

INVESTIGATIVE SERVICES

SCOPE OF WORK:

The scope of work is to conduct an independent investigation to gather facts and information related to complaints of workplace violence and/or misconduct in the workplace. The investigation will involve interviewing all parties involved, assessing the credibility of the parties and their statements, using the facts and information gathered to determine the findings of each allegation, and determining if any violations of workplace policy occurred. The facts, information gathered, and findings shall be presented in an investigation report for decision-making.

Additional work not included in this scope may be requested at a later date, including a requirement that the investigator be available to answer questions and provide testimony related to the report, if applicable. This additional work will be funded under a separate effort.

QUALIFICATIONS:

Preferrable qualifications and experience with conducting investigations for the State, Counties, and/or other government employers in Hawaii.

Please include the approximate start date that you are able to initiate the investigation.

OTHER IMPORTANT INFORMATION:

Number of allegations to investigate: 2

Number of interviews to conduct initially: 5 (may increase depending on information revealed during the investigative interviews)

Investigative report(s): 1

Billable hours: Estimated 60 hours

Contract period: Estimated 3 months

Workplace Location: Kauai island