



Good Faith Effort Contract Renewal Waiver Request Form

No vendor shall be eligible for renewal of a contract when that vendor has failed to meet the goals agreed to in the vendor's utilization plan unless the State agency has determined that the vendor made good faith efforts toward meeting the contract goals and has issued a waiver or that vendor is not otherwise excused from compliance by the chief procurement officer in consultation with the purchasing State Agency. 30 ILCS 500/20-60(f).

Requesting Agency	SBE - State Board of Education		
Original Contract BidBuy PO Number	6484	Renewal Contract BidBuy REQ Number	93980

Section I - General Information

Project Title	Youth Risk Behavior Survey
Vendor	ICF Macro

Section II - BEP Commitment

Contract commitment means that the contractor will make a good faith effort to use the BEP subcontractors as described in the Utilization Plan.

Provide the current term notice of award dollar amount, the current term contract actual spend, and the proposed renewal notice of award dollar amount.

Current Term Notice of Award Amount (\$)	\$90,374	Current Term Contract Actual Spend (\$)	\$22,593.50	Proposed Renewal Notice of Award Amount (\$)	\$69,202.00
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Provide current term BEP contract commitment percentage, the actual achieved current term BEP contract commitment percentage, and the proposed renewal BEP contract commitment percentage. The actual achieved current term BEP contract commitment percentage is based on the current term actual spend.

Current Term BEP Contract Commitment (%)	20	Current Term BEP Contract Commitment Actual (%)	0	Proposed Renewal BEP Contract Commitment (%)	20
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List the names of all BEP subcontractors identified on the Utilization Plan. For each BEP subcontractor listed, provide the commitment percentage, the actual achieved commitment percentage, and the actual achieved commitment dollar value.

BEP Subcontractor Name	Commitment Percentage	Commitment Percentage Actual	Commitment Value Actual (\$)
Banner Personnel Services	20	0	0

Add Row	Delete Row
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Section III - Contract Description

Provide a brief description of the current term contract supplies or services:

The Youth Risk Behavior Survey (YRBS) is a survey conducted by the state under the direction of the CDC through an award from the CDC to promote adolescent health and evaluate implementation of improved sexual health education in selected "priority" schools. The YRBS also provides information about adolescent students' behaviors in 8 other areas of adolescent life, such as nutrition, physical activity, safety, tobacco, drug and alcohol use, and emotional health. Such information is shared with other state agencies to inform policies and practices. Surveys are conducted in the Spring of odd numbered years. In even numbered years, the vendor will be responsible for executing the YRBS Profiles. The YRBS Profiles is administered to a CDC randomly drawn sample of Illinois high school and middle school principals and lead health teachers. It asks questions such as health education topics and grades they are taught in; policies or procedures in place for provision of health services to students; credentialing of health teachers. The vendor shall also provide to ISBE materials (documents, slides, social media samples, flyers, etc.) that ISBE may use in order to disseminate findings of the YRBS and Profiles.

Section IV - Good Faith Effort

Describe the actions that the vendor took which constitute a good faith effort in performance of the current term of the contract, to meet the BEP commitment described in the Utilization Plan:

ICF met the 20% BEP goal during the initial term of the contractual agreement which was the date of execution (2/13/2019) through 6/30/2020. The amount required to be paid to the BEP subcontractor for the initial term of the contractual agreement was \$15,913.25. ICF exceeded this requirement by paying the BEP subcontractor (Banner Personnel Services) \$20,733.83 during the initial term of the contractual agreement. This illustrates the vendor's solid commitment to BEP. The Youth Risk Behavior Survey was scheduled to be released during the Fall of 2020 (Fiscal Year 2021). Due to the COVID 19 pandemic, ISBE pushed the release of the survey to the Fall of 2021 (Fiscal Year 2022). The vendor simply had no work for their BEP subcontractor since site visits were not allowed due to COVID. During the current contract term ICF Macro has been working on completing all of the prep work in anticipation of the release. Since there was no survey release during the current contract term there was no need for ICF to use the BEP vendor Banner Personnel Services in their contractual agreement. Banner Personnel Service, who will be utilized in FY22 (which would suggest that the vendor will meet the BEP goal again in FY22), identifies and hires 3 candidates across the state of Illinois to conduct the Youth Risk Behavior in odd fiscal years of the contractual agreement. There should be no issues with vendor meeting the BEP goal % as site visits will be allowed in order for the subcontractor to do its work. While the survey can be administered online, such administration must occur at a school's physical location; therefore, the vendor could not be utilized, nor the survey administered during the Spring of 2021. Due to this, ISBE has amended the current contract with ICF Macro to reduce the amount payable to the vendor to \$45,187.00. The amount in the initial contract term is anticipated being spent in FY22 and the reduction is attributable to COVID in FY21. ISBE does not anticipate any more delays in the administration of the survey. The vendor has provided a formal letter detailing engagement with BEP subcontractor and how the vendor has a reasonable and sensible plan moving forward. If the FY22 renewal is executed as proposed and YRBS field data collection in schools occurs in fall 2021 as planned, subcontracting spending will resume in late 2021 and the BEP goal will be met for FY22. Ultimately, BEP subcontracting was not required for each term of this contract, only for the terms where the survey is conducted. In the future, ISBE will design the deliverable of the contract to include the BEP vendor in a more uniform manner than limit their use to specific terms of the contract or at certain points of the contract.

ISBE takes its commitment to achieving BEP goals seriously in this contract and in extending opportunity to the BEP community



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Describe in detail the impact to the State if this renewal is not approved?

Section V - State Agency Head Signature

A vendor's failure to meet the BEP contract commitment in its contract is a breach of contract. A vendor's BEP contract commitment is a material term of the contract. It is the State's public policy to promote and encourage the economic development of firms certified by the Business Enterprise Program and that these firms participate in the State's procurement process as both prime and subcontractors. The vendor's actions to meet the BEP contract commitment constitute a good faith effort. Despite the failure to satisfy State policy to meet contract goals with BEP subcontractors, I believe that the agency's need for the contract renewal outweighs the State policy.

The State Agency Head's signature cannot be delegated or signed by a designee.

State Agency Head Signature

Printed Name Title Date