**Who is supposed to follow up with references?**

Evaluators should be able to check the attached documents for written references. No one should be required to call or email.

**What if there are no verification documents provided?**

The points cannot be rewarded if no verification documents are provided to support the offeror's claims. If the verification box is checked, but the document was not attached, it will not count.

**What if they provide a verification document that is not on the list?**

It is up to the evaluator's discretion to determine if the document adequately supports the offeror's claims.

**What if there is no BEP Goal?**

If the bid does not have a BEP goal, 5 points should be automatically awarded.

**I accidentally deleted the formula on the score sheet; what do I do?**

Each calculated number has the scoring formula copied in the comments. Copy and paste it back into the formula bar. Alternatively, a new scoring sheet can be downloaded to replace the defective one.

**The vendor claims they provided verification, but I cannot find it.**

If the verification box is checked, but the document is not included in the zip file/pdf portfolio, it does not receive the points.

**How can I trust the verification provided?**

The vendor is responsible for ensuring that their verification is accurate and honest. If challenged, it will be their obligation to prove the document's validity.

**What if they reference LBGTQ as a minority?**

Currently the commitment to diversity will be defining minority as 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).

**Can DEI Time be compensated?**

Yes. Even if the offeror was paid for their time doing a DEI-qualified activity, it can count towards their hours.

**For calculations of managers and executives' staff, is that percentage against all staff or out of managers/executives?**

The percentage is against the managers and executives. For example, if you have five managers and one qualifies as WMD, your percentage would be 20%.

**Are contracted workers included in all staff?**

No. Contracted staff should not be included in total or WMD counts.

**Does the company owner count as an executive?**

Yes. Executive roles include owners, chief executive officer, chief operating officer, chief financial officer, president, vice president, director, and chair.

**What is a failed event?**

If a DEI event was planned but suffered poor turnout, didn't raise fund goals, or was canceled due to unforeseen circumstances, points will still be awarded for the time and money spent.

**What is the difference between an actionable and overarching policy?**

An overarching policy would be a company’s philosophies, defined culture, and high-level aspirations, while an actionable policy would be about the framework for achieving objectives and process guidelines.

**Can I provide a phone number or email for reference?**

No. References may not respond, or phone numbers/emails get put in incorrectly. A written reference helps ensure an offeror's claims will be fairly verified.

**If a staff member qualifies as more than one category (ex: woman and minority), can I count them twice?**

No, they would still be one out of your total number. For example, if you have an African American woman on your staff, that will count as one out of the total.

**How do I find my commitment to diversity scores?**

One can view the procurement scoring by submitting a Freedom of Information Act (FOIA) request to [EEC.LegalStaff@illinois.gov](mailto:EEC.LegalStaff@illinois.gov).

**Is this applicable to ALL procurements in Illinois, regardless of agency?**

Yes. Any procurement that is under CPO General Services and has an RFP will have a commitment to diversity factor.

**Is the staff diversity just the staff for the proposed project or the whole vendor organization?**

The staff numbers should be for the organization’s entire staff (excluding contractors).

**If we do not have employee IDs as a practice, can we use employee names when providing 'Diversity in Staffing' proof?**

Please do not submit any personally identifiable information of employees. If your organization does not use IDs, you may use initials or numbering (ex: Employee 1, Employee 2).

**Are the points all or nothing in each category?**

Categories I and II have all-or-nothing scoring (pass/fail). Category III, IV, V, and VI award on a scoring scale.

**To ensure consistent, thorough evaluations of Commitment to Diversity forms, is your agency considering requiring training or sign-off on relevant training for agency staff?**

We have provided agencies with guidance packets and training videos. We also are available for kick-off meetings, scheduled trainings, and questions during the process.

**Can the salary cost of an employee managing DEI be counted towards the DEI spend?**

If the organization has an employee that manages DEI initiatives, they may list them under spend, however, they will need to submit the employee’s job description. If their job consists of duties outside of DEI, they will need to state what percentage of their job is dedicated to DEI and only use that percentage of the salary towards the spend category.

**For large organizations (100,000+ employees) how would you recommend sharing staff diversity verification, time verification, and spend verification without excessive pages?**

Larger organizations will still need to submit their employee roles. This submission will only require a unique identifier for the employee, gender, ethnicity, and role. As for time and spend DEI is very specific, and likely even larger organizations will not have an overabundance to submit. But if they do and they have too many documents to work through they can aim to submit enough time to equal 17 hours and enough spend to equal 2% to get the maximum points.

**Why can’t I edit the scores on the summary page?**

The sheet is protected to prevent accidental deletion of formulas. Input your scores on the worksheet page to display them in the summary.

**What if I can’t see my whole comment on the summary page?**

Because the sheet is locked, the cells cannot expand to accommodate particularly long comments. You can refer to the worksheet page to read the full comments or contact me and I can show you how to unlock, expand cells, and then re-lock them.

**The scoring is not calculating correctly.**

Hover over every cell with purple in the corner. A comment should appear with the formula. Copy and paste it back into that cell. If you do not see a comment, re-download from the Commitment to Diversity Website.

**What is the math exactly?**

The total score was set to 100 to simplify the math.

Let's assume an offeror received 100 points, which equates to 100%.

We then calculate 100% of 20% of the maximum technical score for that procurement, let's say it's 500.

100% x 20% x 500 = 100

So, 100 is 20% of 500