

Request for Proposal of Evaluation of Employment for the County of Champaign

RFP NO. 2025-005

Issue Date:

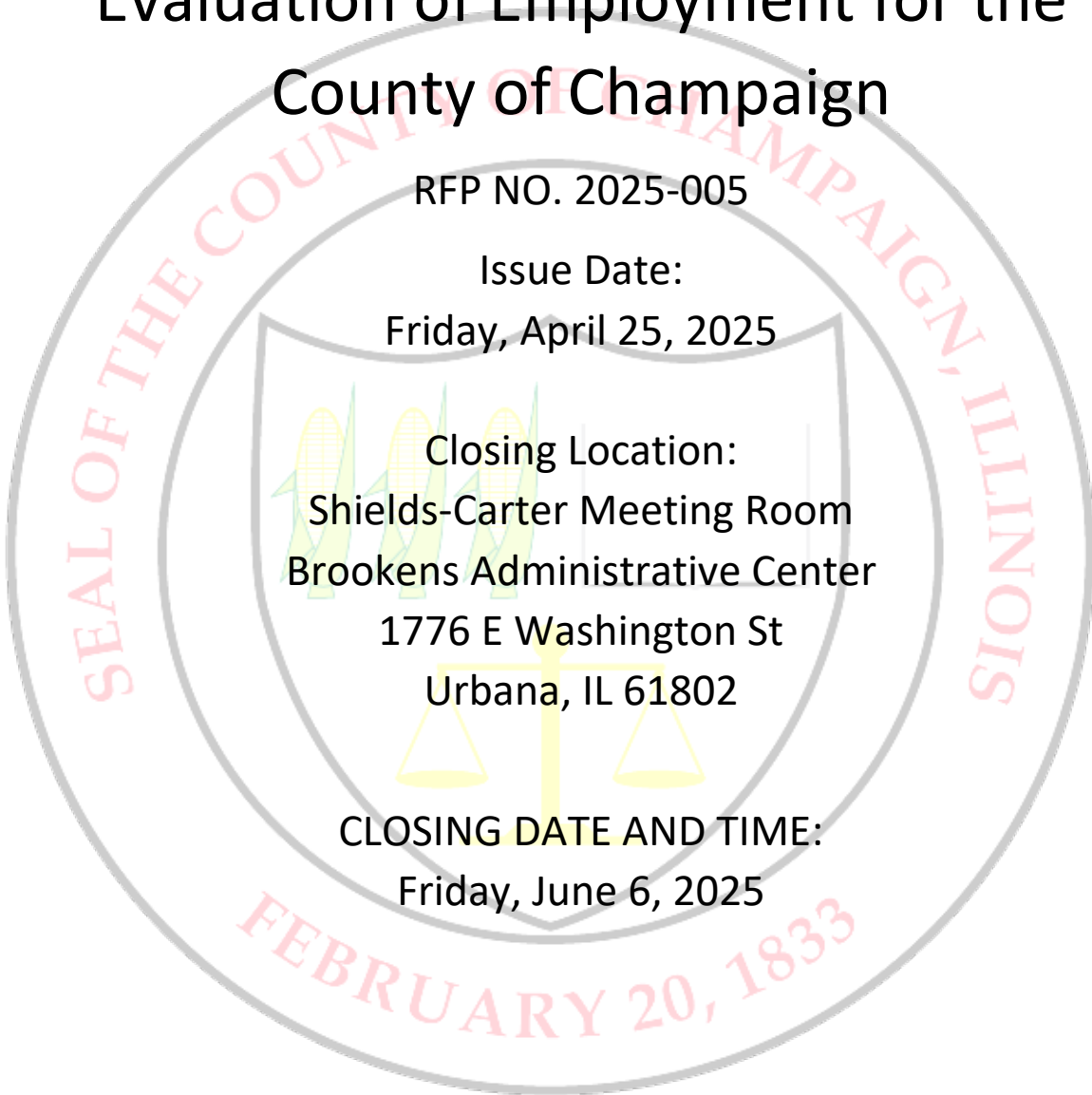
Friday, April 25, 2025

Closing Location:

Shields-Carter Meeting Room
Brookens Administrative Center
1776 E Washington St
Urbana, IL 61802

CLOSING DATE AND TIME:

Friday, June 6, 2025



Request for Proposal
of Evaluation of Employment Accessibility
for the County of Champaign

RFP NO 2025-005

GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals.

The County is comprised of 998 square miles, and 88.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County also has a County Executive serving as an executive branch of government in cooperation with the County Board as the legislative branch.

The county's population for the 2020 Census was 205,865, representing growth of 2.4% since the 2010 Census. This places Champaign County as the 10th largest county in the State of Illinois. Champaign County is part of the Champaign–Urbana, IL Metropolitan Statistical Area.

More information about the demographics and makeup of the County can be found here - <https://www.unitedwaychampaign.org/sites/unitedwaychampaign/files/United%20Way%20of%20Champaign%20County%20Community%20Report%202023.pdf>

The County has approximately 500 employees, excluding the Regional Planning Commission. Most employees provide direct customer contact daily in a variety of capacities. The County is made up of multiple departments and offices, offices that are operated by an elected official have autonomy over their hiring practices. The County seeks to establish a more diverse and inclusive workforce and considers this request of proposal for evaluation of employment with the County as a first step in that process.

The County will consider proposals that do not include all the required services if the proposal demonstrates an expertise in a specific portion of the request. In this scenario, the contract will be split among multiple bidders.

SCOPE OF SERVICES

At the completion of the project, the County expects:

1. As comprehensive (as possible based on data available) historical view of County hiring, promotion, termination, and wage based on EEO categories.
2. Identification of trends in hiring, promotion, termination, and wages based on EEO categories.
3. Analysis of trends based on union versus non-union status.
4. Suggestions for improved data collection going forward on EEO categories for the County.
5. An analysis of accessibility of its entire hiring process based on accessibility needs of EEO categories.
6. Documented examples of barriers in the County's hiring processes based on the accessibility needs of EEO categories.
7. Examples of and best practices from other government entities with highly accessible hiring processes.
8. Concrete proposals for changes, short/long term, for making the County hiring process more accessible to all applicants.

QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Experience working with other units of government of comparable size or larger is recommended although not required

TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection of a broker and award of contract on or about August 21, 2025.

Date	Event
Friday, April 25, 2025	Request for Proposal Posted
Friday, June 6, 2025	Proposals Due by 1pm CST, names of respondents read aloud
Monday, June 9, 2025	Proposals Opened at 2PM – Shields-Carter Meeting Room, Brookens Administration Center, 1776 E Washington St, Urbana, IL
Tuesday, August 12, 2025	Policy, Personnel, & Appointments Committee Review Recommendation by RFP Review Committee
Thursday, August 21, 2025	County Board Approval of Contract with Awarded Company

INSTRUCTIONS FOR RFP SUBMISSION

By submitting a proposal, the respondent represents that they have:

- Thoroughly examined and become familiar with the scope of services outlined in this RFP; and
- Are capable of performing quality work to achieve the County's objectives.

The following information must accompany your proposal:

- Firm profile, including the size of firm, full suite of services offered by the firm, office location(s), years in business, and previous names, if any

- Outline of number and nature of the professional staff to be assigned to the County, including a brief resume for each key person listed, as well as their experience and training
- Narrative detailing the firm's experience in assisting similar size entities, including any and all services for government agencies
- General outline of how the firm will complete the scope of services outlined in the RFP
- List of at least three (3) references where and when your firm provided similar services. Please provide names, e-mail addresses and telephone numbers of contact persons for each reference.
- List of litigation, outstanding judgments and liens where any member of the firm or firm salesperson was involved over the past five (5) years
- Proposed fee schedule

All proposals shall be submitted electronically by email to Michelle Jett, Director of Administration for the County Executive, at mjett@champaigncountyil.gov. All emailed proposals must be clearly marked with "RFP 2025-005" at the beginning of the subject line.

ALL PROPOSALS MUST BE RECEIVED BY Friday, June 6, 2025, 1PM CST.

SELECTION CRITERIA

Selection of a firm will be made based on the following criteria:

- Ability of the respondent(s) to meet or exceed the requirements defined in the RFP
- Experience, qualifications and references
- Fee schedule
- Completeness of response to RFP as outlined in this solicitation
- Any other matter that County staff deems to be in the best interest of the County

MBE/WBE/DBE and veteran-owned firms are encouraged to apply.

RFP CONTRACTUAL AGREEMENT AND RIGHTS

1. Champaign County will be referred to as "County" for the purposes of this document.
2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter "RFP").
3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will be go unconsidered.
7. Champaign County shall not be responsible for unidentified proposals.

8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder's sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.
10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as "Confidential" any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 et seq. (the Freedom of Information Act). If any part of a submission is designated as "confidential", the bidder must attach to that part a detailed explanation of how this information fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding 'proposals and bids' when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.
12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
14. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
15. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year

commencing January 1st and terminating December 31st of each year. For the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. If an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”

16. Failure to submit all required information may be determined as a non-responsive proposal.

17. Notice of Award will be posted on Champaign County’s website at www.champaigncountyil.gov.

