



**OFFICE OF WILL COUNTY EXECUTIVE**  
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**BID # 2021-64**  
**DIVERSITY & INCLUSION**  
**MASTER PLAN – WILL COUNTY**  
**JOLIET, IL**

**ADDENDUM #1**  
MARCH 19, 2021

We received the following questions regarding the bid listed above:

Question # 1: Would the government consider an electronic submission of the proposal submitted through email or the DemandStar portal?

Answer # 1: Will County currently does not have the capacity to accept electronic bids. All bids must be submitted hard copy via mail carrier or hand delivered

Question # 2 What is configuration of the D&I committee members (e.g., County Executive, Clerk, Department Directors, community members, etc.) and how many members are in the committee?

Answer # 2: The D&I Committee is a regular County Board committee comprised of seven Board members. However, the interview committee will be comprised of representatives of the County Board and County Executive's office.

Question # 3: Does the committee have regularly scheduled meetings (e.g., quarterly, monthly, as-needed) that must be taken into consideration when scheduling meetings?

Answer # 3: The D&I Committee does meet on the first Wednesday of each month at 11:00 am CST. The Board and its staff will work with the selected consultant team to schedule meetings in the best way possible.

Question # 4: What is the expected completion of the D&I master plan?

Answer # 4: The schedule of the completion of the D&I master plan will be a topic that will be finalized during the negotiation of a final scope of work and budget for this project. These negotiations will be done by the County Executive's office following the ranking of recommended consultants by the County Board.

Question # 5: Does the committee have a formal charter or would that be in scope to help support?

Answer # 5: The D&I Committee has a formal description of its functions found within the County Board rules and is as follows:

Diversity & Inclusion - This committee shall be responsible for the following:

- i. In cooperation with the County Executive's office, work with the Director of Diversity and Inclusion to advance the diversity efforts that are determined by the County stakeholders. This may include working with outside consultants to accomplish defined tasks.
- ii. Guide the County Board's policy making efforts to ensure progress continues in the area of diversity, inclusion and equity issues with specific focus on increasing diversity in all county hiring, improving minority participation in future contracting efforts, and related work that can measurably improve the diversity of county governmental functions.
- iii. Ensure that equity and diversity activities are closely aligned with defined County priorities and responsive to the diverse needs of the larger Will County community.
- iv. Work with the other appropriate Board committees to ensure adequate resources are made available to support the Diversity efforts and connect this work with complementary initiatives.
- v. Actively encourage both public and private stakeholders to participate in and contribute to targeted efforts. In recommending new programs the committee will always seek to be as inclusive as possible to get maximum input from those impacted.

Please note that there is a reference to working with a "Director of Diversity & Inclusion" which was envisioned prior to the Board making the decision to instead begin by hiring a consultant to help with the development of a plan to guide future work. One option in the future is to hire a full-time employee or continue to utilize contractual assistance. Thus, there is no "Director of Diversity & Inclusion" currently employed by the County.

Question # 6: What is the approved budget for this project?

Answer # 6: Although there has been discussion by the previous County Executive and County Board about doing a disparity study, the final budget for this study has not been firmly set. This budget will be determined by the final scope of work that is agreed to and through negotiations with the selected firm.