

Contract Oversight Activities:

- **Contract Oversight Observation** - a letter to management identifying activities in the procurement process that do not comply with established policy and procedures. A response to the OIG is not required.
- **Contract Oversight Notification** - an official notification to management identifying material weaknesses in the procurement process that may, or may not, comply with established policy and procedures. A response to the OIG is required.
- **Contract Oversight Review** - a detailed report based on an in-depth review of one or more procurement process/activity/area that identifies risk(s) and irregularities. These may be initiated in response to a complaint or expressed concern or at the request of management as a tool for program improvement. A response to the OIG is required.

OUTREACH

Our office will provide presentations/training designed to educate on the role of the OIG, "red flags" to watch out for, as well as increase awareness of potential violations.

The Inspector General and staff are available for speaking engagements with public or civic groups and organizations.

To request a speaker, please contact the office at (561) 233-2350.

REPORTING

The following shall to be reported promptly to the OIG:

- Possible mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds);
- Fraud;
- Theft;
- Bribery;
- Other violation of law which appears to fall within the jurisdiction of the inspector general; and

TRANSPARENCY

Audit, Contract Oversight and Investigation Reports/Reviews are available on the OIG website at:

www.pbcgov.com/OIG/reports



Office of Inspector General
Palm Beach County, Florida

www.pbcgov.com/oig

Email Form to:
Inspector@pbcgov.org

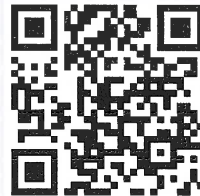
Mail Form to:
Office of Inspector General
P.O. Box 16568
West Palm Beach, FL 33416

Fax Form to:
(561) 233-2375

To speak with an OIG representative call:

877-283-7068

For additional information,
please visit our website at:
www.pbcgov.com/oig



For immediate access to our site, use your smartphone to read the QR Code above.

July 2014

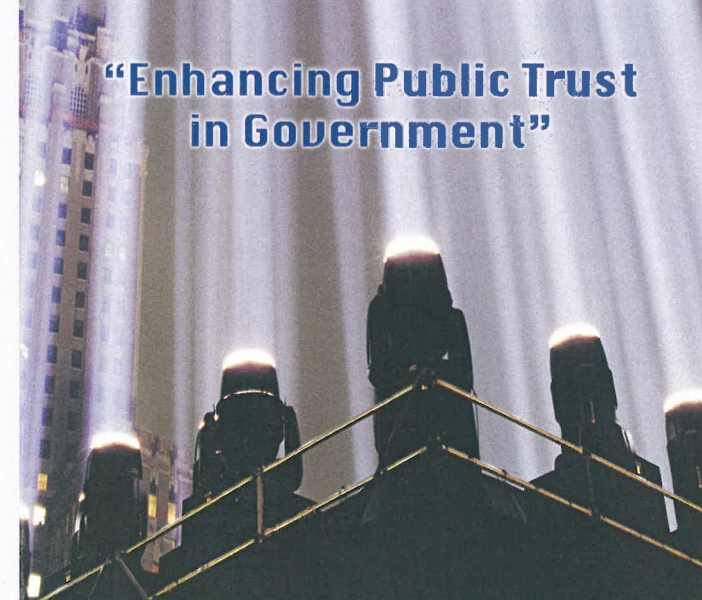


Office of
Inspector General
Palm Beach County
Florida

Shining
a Light on
Government

John A. Carey
Inspector General

"Enhancing Public Trust
in Government"



OFFICE OF THE INSPECTOR GENERAL

Office of the Inspector General (OIG)

The OIG is authorized in Article VIII, Section 8.3 of the County Charter and Chapter Two, Article XII, Section (2)421-432 of the County Code.

The OIG is established to:

- Provide **independent** oversight of local government;
- Promote economy, efficiency, and effectiveness in the administration of and, as its priority, to prevent and detect fraud and abuse in programs and operations administered or financed by the county or municipal agencies;
- Detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct and other abuses by elected and appointed officials, employees, agencies and instrumentalities, contractors, their subcontractors and lower tier subcontractors, and other parties doing business with the County or Municipality and/or receiving County or Municipal funds.

INVESTIGATIONS

Investigations and other inquiries are conducted free of actual or perceived impairment to the independence of the Inspector General or the Inspector General's office.

The OIG can require all county and municipal officials and employees, contractors, their subcontractors and lower tier subcontractors, and other persons and entities doing business with the county or a municipality and/or receiving county or municipal funds to provide statements; and require the production of documents, records and other information.



Whistle-blower Act:

It is the intent of the Whistle-blower's Act (§112.3188, F.S.) to maintain confidentiality of the name and identity of any individual who discloses in good faith to the Inspector General, information that alleges that an employee or contractor has violated or is suspected of having violated any law, rule or policy, thereby creating and presenting a substantial and specific danger to the public's health, safety or welfare; or has committed an act of gross mismanagement, malfeasance, gross waste of public funds, or gross neglect of duty. "Whistle-blower" allegations must be submitted in writing, and be signed by the complainant.

Correspondence Handling:

- **Management Referral** - complaint(s) which are referred to management for their handling with no response to the OIG required.
- **Management Inquiry** - complaint(s) which are sent to management with a required response to the OIG. A review of the response by the OIG will determine whether an investigation will be initiated.
- **Management Review** - a formal review of a specific program area to determine whether or not it is operating within accepted or written procedures. These may be initiated in response to a complaint or expressed concern that does not name a specific subject or at the request of management as a tool for program improvement.
- **Investigation** - process by which information and case supporting material is obtained relevant to allegations, complaints, or suspected violations.

AUDIT

OIG Audit examines and evaluates the adequacy and effectiveness of the County and Municipal systems of internal controls and the quality of program operations by conducting financial compliance, performance and information systems audits and reviews in accordance with professional auditing standards. The Unit also provides consulting services, and, in an effort to be proactive, the office will perform periodic data mining analysis and forensic auditing.

CONTRACT OVERSIGHT

The Inspector General is to be notified in writing prior to any duly noticed public meeting of a procurement selection committee where any matter relating to the procurement of goods or services by the County or any municipality is to be discussed.

Notice shall be given to the Inspector General as soon as possible after a meeting has been scheduled. Notification meetings (selection committees and sealed bid openings) should include an electronic copy of the advertisement and solicitation documents and be sent to:

IGContracts@pbcgov.org

