



**State of Illinois
Commitment to Diversity:
Agency Guidance
V.24.4**

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, equivalent to 20% of the solicitation's technical score, encourages vendors 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 impact their business and local community and help create systemic change.

How to complete the Commitment to Diversity Evaluation:

- 1. Review Category Explanations:** Carefully read through the Category Explanations so that you understand what type of information you will be evaluating.
- 2. Review Definition:** Review the Definitions Page to understand the terms used in the evaluation questions.
- 3. Read Through:** Before scoring, carefully read the vendor's Commitment to Diversity response in full, noting any supporting documents provided. Whether the verification box is checked or not should not influence your evaluation.
- 4. Complete the C2D Evaluator Scoring Worksheet:** Use the worksheet to make any notes about the vendor's submission, including any initial comments. Review any attachments provided by the vendor as support for activities being scored.
- 5. Fill out the Scoring Form:** Transfer the final identified scores and comments onto the scoring worksheet to determine the final score for the vendor's Commitment to Diversity.
- 6. Review Scoring Form:** Review each scoring section in the scoring form, ensuring that all pieces have been reviewed, scored and comments recorded.
- 7. Save Scoring Form:** Once the form is completed, save the scoring form as "Bid # Vendor Name C2D Score."
- 8. Upload to BidBuy:** All Commitment to Diversity scoring documents (worksheet and form) should be saved in a folder together in the "Bid Tab – Attachments" area.
- 9. Repeat:** Repeat the process until all the have been scored and recorded.

6 Commitment to Diversity Category Explanations

I. BEP Goal Compliance: Max 5 Points (Pass/Fail)

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

Answer Examples:

- BEP Goal met
- Good Faith Effort Waiver
- Self-fulfilling
- Bid has no BEP Goal

Verification Examples:

- List of vendors and % goal met
- U-Plan
- Bid has no BEP Goal - No Verification Needed
- Copy of Good Faith Effort Waiver

Scoring:

- If verification is provided: **5 Points Awarded.**
- If there is no BEP goal: **5 Points Awarded.**
- If verification is not provided: **0 Points Awarded.**

II. Subcontracting / Contracting with any WMD (not limited to BEP): Max 10 Points (Pass/Fail)

Has the vendor's business contracted/subcontracted with any WMD in the prior calendar year.

Businesses are not required to be registered with the Illinois Business Enterprise Program and may not be the subcontract used to achieve this solicitation's BEP goal.

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

Subcontractor: 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.

Calendar Year: As used by the State of Illinois, the fiscal year starts in July. However, for our purposes, we refer to and utilize the calendar year, which begins in January, to determine the prior year.

Answer Example:

- Contract table filled out

Verification Examples:

- Receipts
- Contracts
- References

Scoring:

- At least one contract/subcontract is listed: **10 Points Awarded.**
- No Contracts/Subcontracts provided: **0 Points Awarded.**

III. DEI Spend: Max 20 Points

Vendor's percentage of business, education, and/or community spend from the 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.

Calendar Year: As used by the State of Illinois, the fiscal year starts in July. However, for our purposes, we refer to and utilize the calendar year, which begins in January, to determine the prior year.

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

Answer Examples:

- 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.
- Provided/donated to scholarships for WMD.
- Donated to Minority Serving Institutes, Women's 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.
- 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.

Verification Examples:

- Proof of Transaction
- Receipts
- Contracts
- Purchase Description
- Flyer
- References

Scoring:

- 0% spend: **0 Points Awarded.**
- Greater than 0 (0.1% - 0.9%) spend: **10 Points Awarded.**
- 1% spend: **15 Points Awarded.**
- 2% + spend: **20 Points Awarded.**

IV. DEI Time: Max 20 Points

Vendor'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.

Round the total up to the next whole number.

Ex: 1 Min. = 1 Hour, 30 Min. = 1 Hour, 1.15 Hours = 2 Hours

Answer Examples:

- Provided financial literacy counseling for WMD businesses.
- Provided grant application assistance for WMD businesses.
- Assisted with compliance with 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.
- 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 events/activities that provided diverse/ equity support education.
- Organized or participated in events that raise funds/collect items to support WMD.
- Earned CEUs in coursework focused on DEI.
- 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.

Verification Examples:

- Time Sheet
- Event Flyer
- References
- Events Emails/Pages

Scoring:

- 0 hours: **0 Points Awarded.**
- 1 – 8 hours: **10 Points Awarded.**
- 9 -16 hours: **15 Points Awarded.**
- 17+ hours: **20 Points Awarded.**

V. DEI Policies: Max 10 Points (Pass/Fail)

The vendor has provided a written copy or screenshot of their current written workforce diversity, equity, and inclusion (“DEI”) policy. Policies 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: A framework for achieving objectives and process guidelines.

Answer 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.

Verification Examples:

- Screenshot of DEI Policies on website
- Attached policies

Scoring:

- If a policy is provided and actionable: **10 Points Awarded.**
- If no policy or policy is not actionable: **0 Points Awarded.**

VI. Diversity in Staffing: Max Points 35

If there is one person in multiple roles, they may be accounted for in all specified roles.

- % of individuals on the 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.

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

Staff: Any person permanently employed by a business.

Verification Examples:

- Attached staff list including role and diversity type
- Attached EEO Form

Scoring:

To determine the percentage of WMD individuals in any role:

1. Divide the number of WMD staff by the total number of staff in the role.
2. Multiply by 100 to get the percentage.
3. Round up to the next whole percent if necessary. Ex. 0.45%=1%

For example: If you have 10 board members and 5 are WMD, the calculation would be $(5/10) \times 100 = 50\%$

Role	Number of WMD Staff	Percentage of WMD Staff	Types of Diversity	Number of Total Staff in Role
Staff				
Governing Board/ Executives				
Management/ Supervisors				
All staff - 10-20%: 2 Points Awarded. - 21-30%: 4 Points Awarded. - 31-40%: 6 Points Awarded. - 41-50%: 8 Points Awarded. - 51%+: 10 Points Awarded. - 0-9%: 0 Points Awarded.	Governing Board/Executives - 1-10%: 5 Points Awarded. - 11-20%: 7 Points Awarded. - 21-30%: 9 Points Awarded. - 31-40%: 11 Points Awarded. - 41%+: 13 Points Awarded. - 0%: 0 Points Awarded.	Supervisors/Managers - 1-10%: 4 Points Awarded. - 11-20%: 6 Points Awarded. - 21-30%: 8 Points Awarded. - 31-40%: 10 Points Awarded. - 41%+: 12 Points Awarded. - 0%: 0 Points Awarded.		

C2D Evaluator Scoring Sheet:

1. When done with the worksheet, open the C2D Scoring Sheet Excel document.
2. Only add the Maximum Technical Score.
3. The "Actual Score" will be calculated once everything is entered.

Note: Do not change the scoring on this page.

If the worksheet is not scoring correctly, please hover over each cell with a purple corner. A comment should appear containing the formula. Copy and paste the formula back into the cell. If no comment appears, please re-download the worksheet from the Commitment to Diversity website.

Commitment to Diversity Score Sheet v.24.7				Vendor	Vendor Name
I. BEP Goal Compliance	Max Points	Actual	Comments	Date	8/1/2024
Goal Met/Waiver Supplied		5	Vendor met 20% BEP Goal with ACME Corp.	Evaluator	Evaluator 1
II. Diverse Contracts/Subcontracts	Max Points	Actual	Comments	Bid#:	B-12345
Has at least 1 WMD Contract/Sub	10	10	Two confirmed contracts with women-owned African American owned business.		
III. % of Spend	Max Points	Actual	Comments		
Greater than 0	10				
1%	15	20	Hosted a fundraiser, sponsored a scholarship, and supported an incubator.		
2% +	20				
IV. # of Hours	Max Points	Actual	Comments		
1-8 hours	10				
9-16 hours	15	15	Provided event flyer and references for their help with grant applications, fundraiser, and their time on a school		
17+ hours	20				
V. DEI Policies	Max Points	Actual	Comments		
Supplied & Actionable	10	10	They provided a snapshot of their policy.		
VI. Percentage of WMD Total Staff	Max Points	Actual	Comments		
10-20%	2				
21-30%	4	4	30% of staff were WMD.		
31-40%	6				
41-50%	8				
51+%	10				
VI. % WMD Governing Board/Executive staff	Max Points	Actual	Comments		
0%	0				
1-10%	5				
11-20%	7	13	Had women on the board.		
21-30%	9				
31-40%	11				
41+%	13				
VI. % WMD Supervisors/Managers	Max Points	Actual	Comments		
0%	0				
1-10%	4				
11-20%	6	8	Had women and persons with disabilities in a management role.		
21-30%	8				
31-40%	10				
41+%	12				
Total Points	Max Points	Actual			
	100	85.00			
Total Percent	Max Points	Actual			
	100%	85%			
Maximum Technical Score		566			
Actual Score		96.22			

PLEASE FILL OUT SHEET 1 "C2D Scoring Worksheet" FIRST. All information entered will transfer over to this page. The ONLY thing needing to be entered in this page is the Maximum Technical Score.

← Only enter the Maximum Technical score here

Scoring Sample

I. BEP Goal Compliance:

Vendor Submission:

- BEP Goal met
- Good Faith Effort Waiver
- Self-fulfilling
- Bid has no BEP Goal

Verification:

- List of vendors and % goal met
- U-Plan
- Bid has no BEP Goal - No Verification Needed
- Copy of Good Faith Effort Waiver

Agency Scoring Worksheet:

Factor Answer	Potential Points	Actual Points
BEP Goal Met/Good Faith Effort Waiver/Self-fulfilling/No BEP Goal on Procurement	5	5
Not answered/Answered no/Not Verified	0	

Verification Approved:

- List of vendors and % goal met
- U-Plan
- No BEP Goal - No Verification Needed
- Copy of Good Faith Effort Waiver

Comments:
<i>Vendor met 20% BEP Goal with ACME Corp.</i>

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

Vendor Submission:

Contract Purpose	Vendor	Type of Diversity	Address	Phone/Email	Length of Contract	Cost	Percentage of Overall Spend
Auto Parts	Sanford and Son	African American Owned	1972 Antique, Wyalusing, PA 18853	Lamont.Sanford@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%

Verification:

- Receipts
- Contracts
- References

Agency Scoring Worksheet:

Factor Answer	# Contracts	Potential Points	Actual Points
Contracted/Subcontracted (outside of BEP Goal)	+1	10	10
No Contracts/Subcontracts (outside of BEP Goal)	0	0	

Verification Approved:

- Receipts
- Contracts
- References

Comments:
<i>Two confirmed contracts with women-owned African American owned business.</i>

III. DEI Spend:

Vendor Submission:

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

Verification:

- Proof of Transaction
- Receipts
- Contracts
- Purchase Description
- Flyer
- References
- Other _____

Agency Scoring Worksheet:

# DEI Spend Items	Total Percentage	Potential Points		Actual Points
3	2%	0%	0	20
		Greater than 0% (ex: 0.01% - 0.9%)	10	
		1%	15	
		2% +	20	

Verification Approved:

- Proof of Transaction
- Receipts
- Contracts
- Purchase Description
- Flyer
- References
- Other _____

Comments:
<i>Hosted a fundraiser, sponsored a scholarship, and supported an incubator.</i>

IV. DEI Time:

Vendor Submission:

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	2 hrs.	Had employees volunteer at an event fundraising for The Center for Developmental Disabilities Advocacy and Community Supports.

Verification:

- Timesheet
- Event Flyer
- References
- Event Emails/pages
- Other _____

Agency Scoring Worksheet:

# DEI Hours Items	Total Hours	Potential Points		Actual Points
3	9	0 hours	0	15
		1-8 hours	10	
		9-16 hours	15	
		17+ hours	20	

Verification Approved:

- Timesheet
- Event Flyer
- References
- Event Emails/Pages
- Other _____

Comments:
<i>Provided event flyer and references for their help with grant applications, fundraiser, and their time on a school board.</i>

V. DEI Policies:

Vendor Submission:

- Yes, we have actionable DEI Policies.
- No, we do not have actionable DEI Policies.

Verification:

- Screenshot of DEI policies from website
- Attached policies

Agency Scoring Worksheet:

Factor Answer	Potential Points	Actual Points
Actionable DEI policies provided	10	10
No actionable DEI policies provided	0	

Verification Approved:

- Screenshot of DEI policies on website
- Attached policies

Comments:
<i>They provided a snapshot of their policy.</i>

VI. Diversity in Staffing

Vendor Submission:

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

Verification:

- Attached staff list including role and diversity type
- Attached EEO Form

Agency Scoring Worksheet:

Total Percentage of WMD Staff	Potential Points		Actual Points
30%	0-9%	0	4
	10-20%	2	
	21-30%	4	
	31-40%	6	
	41-50%	8	
	51+%	10	

Comments:
30% of staff were WMD.

Total Percentage of WMD Governing Board/Executives	Potential Points		Actual Points
43%	0%	0	13
	1-10%	5	
	11-20%	7	
	21-30%	9	
	31-40%	11	
	41+%	13	

Comments:
Had women on the board.

Total Percentage of WMD Supervisors/Managers	Potential Points		Actual Points
25%	0%	0	8
	1-10%	4	
	11-20%	6	
	21-30%	8	
	31-40%	10	
	41+%	12	

Comments:
Had women and persons with disabilities in a management role.

Verification Approved:

- Attached staff list including role and diversity type
- Attached EEO Form

Final Scoring Action:

Total Points	Max Points	Actual
	100	85.00
Total Percent	Max Points	Actual
	100%	85%
Maximum Technical Score		566
Actual Score		96.22

← Only enter the Maximum Technical score here

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 to increase their capacity, grow revenue, and enhance credentials.

Business Spend: Percentage of spend from the 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.

Calendar Year: As used by the State of Illinois, the fiscal year starts in July. However, for our purposes, we refer to and utilize the calendar year, which begins in January, to determine the prior year.

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 the 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 the 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.

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 the 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: A framework for achieving objectives and process guidelines.

Senior Executives: Owner, 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 the 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.