



# COMMITMENT TO DIVERSITY VENDOR ANSWER SHEET

**Vendor:**

**Date:**

**Bid # -**

## 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 Efforts Waiver for this procurement? **If there is no BEP goal the 5 points will automatically be awarded.**

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

### Verification:

- List of vendors and % goal met
- U-Plan
- Copy of Good Faith Efforts 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 within 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 identified in the table
- Attached contracts



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## 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, if not identified in the table
- Attached receipts
- Attached loan contracts
- Attached purchase description
- Attached fundraiser flyer
- Attached references
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_



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## 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.

Activity	Date	Hours	Description

- Verification:**
- Attached list, if not identified in the table
  - Attached references
  - Attached event emails/pages
  - Attached event flyer
  - Other \_\_\_\_\_

## V. DEI Policies

Vendor 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



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## 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 including 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: \_\_\_\_\_



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## 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 Efforts 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:		