



State of Illinois Commitment to Diversity: Vendor Guidance

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What is Commitment to Diversity?

Created by a first of its kind legislation, the Commitment to Diversity (C2D) evaluation factor added to the Request for Proposal (RFP) procurement process offers the CPO for General Services and the state the opportunity to further impact Diversity, Equity, and Inclusion (DEI) through state procurement. Utilizing five nationally recognized evaluation criteria, the C2D evaluation, equal to 20% of the solicitation's technical score, encourages offerors to increase their investment in Women, Minorities, and Persons with Disabilities (WMD) businesses and organizations. The new evaluation factor creates new and exciting opportunities for offerors to not only impact their business and local community, but to help create systemic change.

How to Complete a Commitment to Diversity Form:

1. Review Factor Explanations

Carefully read through the Factor Explanations so that you understand what type of information you will need to provide

2. Review Definitions

Review the Definitions Page to Understand the terms used in the evaluation questions

3. Read Through

Before you begin to answer the factors, read through all the examples provided so that you know what types of documentation will be required to receive full points.

4. Complete Commitment to Diversity Answer Form

Use the answer form to enter all the requested information. Check the appropriate boxes and add in all the information you would like to have considered for evaluation.

5. Review Answer Form

Review each section in the Answer Form ensuring that all evaluation pieces have been responded to in their entirety.

6. Attach Any Supporting Documentation

Once you have completed the Answer Form, you will need to attach any additional documentation you may have related to your responses. Be sure that those documents have been included prior to the final submission.

7. Upload to BidBuy

Upload all your Commitment to Diversity documents, along with your bid, as a required quote attachment into BidBuy. Label upload as "Commitment to Diversity".

8. Save Commitment to Diversity Response

Did you know that once you have the answer form completed you can submit it for any other offer you choose to pursue with any agency regulated by the CPO-GS Office? Save a copy of your responses and update as needed.

9. Review C2D Scoring

Take a moment to review the scoring you received on your Commitment to Diversity evaluation. This is a great way to learn what you can do to increase your score in the future.

Factor Explanations

I. BEP Goal Compliance: Max Points 5

Have you met the set goal for contracting or subcontracting with businesses owned by women, minorities, or persons with disabilities or completed a Good Faith Effort Waiver for this procurement? If there is no BEP goal the 5 points will automatically be awarded.

Example:

- Attached U-Plan
- Attached Good Faith Effort Wavier
- Attached document with BEP Goal, Percentage of goal met, and list of subcontractors
 - EX: BEP Goal 20 % Goal Met 20 % Subcontractor(s) ACME Corp

II. Subcontracting / Contracting with any WMDB (not limited to BEP):

Max Points 10

Please list any WMD (women, minorities, or persons with disabilities) businesses that your business has contracted / subcontracted with in the prior calendar year. Businesses are not required to be registered with the Illinois Business Enterprise Program.

***Subcontracts listed in U-Plan for this procurement do not qualify for this factor**

Spend: the organization's transactions for the purchase of goods, services, and charitable donations.

Subcontract: A business or a person that undertakes work for a company as part of a larger project.

Contract: a legally binding agreement between two parties regarding the buying and selling of goods or services.

Example:

Contract Purpose	Vendor	Type of Diversity	Address	Phone/Email	Length of Contract	Cost	Percentage from overall spend
Auto Parts	Sanford and Sons	African American owned	1972 Antique, Wyalusing, PA 18853	Lamont.Sandford@gmail.com	5 years	\$1000 a year	.5%
Office Supplies	Dunder Mifflin Paper Company	Woman owned	1725 Slough Ave, Scranton PA	Michael.Scott@Office.com	9 years	\$500 a year	.2%

III. DEI Spend: Max 20 Points

Offeror's percentage of business, education and/or community spend from prior calendar year gross revenue that involves businesses owned by women, minorities and/or persons with disabilities. The assisted business is not required to be certified in the Illinois Business Enterprise Program.

Spend: the organization's transactions for the purchase of goods, services, and charitable donations.

Gross Revenue: The amount of money a business brings in from selling goods or services, with no expenses deducted.

Examples of Types of Spend:

Business Spend Opportunities:

- Promoted diverse suppliers in the public or private sectors
- Purchased diversity/equity training program
- Provided WMD businesses with equipment/supplies/ materials
- Provided low interest loans to WMD businesses
- Consulted with a DEI auditor

Education Spend Opportunities:

- Provided/donated to scholarships for WMD
- Donated to Minority Serving Institutes, Women Colleges, or persons with disabilities institutes/certification programs
- Donated to educational programs that supply support to WMD
- Sponsored school events for diverse/ equity support or education
- Donated learning materials to organizations that support WMD

Community Spend Opportunities:

- Donated funds to an organization that primarily supports WMD
- Financially sponsored an event that supports WMD
- Partnered with a WMD business to create a DEI focused community event
- Promoted a DEI/WMD community event

Submission Example:

Item	Percent	Amount	Description
Incubator	.5%	\$10,000	Participated as an Incubator to a black owned start up called Jefferson Cleaners.
Sponsored a Scholarship	.5%	\$10,000	Sponsored a college scholarship for women entrepreneurs
Hosted fundraiser for Women's Shelters	1%	\$20,000	Rented a golf course, created advertising, provided winner awards.

IV. DEI Time: Max 20 Points

Offeror's hours spent in the prior calendar year on promoting DEI in the workplace, the community, education institutes, or supporting businesses owned by women, minorities, or persons with disabilities. The assisted business is not required to be certified in the Illinois Business Enterprise Program. The success or failure of each event does not impact the points achieved. The event may be voluntary or paid time.

Example of Types of Time:

Business Time Opportunities:

- Provided financial literacy counseling for WMD businesses
- Provided grant application assistance for WMD businesses
- Assisted with compliance to governmental policies and regulations for WMD businesses
- Ran a training program on Diversity and/or Equity
- Assisted WMD businesses with obtaining equipment/supplies/ materials/services
- Hosted DEI Employee forums

Education Time Opportunities:

- Created and distributed materials regarding diversity/equity in your industry
- Represented your industry in diversity panels/classes
- Offered internship/mentorship opportunities for WMD
- Volunteered at school event/activity that provides diverse/ equity support education
- Organized or participate in events that raise funds/collect items to support WMD
- Earned CEUs in coursework focused on DEI

Community Time Opportunities:

- Collected and made available to staff a list of all local community organizations working to support DEI in the community that staff may volunteer at
- Participated as a board member or leader for an organization that primarily supports WMD
- Volunteered in support of a community fundraiser or event that supports WMD
- Volunteered to present/speak about DEI at a community event
- Participated in job fairs held in the community that target WMD
- Organized, collected, and delivered items for donation to organizations that support WMD

Submission Example:

Activity	Date	Hours	Description
Grant Application Assistance	10/11/2022	2 hrs.	Worked with a women owned business (Grace and Frankie LLC) to help them find available small business grants
School Panel	8/18/2022	2 hrs.	Represented our career field in Greendale Community College's minorities in business discussion panel
Fundraiser Participant	4/20/2022	5 hrs.	Had employees volunteer at an event fundraising for The Center for Developmental Disabilities Advocacy and Community Supports

V. DEI Policies: Max Points 10

Vendor has provided a written copy/screenshot of their current written workforce diversity, equity, and inclusion ("DEI") policy. Policy provided **must be actionable plans**, not overarching concepts around DEI.

Policy with Overarching Concepts: company philosophies, defined culture, and high-level aspirations.

Policy with an Actionable Plan: framework for achieving objectives and process guidelines

Example:

- **Actionable Plan Example:** Green Acres best serves our clients when we foster a diverse, equitable, and inclusive workplace. We have worked to create this environment through several programs and practices, including our Employee Resource Groups. Staff are encouraged to participate in any ERG that they identify with and are given a paid hour once a week to attend those groups.
- **Overarching Concept Example:** Green Acres is committed to workforce diversity, creating equity across our systems, and fostering and advancing a culture of inclusion. Our culture of belonging is about uniting different backgrounds, beliefs, abilities, and experiences in an environment where everyone feels valued and works together to achieve meaningful outcomes.

VI. Diversity in Staffing: Max Points 35

- % of individuals on governing board and/ or senior executives who identify as WMD
- % of individuals in management /supervisor positions who identify as WMD
- % of total staff who identify as WMD

Round up to next whole percent. Ex: .045%= 1%

Governing Board: legally responsible for overseeing and running the business

Senior Executives: owner, chief executive officer, chief operating officer, chief financial officer, and anyone in charge of a principal business unit or function

Management: a person who controls or administers all or part of the business

Supervisors: individual immediately in line after management who is responsible for monitoring and regulating a staff in their performance of delegated duties.

Staff: any person permanently employed by business

Example:

Role	Number of WMD Staff	Percentage of WMD Staff	Types of Diversity	Number of Total Staff
Staff	45	30%	Women, Minorities	150
Governing Board/Executive	3	43%	Minorities	7
Management/Supervisor	9	36%	Women, Minorities	25

Uploading Verification

Written verification must be provided for each item listed above to receive the points. Those documents must be uploaded with the bid as its own “Required Quote Attachment” labeled as “Commitment to Diversity” along with the Vendor’s technical and pricing bids. Documents must be uploaded as either a zip file or PDF Portfolio with each document labeled to identify what it is or what it supports.

Example: if you gave a presentation at a local school on diversity, your document would be titled:
C2DFlierPresentationSchool.docx

If you need assistance with uploading your offer or documents, you may view the BidBuy job aid for vendors here: [23-bidbuy-vendor-seller-functional-manual-v1-final.pdf \(illinois.gov\)](#) or you may contact the Help Desk here: [Help Desk Info \(illinois.gov\)](#)

***** IF A VERIFICATION DOCUMENT IS NOT ATTACHED TO YOUR UPLOAD, POINTS WILL NOT BE REWARDED*****

COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

I. BEP Goal Compliance:

Have you met the set goal for contracting or subcontracting with businesses owned by women, minorities, or persons with disabilities or completed a Good Faith Effort Waiver for this procurement? If there is no BEP goal the 5 points will automatically be awarded.

- ☐ BEP Goal Met
- ☐ Good Faith Waiver
- ☐ Self-fulfilling
- ☐ No BEP Goal on Procurement

Vendor:

Date:

Bid #:

Verification:

- ☐ List of vendors and % goal met
- ☐ U-Plan
- ☐ Copy of Good Faith Waiver

II. Subcontracting / Contracting with any WMDB (not Limited to BEP) Outside of Current Solicitation:

Please list any WMD (women, minorities, or persons with disabilities) businesses that your business has contracted / subcontracted with in the prior calendar year. Businesses are not required to be registered with the Illinois Business Enterprise Program.

***Subcontracts listed in UPlan for this procurement do not qualify for this factor**

Contract Purpose	Vendor	Type of Diversity	Address	Phone/Email	Length of Contract	Cost	Percentage from overall spend

Verification

- ☐ Attached list if not in table provided
- ☐ Attached contracts

COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

III. DEI Spend

Percentage of business, education and/or community spend from prior calendar year gross revenue that involves businesses owned by women, minorities and/or persons with disabilities. The assisted business is not required to be certified in the Illinois Business Enterprise Program.

Item	Percent	Amount	Description

Verification:

- ☐ Attached list provided if not in table
- ☐ Attached receipts
- ☐ Attached loan contracts
- ☐ Attached purchase description
- ☐ Attached fundraiser flyer
- ☐ Attached references
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

IV. DEI Time:

Hours spent in the prior calendar year on promoting DEI in the workplace, the community, education institutes, or supporting businesses owned by women, minorities, or persons with disabilities. The assisted business is not required to be certified in the Illinois Business Enterprise Program. The success or failure of each event does not impact the points achieved.

Verification:

- ☐ Attached list provided if not in table
- ☐ Attached event flyer

Activity	Date	Hours	Description

- ☐ Attached references
- ☐ Attached event emails/pages
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

V. DEI Policies

Entity has provided a written copy of, or screenshot of, their current written workforce diversity, equity, and inclusion ("DEI") policy.

- ☐ Yes we have actionable DEI Policies
- ☐ No we do not have actionable DEI Policies

- Verification:**
- ☐ Screenshot of policies on website
 - ☐ Attached policies

COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

VI. Diversity in Staffing

- % of individuals on governing board and/ or senior executives who identify as women, minorities or person with disabilities.
- % of individuals in management /supervisor positions who identify as women, minorities or person with disabilities.
- % of total staff who identify as women, minorities or person with disabilities.

Round up to next whole percent. Ex: .045%= 1%

Role	Number of WMD Staff	Percentage of WMD Staff	Types of Diversity	Number of Total Staff
Staff				
Governing Board/Executive				
Management/Supervisor				

Verification:

☐ Attached staff list with role and diversity type

This disclosure is signed by an authorized officer or employee on behalf of the submitting Vendor/Offeror. The undersigned certifies and affirms that the statements set forth in this document are true and accurate.

Name of Disclosing Entity: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Email Address: _____

COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

Verification Checklist

Documents must be uploaded with the bid as its own “Required Quote Attachment” labeled as “Commitment to Diversity” along with the Vendor’s technical and pricing bids. Documents must be uploaded as either a zip file or PDF portfolio with each document labeled to identify what it is or is in support of.

***** IF A VERIFICATION DOCUMENT IS NOT ATTACHED POINTS WILL NOT BE REWARDED *****

Verification	Attached	Page #/section (if available)
List of vendors and % goal met		
U-Plan		
Copy of Good Faith Waiver		
List of contracts/subcontracts with contract purpose, vendor name, diversity type, address, contact, cost, length, percentage from total spend		
Copy of signed contracts		
List of spend items, amount, percent, and description		
Receipts		
Loan contracts		
Money spent references		
List of activities, dates, hours, and descriptions		
Time spent list		
Time spent references		
Event emails/pages		
Flyers from events/fundraisers		
Screenshot of DEI policies on website		
DEI policies		
Staffing list with roles and diversity types		
Other:		
Other:		



DEFINITIONS

BEP: The Business Enterprise Program (BEP) for businesses owned by minorities, women, and persons with disabilities is committed to fostering an inclusive, equitable and competitive business environment that will support underrepresented businesses increase their capacity, grow revenue, and enhance credentials.

Business Spend: Percentage of spend from Offeror's prior calendar year gross revenue that involves businesses owned by women, minorities, or persons with disabilities.

Business Time: Hours spent in the prior calendar year on promoting DEI in the workplace and supporting businesses owned by women, minorities, or persons with disabilities.

Commitment to Diversity: A commitment to intentionally increasing diversity, equity, and inclusion, in business and the community.

Commitment to Diversity Scoring: Utilizing the RFP process, bidding vendor's efforts are evaluated and awarded points based on nationally recognized evaluation criteria: diversity of staff, policies that focus on DEI initiatives, time or monetary support given to WMD businesses and community organizations, and frequency of utilizing WMD businesses as subcontractors.

Community Spend: Percentage of spend from offeror's prior calendar year gross revenue that involves community organizations or activities that support women, minorities, or persons with disabilities.

Community Time: Hours spent in the prior calendar year on promoting DEI in the community or working with organizations that serve women, minorities, or persons with disabilities

Contract: a legally binding agreement between two parties regarding the buying and selling of goods or services.

DEI: Diversity, equity and inclusion is a term used to describe policies and programs that promote the representation and participation of minorities, women and persons with disabilities.

Educational Spend: Percentage of spend from offeror's prior calendar year gross revenue that involves education that supports women, minorities, or persons with disabilities and/or DEI initiatives.

Educational Time: Hours spent in the prior calendar year on promoting DEI and supporting women, minorities, or persons with disabilities in education.

Governing Board: Legally responsible for overseeing and running the business

Gross Revenue: The amount of money a business brings in from selling goods or services, with no expenses deducted.

Management: A person who controls or administers all or part of the business



DEFINITIONS

Minority: A person who is a citizen or lawful permanent resident of the United States and who is any of the following races or ethnicities: American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment); Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam); Black or African American (a person having origins in any of the black racial groups of Africa); Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race); Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

Person with Disabilities: a person with a severe physical or mental disability that results from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, Crohn's disease, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, respiratory/pulmonary dysfunction, intellectual disability, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorder, neurological disorder including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, ulcerative colitis, specific learning disabilities, end stage renal failure disease and substantially limits one or more of the persons major life activities.

Policy: Guidelines developed by an organization to govern its actions. They define the limits within which decisions must be made. Also deals with acquisition of resources with which organizational goals can be achieved.

Policy with Overarching Concepts: company philosophies, defined culture, and high-level aspirations.

Policy with an Actionable Plan: framework for achieving objectives and process guidelines.

Senior Executives: means the chief executive officer, chief operating officer, chief financial officer, and anyone in charge of a principal business unit or function

Spend: the organization's transactions for the purchase of goods, services, and charitable donations.

Staff: Any person permanently employed by business

Subcontract: A business or a person that undertakes work for a company as part of a larger project.

Supervisor: individual immediately in line after management who is responsible for monitoring and regulating a staff in their performance of delegated duties.

WMD: women, minorities, or persons with disabilities

WMD Business: A business in which at least 51% is owned and managed by a woman, minority or person with a disability, or any combination of the three classes, who is a current United States citizen or permanent resident.

Woman: a person who is a citizen or lawful permanent resident of the United States and who is of the female gender.