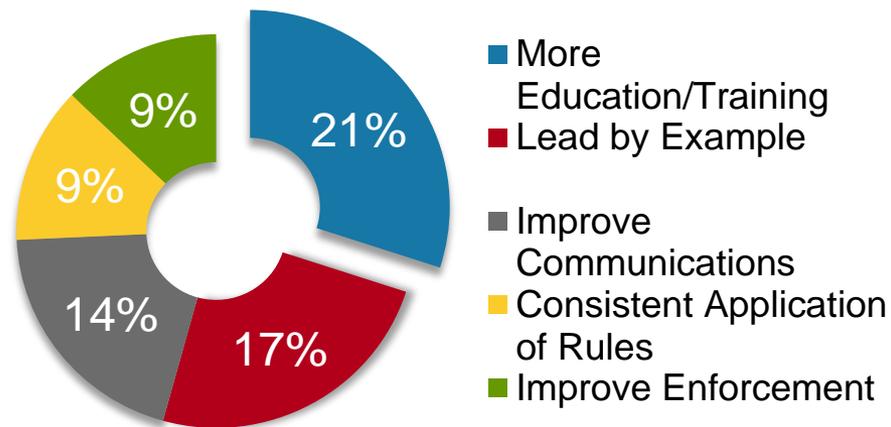
Strategic Goal #1: Proactive, Responsive & Reliable Resource

Top 10 Inquiry Categories 2014



City Employee Ethics Survey 2014

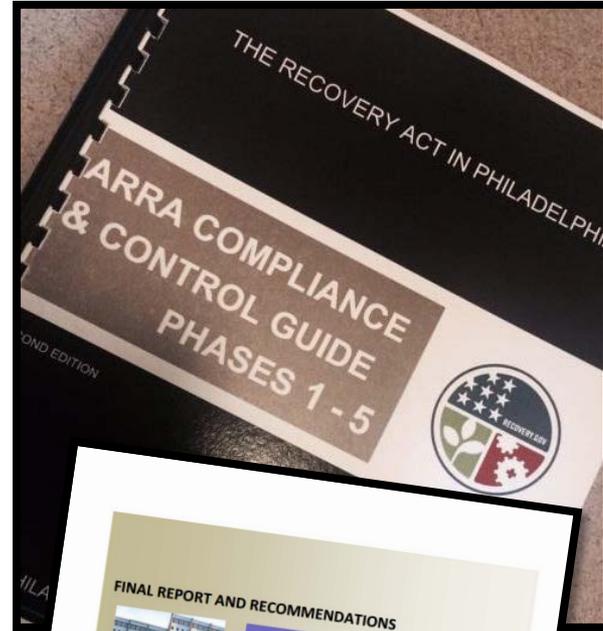
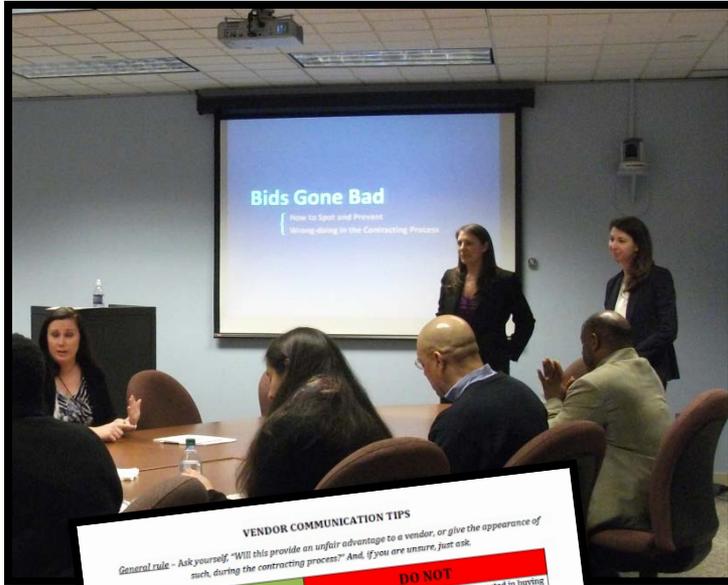
Q10: In your opinion, what is one thing the City could do to build a strong ethical culture among City employees?



Total # of Inquiries CY 2014	208
Avg. # of Days to Resolve (All Inquiries)	12
Avg. # of Days to Resolve (Gift/Honorarium Inquiries)	1



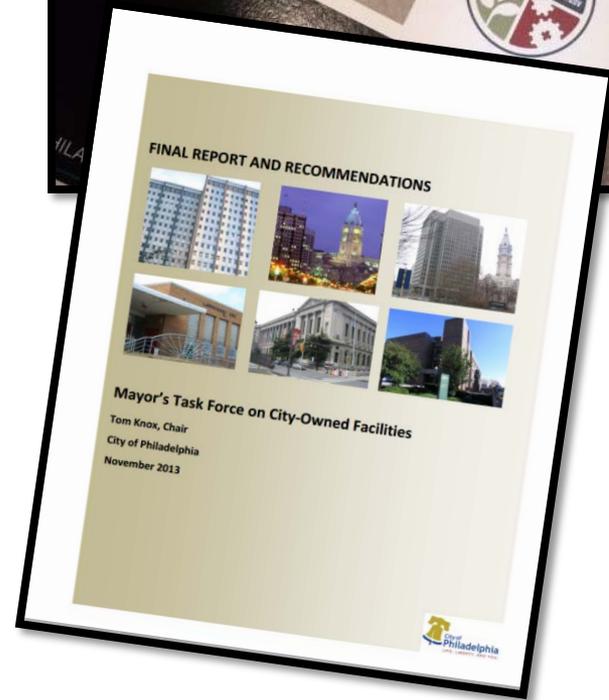
Strategic Goal #2: Prevents Wrong-doing, Policies & Procedures



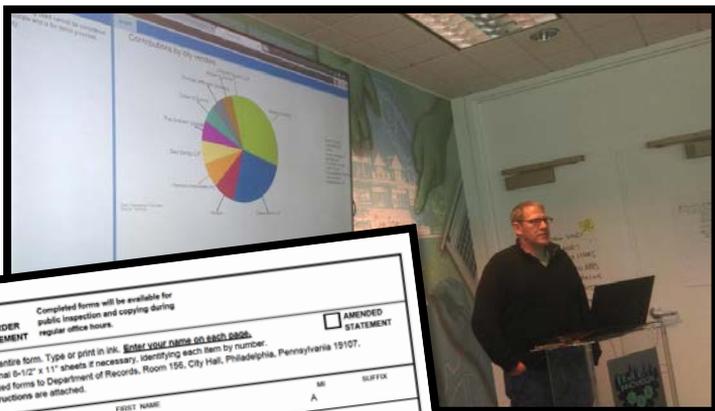
VENDOR COMMUNICATION TIPS
General rule - Ask yourself, "Will this provide an unfair advantage to a vendor, or give the appearance of such, during the contracting process?" And, if you are unsure, just ask.

DO	DO NOT
Feel free to listen to sales pitches with coworkers but be clear that the City has no obligation to purchase anything and that no goods or services may be purchased outside the City's processes.	Do not indicate that the City is interested in buying something, that a RFP/Bid will be released on a specific date, or what might be included in an upcoming opportunity.
Write a Q&A procedure in the RFP/Bids (accept email or written questions only).	Do not answer questions without following the established procedure in the RFP/Bid.
After the RFP/Bid is released you may contact as many vendors as possible to let them know and direct them to the appropriate website.	Do not contact vendors BEFORE a RFP/Bid is posted and DO NOT have more than one opportunity close on the same day for the same department unless absolutely necessary.
Keep a log of all phone calls and visits from vendors during bidding and selection process.	Unless part of a pre-proposal, pre bid meeting or presentation, do not discuss with vendors while the RFP/Bid is posted.
Once a RFP/Bid is posted, direct vendors who call with questions to send via email or in writing by a set deadline. Issue all Q&A as an addendum.	Do not answer questions about campaign disclosure forms submitted in response to a RFP - have applicants contact Finance directly.
Ensure the contact person on the RFP or another designee is available on the application due date.	Do not assume someone else is taking care of last minute issues or questions.
If a vendor is having a technical issue in responding, direct the vendor either to contact Finance or Procurement, as appropriate.	Do not share the details of any vendor's responses with another vendor.
Contact Finance if you receive a L&T proposal or Procurement for late bid submissions.	Do not accept responses that are not submitted in accordance with the RFP or Bid. Do not make any representations about the acceptability of late responses.
Review and sign the conflict of interest/confidentiality form if you are part of the RFP selection committee and notify your agency head if you have an actual or potential conflict of interest with applicants.	Do not participate in the RFP selection committee if you have a conflict of interest.
Utilize the appropriate official notice process to announce the award of the winning vendor.	Do not tell losing vendors in advance of the official award notification that they are not the winners.
Contact Finance if a losing vendor protests the award of an RFP, and Procurement if a vendor wants to submit a bid protest.	Do not continue communicating with the losing vendor; do not make any determinations on the merits of the protest without Law, Finance or Procurement involvement.
If losing vendor requests a proposal or bid debrief, get advice from Law and either Finance or Procurement because each issue is different.	Do not debrief losing vendors unless contract is signed.

PROCUREMENT: 686-4720 LAW: 683-5037 INTEGRITY OFFICE: 686-2178
 FINANCE CONTRACTING UNIT: 6-5499 (Internal)
 eContract Philly helpline: 686-4914 or contractphilly@phila.gov (vendors)



Strategic Goal #3: Access to City Information, Public Engagement



City of Philadelphia
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Topics Business Residents Visitors Government

OPEN DATA IN PHILADELPHIA

Explore open data from the City of Philadelphia and learn more about the City's effort to make more available.

Open data is increasingly the metric by which a city's transparency is measured. Since Mayor Nutter established an open data policy in 2012, over 100 datasets have been released, including Part I crime incidents, contracts for professional services, licenses and violations, property assessments, and bike thefts. But it's only the beginning.

STRATEGIC PLAN

Open data is becoming a key part of the way governments conduct business and reach constituents. Learn what's next for open data in Philadelphia.

[View Plan](#)

DATA



CITY OF PHILADELPHIA
2013 MAYOR'S EXECUTIVE ORDER
FINANCIAL DISCLOSURE STATEMENT

Completed forms will be available for public inspection and copying during regular office hours. AMENDED STATEMENT

INSTRUCTIONS: Complete the entire form. Type or print in ink. [Enter your name on each page.](#) Attach additional 8-1/2" x 11" sheets if necessary. Identify each item by number. Send completed forms to Department of Records, Room 195, City Hall, Philadelphia, Pennsylvania 19107. Detailed instructions are attached.

1. LAST NAME: NUTTER
2. CITY DEPARTMENT / AGENCY / COMMISSION / BOARD: Mayors Office
3. JOB TITLE / PROFESSION: MAYOR
4. OFFICE ADDRESS:
5. BUSINESS ADDRESS OF APPLICANT:
6. SPOUSE OR LIFE PARTNER (NAME, LAST, MIDDLE - President, President, etc.):
7. DEPENDENT CHILDREN (NAME):
8. SALARY, WAGES, AND SERVICE RECEIVED BY YOU:
9. REMEMBER: You must be by you...
10. REMEMBER: You must be by you...

City of Philadelphia
LIFE • LIBERTY • AND YOU™

Topics Businesses Residents Visitors Government

Overview Who's Who Rules of the Road Resources

Integrity Works

Integrity Works

Core Purpose

The Core Purpose of the Office of the Chief Integrity Officer is to uphold the public's trust by ensuring that the City operates with fairness and integrity, uncompromised by conflicts of interest, political affiliation, favoritism, or other unfair considerations.

Vision

Our Vision is that the City of Philadelphia is a model for ethical and transparent operations and merits public confidence.

Overview

Welcome to IntegrityWorks, the place to learn about why and how the City of Philadelphia operates honestly and ethically.

Who's Who

Learn more about the various offices responsible for promoting ethics and integrity in City government and City contracting.

Rules of the Road

The Rules of the Road are your guide to the most commonly applicable ethics laws and regulations.

Resources

If you are a City employee, board and commission member, vendor, or member of the public, the Resources section will provide you with more information about how the ethics and integrity laws apply to you.

What's New

- Strategic Plan Quarterly Update - Quarter 3, FY15
- Follow the Chief Integrity Officer On Twitter!
- Integrity Week Videos Now Available!
- Annual Report on Inquiries Received by the Office of the Chief Integrity Officer for 2014

[Have a Question?](#)

Contact Us FAQ

Integrity Week
November 17 - 21, 2014



Office of the Inspector General

1

Administrative Investigations

Violations of City rules and regulations

2

Criminal Investigations

City employees, contractors and non-profits

3

Policy Recommendations

Full-circle solutions to systemic flaws

Administrative Investigations

- Recommend discipline, termination and debarment
- Recover money
- Enter into settlement and corporate compliance agreements

213

Terminations

\$19M

Pension Savings

Criminal Investigations

- Work in partnership with local and federal law enforcement
- Testify in support of restitution

75

Arrests/Indictments

\$5M

Restitution

40

Pleas/Convictions

23

Sentencings

Policy Recommendations

- Identify systemic flaws
- Recommend “full circle” solutions
- Work with departments to implement solutions

19

Compliance
Agreements/Debarments

8

Policy
Recommendations

Challenges



Leadership Transitions



Complex/Varied Public Integrity Laws



What's on the Horizon

- ◆ Initiatives
- ◆ Sustaining the Gains

Key Initiatives

Chief Integrity Officer:



Make Every Week Integrity Week November 16-20

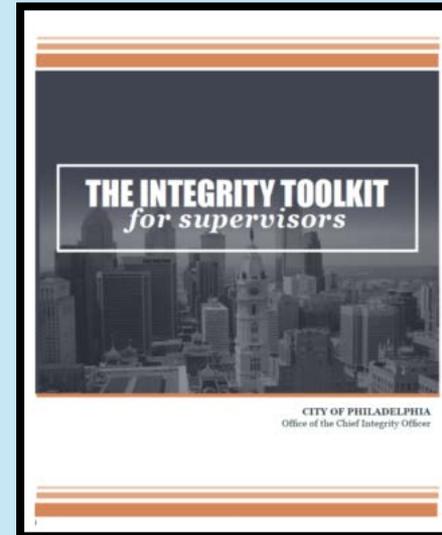
- Dave Davies Speaking Event
- Interactive Coffeehouse: Integrity Toolkit for Supervisors
 - Bids Gone Bad
- Daily Emails, Twitter Chat, and Employee Contest

Office of the Inspector General:

- **Non-Profit Oversight**
 - Key Investigation: Self Inc.
 - Focusing on Charitable Organizations receiving funding from the City
- **Philadelphia School District**
 - January 2015: Memorandum of Understanding
 - Conducting investigations and offering recommendations on how to build an effective office of internal investigations

Key Initiatives: Integrity Office and Office of the Inspector General

Integrity Toolkit for Supervisors



Provide supervisors with tools to:

- Understand Public Integrity Laws
- Respond to employee reports of unethical behavior
 - Report unethical behavior appropriately
- Foster open dialogue among employees about ethics

Sustaining the Gains

Chief Integrity Officer

- Keep CIO as Cabinet-level position
- Serve as convener and collaborator across agencies
- Biennial Ethics Survey of City Employees
- City-wide risk assessment
- Continue and expand outreach and awareness efforts
- Push for expansion of Open Data efforts



Office of the Inspector General

- Consistency/transparency
- Positive reinforcement
 - IG Integrity award
 - Honest employee letters
- Deterrence – constantly sending message
- Policy recommendations
- Community Outreach



Additional Public Resources

- www.phila.gov/ig
- www.phila.gov/integrityworks
- www.twitter.com/PHL_Integrity
- www.twitter.com/PhillyOIG



@PhillyStat



Facebook.com/PhillyStat



PhillyStat@phila.gov



www.phila.gov/performance