



OFFICE OF WILL COUNTY EXECUTIVE
JENNIFER BERTINO-TARRANT

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Kevin Lynn
Purchasing Director

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March 8, 2021

To Whom It May Concern:

Will County is requesting proposals from qualified candidates in preparing a **Diversity and Inclusion Master Plan** to guide diversity efforts throughout Will County Government.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 4:00 p.m., “as so indicated by the time stamp clock of Will County,” Friday, March 26, 2021**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response to this solicitation.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):
DIVERSITY AND INCLUSION MASTER PLAN
JOLIET, ILLINOIS**

WILL COUNTY IS REQUESTING PROPOSALS FROM QUALIFIED CANDIDATES IN PREPARING A **DIVERSITY AND INCLUSION MASTER PLAN** TO GUIDE DIVERSITY EFFORTS THROUGHOUT WILL COUNTY GOVERNMENT.

RESPONSES WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **4:00 P.M., FRIDAY, MARCH 26, 2021.**

THE TERMS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND purchasing@willcountyillinois.com.

THE TENDERING OF A RESPONSE TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE STATED TERMS AND CONDITIONS. THE RESPONDENT ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL RESPONSES AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RESPONSE RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT

INSTRUCTIONS TO RESPONDENTS

GENERAL REQUIREMENTS:

Will County is requesting proposals from qualified candidates in preparing the **DIVERSITY & INCLUSION Master Plan** to guide diversity efforts throughout Will County Government.

RESPONSES:

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Friday, MARCH 26th, 2021, at 4:00 PM “as so indicated by the time stamp clock of Will County”**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent's name and address and the notation:

SEALED RFQ: 2021-64 RFQ – DIVERSITY & INCLUSION MASTER PLAN

RESPONSES DUE: Friday, March 26, 2021 - 4:00 P.M.

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

Please affix the label included on the outermost package of your sealed response to help ensure proper delivery!

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents shall be that of an authorized representative of the firm. An officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. The Statement of Qualifications must be prepared as indicated in the “Submittal Requirements” section. One (1) original, twelve (12) paper copies (plainly marked) and one (1) PDF copy on CD or USB must be included in the sealed response package.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn in writing at: klynn@willcountyillinois.com.
4. Changes or corrections may be made in the documents after they have been issued and before responses are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all parties recorded as having received the documents and will be available for inspection wherever issued. The County of Will shall issue a written addendum to all recorded parties via email and post on www.demandstar.com and www.willcountyillinois.com. Such addendum shall take precedence over that portion of the documents concerned and any conflicting provisions, and shall become part of the documents. Unless impracticable, such an addendum will be issued to reach the respondents at least five (5) days prior to date established for receipt of bids.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after June 1, 2021, upon approval by Will County Board.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your proposal or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt

treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

TENTATIVE TIMELINE:

March 5, 2021	RFQ Released/Available
March 15, 2021	Deadline for Submittal of Questions
March 26, 2021	RFQ due in Purchasing Department by 4:00 P.M.(CST)
March 29-April 7, 2021	Tentative Virtual Interviews
May 20, 2021	County Board Meeting – final approval of award
TBD	Completion of final plan

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. One (1) Complete original, twelve (12) paper copies (plainly marked) and one (1) electronic copy (CD or Flash Drive) of all submitted materials
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** Copy of RFQ Form
4. **Signed** Copy of Addenda Form (mark n/a if none issued)

DIVERSITY & INCLUSION MASTER PLAN

Will County is seeking proposals from firms interested in providing professional services to develop a Diversity and Inclusion Master Plan which will provide a multi-year roadmap for Diversity and Inclusion (D&I) efforts across the County government.

Overview of Will County

Will County is a diverse collar county located within the Chicago metropolitan region and has experienced dramatic changes over the past several decades. The population in Will County has exploded over the last 25 years making it the 4th largest County in Illinois behind Cook, DuPage and Lake and the 89th largest county in the nation. The population has increased over 90 percent since 1990 and 36 percent since 2000, and it now represents over 5.3% of Illinois' population.

The County is governed by a 26 member County Board, a countywide elected County Executive and 9 other countywide officials. In addition, Will County has a robust judicial branch that leads the criminal justice system for the County. With a current population estimated to be around 700,000 people and a county workforce of approximately 2300, Will County is a major employer and stakeholder in the larger regional community.

BACKGROUND AND SUMMARY OF DESIRED SERVICES

With the continued growth in diversity, the Will County Board established a formal committee dedicated to Diversity and Inclusion in December 2020. The goal of this committee is to work with other county leadership to advance the diversity and inclusion efforts. The County Board, as the policy making body for County government, along with other County stakeholders and the general public are key participants in this effort. This work will include, but not be limited to, hiring practices, procurement of outside services, and overall advancement of a more welcoming County governmental community.

The County Board's Diversity & Inclusion committee is in the process of developing the priorities for their work and is looking to formally create a master plan with the County Executive and other stakeholders to guide the County's diversity and inclusion efforts going forward.

Desired services

The County is seeking a qualified professional consultant firm that has demonstrated experience in inclusive procurement practices and related equity and inclusion programming. The qualified firm will help guide and/or oversee the following activities:

1. Development of a multi-year Diversity and Inclusion Master Plan
2. Review the effectiveness of recruiting and succession planning efforts and decision-making to employ, retain and promote a diverse workforce
3. Review current procurement processes and the level of minority participation
4. Develop options to improve minority participation in County government contracting, supply chains, and related outside vendor services.
5. Suggest ways that County staff can foster an atmosphere of inclusion and respect throughout our various offices and departments.

6. Create an auditing system to periodically survey and review progress, gaps, improvement for diversity and inclusion
7. Review current communication, knowledge, education and awareness of D&I
8. Propose options to improve D&I communication through various mediums
9. Propose options for future in house staffing versus consulting services to sustain Diversity and Inclusion efforts.

Intent of RFQ and Desired Qualifications

The intent of this Request for Qualifications (RFQ) is seek a qualified firm that can guide and manage an agreed to scope of services needed in support of the Diversity and Inclusion Master Plan.

The selected consultant is expected to advise the County Board Diversity and Inclusion Committee, the County Executive’s office, and other stakeholders on how to advance the overall efforts in diversity.

Proposer shall demonstrate expert-level experience of proposer’s designated staff in providing strategic planning services for D&I for at least five years, including experience developing innovative D&I programs for private entities and/or Illinois public agencies.

Proposer must demonstrate an understanding of public agency opportunities to improve workplace D&I and legal limitations/restrictions with solutions for developing legally compliant D&I programs.

Proposer must also demonstrate experience with developing robust D&I programs for organizations with staff across a variety of professions including the skilled trades, engineering, environmental management, financial, customer services, legal, human resources and other related professional and technical fields.

This project will be completed using a combined effort by County staff and consultant(s). The consultant will report to the County Executive’s office and the County Board Diversity & Inclusion Committee.

Firms selected for interview will appear before a joint group of County Executive & County Board representatives prior to a final selection being made by the County Board and approved at the April 15, 2021 County Board meeting. A contract and final scope of work will then be negotiated by the County Executive’s office, drafted and approved at the County Board meeting on May 20, 2021.

TENTATIVE CONSULTANT SELECTION SCHEDULE

RFQ released	March 5th
Proposal submission deadline:	March 26th at 4:00 pm
Tentative virtual interviews of consultants	Between March 31 st and April 7th
County Board approval of ranked list of vendors	April 15th County Board Meeting
Negotiations with recommend consultant firm	End of April/Early May
County Board approval of Consultant Agreement	May 20 County Board meeting

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

Date Released: March 8, 2021
Due: March 26, 2021, 4:00 P.M.

**RFQ FORM
SUBMIT TO:**
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

**#2021-64 RFQ
DIVERSITY & INCLUSION
MASTER PLAN**

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY 302 N. CHICAGO STREET, JOLIET, IL 60432
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For Additional information contact:	KEVIN LYNN PURCHASING DIRECTOR, KLynn@willcountyillinois.com
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Signed by: _____ Title: _____

Authorized Representative of Company

Date Released: March 8, 2021
Due: March 26, 2021, 4:00 P.M.

**RFQ FORM
SUBMIT TO:**
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET

**#2021-64 RFQ
DIVERSITY & INCLUSION
MASTER PLAN**

COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____
ZIP _____
SOC. SEC. or F.E.I.N. # _____
CONTACT _____
PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFQ #: 2021-64 DIVERSITY & INCLUSION MASTER PLAN

DUE DATE: 3/26/21

DUE: 4:00 P.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!