



**DATE: January 28, 2020**

Joliet Junior College  
 1215 Houbolt Road  
 Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Cultural Competency/Cultural Sensitivity Training  
**JJC PROJECT NO.:** R20008

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

**Revised RFP Schedule:**

Date (2020)	Event
<b>January 31, 2020 @ 12:00 p.m. CST</b> <b>Deadline Extension</b>	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q & A section.
<b>February 3, 2020 @ 4:30 p.m. CST</b>	Responses to questions will be addressed through the ESM sourcing solutions tool under the Q & A section.
<b>February 11, 2020 @ 2:00 p.m. CST</b> <b>Deadline Extension</b>	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.
<b>February 12-15, 2020</b>	JJC Evaluation Team reviews proposal
<b>Week of February 24, 2020</b>	Presentations by top short-listed firms
<b>March 12, 2020</b>	Notification of Award

**Responses to questions received will be posted to the Q&A section of this event within the ESM sourcing tool.**

**Revised Scope of Work:**

Joliet Junior College is requesting proposals from individual consultants, businesses, or consulting firms with experience in diversity and inclusion, human resources, organizational development and training to develop and provide an in-person cultural competency training program for all college employees.

The College desires for the vendor to work with JJC to provide a training and implementation plan over a one to two year period, for the following employee groups:

- Managers/supervisors (approximately 175)
- Faculty/staff (approximately 800)

The College desires for the vendor to develop a sustainability plan using a train-the-trainer approach after the initial training has been completed.

Some potential topics to be covered include:

- Valuing diversity
- Being culturally self-aware
- Cultural awareness and understanding,
- Sensitivity
- Intersectionality
- Topics specific to JJC, such as:
  - Cultural awareness/sensitivity in international travel/communication situations
  - “Identity” among student, faculty and staff groups and how identity relates to cultural knowledge

The College desires to work with a vendor who can provide cultural competency and sensitivity training program options, but also provide methodology for the College to utilize in expanding diversity and inclusion training efforts and to carry forward recommendations from the vendor/consultant.

Please also be sure to include the following information within your proposal:

- Cultural competency component that addresses accountability (not a video with questions)
- Pre- and post- testing methods for assessment and approach for building into the program how to further assess diversity outcomes
- Delivery and modality of the training: online, accessible, etc.
- Use of technology within the training and how it will partner with our existing learning system
- Approach to support the college in handling sensitive topics and change management
- Vendor statistics and data from other organizations worked with

The College desires to work with a vendor who has applicable experience to our industry (i.e. higher education) and can assist with achieving the goals and objectives outlined in the Joliet Junior College Diversity, Equity, and Inclusion Plan. The vendor’s proposal must include a sample of the training, including objectives, topics covered and learning outcomes.

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reodus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature