

---

## Questions and Answers

**Entity Name:** Joliet Junior College  
**Event Number:** 3176  
**Event ID:** R20008  
**Event Name:** Cultural Competency/Cultural Sensitivity Training  
**Requested By:** Roxanne Venegas  
**Created By:** Roxanne Venegas  
**Due By Date:** 02/11/2020 02:00 PM Central Time  
**Q&A Cutoff Date:** 01/31/2020 12:00 PM Central Time  
**Assigned Commodities:** 918-38 Education and Training Consulting; 918-32 Consulting Services (Not Otherwise Classified); 208-66 Professional: Computer Training, Hospital/Pharmacy, Legal, etc.; 209-67 Professional: Hospital/Pharmacy, Legal, Computer Training, etc.; 924-35 In-Service Training (For Employees); 924-16 Course Development Services, Instructional/Training  
**Public Responses:** Yes  
**Display Awardee:** Display  
**Posting Board Expiration:**  
**Event Status:** Ready for Responses

---

Question 1  
Status: Replied

Question Submitted By:  
Anonymous, 01/26/2020 10:07 PM CT

1. Can you estimate how many classes you have monthly? Are the classes during the day, evenings or weekends?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:32 PM CT

We currently offer no cultural sensitivity courses for employees. Our goal is to offer training sessions during normal business hours and evenings.

---

Question 2  
Status: Replied

Question Submitted By:  
Anonymous, 01/27/2020 10:45 AM CT

Is it possible to view a copy of JJC's Diversity, Equity and Inclusion Plan

Response from:

---

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:33 PM CT

Joliet Junior College's diversity, equity and inclusion plan is available online at:  
[https://www.jjc.edu/sites/default/files/PDFs/Board%20of%20Trustees/Diversity%2C%20Equity%20and%20Inclusion%20Plan%20FY\\_2020-2023.pdf](https://www.jjc.edu/sites/default/files/PDFs/Board%20of%20Trustees/Diversity%2C%20Equity%20and%20Inclusion%20Plan%20FY_2020-2023.pdf).

---

Question 3

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 10:47 AM CT

#6 Responses to addendum, can you please refer us to where the addendum is located?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:33 PM CT

The addendum is posted in the attachments section of this event.

---

Question 4

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 10:49 AM CT

#4 Profile of the Vendor - Does the word process refer to the RFP process or the design and delivery process?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:34 PM CT

This refers to the design and delivery process.

---

Question 5

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:09 PM CT

Will you accept non-audited financial statements?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:36 PM CT

Yes, we will accept non-audited financial statements. If preferred, respondents may choose to wait to provide this information if awarded the contract.

---

Question 6

Status: Replied

---

Question Submitted By:

Anonymous, 01/27/2020 01:11 PM CT

Please provide specific content areas to complete this RFP.

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:37 PM CT

Some potential topics to be covered include: Why this topic matters and the impact it has on community and business (college for JJC); Valuing diversity; Being culturally self-aware; Cultural awareness and understanding; Sensitivity; Intersectionality

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:40 PM CT

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; In addition, we are interested in content areas that you recommend for our employee groups.

---

Question 7

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:15 PM CT

What various shifts and locations will need to be accommodated?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:41 PM CT

JJC has employees on campus 7 days a week, 24 hours a day. Due to the varied shifts, we are interested in holding our training sessions during normal business hours and evenings. We have six campus locations: Main Campus (Joliet, IL), City Center Campus (Joliet, IL), Romeoville Campus, Weitendorf Agricultural Center, Frankfort Education Center and Morris Campus. You can find more information regarding the specific locations by going to <https://www.jjc.edu/about-jjc/locations>.

---

Question 8

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:27 PM CT

Would JJC's Diversity, Equity and Inclusion Plan be provided?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:41 PM CT

Joliet Junior College's diversity, equity and inclusion plan is available online at:  
[https://www.jjc.edu/sites/default/files/PDFs/Board%20of%20Trustees/Diversity%2C%20Equity%20and%20Inclusion%20Plan%20FY\\_2020-2023.pdf](https://www.jjc.edu/sites/default/files/PDFs/Board%20of%20Trustees/Diversity%2C%20Equity%20and%20Inclusion%20Plan%20FY_2020-2023.pdf).

---

Question 9

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:28 PM CT

Can JJC provide any trainings/events/ exposure this audience might have had to date on these topics?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:41 PM CT

This audience has not received any formal training on diversity and inclusion or cultural competency here at JJC.

---

Question 10

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:29 PM CT

What are intended outcomes or impacts of this initiative?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:42 PM CT

The intended outcome for the Cultural Competency/Cultural Sensitivity Training is to have all JJC employees develop an understanding of race, gender, and culture from different perspectives resulting in better working relationships and campus climate. We want our employees to have an open and safe space where conversations around race, identity, culture, etc. can take place to foster understanding and communication.

---

Question 11

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:30 PM CT

Is the desire for there to be audience specific designs? For example: One design specific for Managers & Supervisors and One design for Faculty/Staff?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 01:42 PM CT

All employees will receive the same Cultural Competency/Cultural Sensitivity Training. However, it may be good to share some individual contributor as well as leadership aspects around supporting training and handling matters that may arise as a leader.

---

Question 12

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:30 PM CT

---

Has JJC worked with a DEI consultant before? If so, will the incumbent be participating in the bidding process?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:23 PM CT

Yes, JJC has previously worked with a diversity, equity and inclusion consultant. This is a public RFP process open to any firm that chooses to submit.

---

Question 13

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:31 PM CT

Who will be the internal client contact once the vendor is chosen?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:23 PM CT

The internal client contact will be the Special Assistant to the President.

---

Question 14

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:33 PM CT

How many employees would JJC be interested in certifying in the train-the-trainer program?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:25 PM CT

JJC would be interested in certifying 16-20 employees in the train-the-trainer program.

---

Question 15

Status: Replied

Question Submitted By:

Anonymous, 01/27/2020 01:33 PM CT

is it possible to be provided with student and employee demographic information?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:26 PM CT

You can access JJC student and employee demographic information by visiting our college dashboards located at: <https://www.jjc.edu/about-jjc/institutional-research-effectiveness/institutional-research>

---

Question 16  
Status: Replied

Question Submitted By:  
Anonymous, 01/27/2020 01:36 PM CT

Is there a budget in place for this training initiative?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:26 PM CT

We do not have a specific budget for this training. Being a state-funded, public institution, we must be fiscally responsible.

---

Question 17  
Status: Replied

Question Submitted By:  
Anonymous, 01/27/2020 02:42 PM CT

Has the College conducted diversity training in the past? If so, how long ago what the training conducted? What was the nature of the training? Who was trained?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:26 PM CT

The college has not yet conducted any formal diversity training. We offer a discrimination in the workplace online video module that is required as part of our mandatory annual training; however, there have been no in-person diversity trainings conducted for all employees.

---

Question 18  
Status: Replied

Question Submitted By:  
Anonymous, 01/27/2020 02:43 PM CT

Does the college have a system to register and track training for faculty, staff, managers and supervisors?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:27 PM CT

The college can utilize our internal portal for registration and tracking attendance. Our LMS, Canvas, can track attendance for online participation.

---

Question 19  
Status: Replied

Question Submitted By:  
Anonymous, 01/28/2020 04:02 PM CT

---

Please provide the specific topics, objectives and duration (2 hour, 4 hour, etc.) you need for each training class.

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:28 PM CT

Some potential topics to be covered include: Why this topic matters and the impact it has on community and business ( college for JJC); 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; In addition, we are interested in content areas that you recommend for our employee groups.

---

Question 20

Status: Replied

Question Submitted By:

Anonymous, 01/28/2020 04:02 PM CT

What modality will the training classes be delivered – instructor led, VILT , online?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:28 PM CT

The training classes will primarily be instructor led but the college is open to alternative modalities.

---

Question 21

Status: Replied

Question Submitted By:

Anonymous, 01/28/2020 04:03 PM CT

Please provide detail on JJC use of technology, LMS, or other need for integration of course content developed by vendor. Can the LMS support pre and post assessments?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:28 PM CT

The campus currently uses Canvas as our LMS. While we are expecting the initial training to be instructor led, we are open to using our LMS for future trainings and assessment. Canvas does support pre and post assessments.

---

Question 22

Status: Replied

Question Submitted By:

Anonymous, 01/28/2020 04:03 PM CT

Please elaborate on bullet point “cultural competency component that addresses accountability”. What response or outcome are looking for with vendor support of this statement?

Response from:

Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:28 PM CT

In addition to the content to be included in the Cultural Competency/Cultural Sensitivity Training, we are looking for additional ways to assess understanding, both qualitatively and quantitatively.

---

Question 23  
Status: Replied

Question Submitted By:  
Anonymous, 01/28/2020 04:04 PM CT

What data or statistics is JJC using to determine success of the program?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:29 PM CT

JJC is looking to see improved satisfaction of overall campus climate and employee retention, especially as it relates to diversity and inclusion. The college currently administers two climate assessments to employees and students, alternating every year.

---

Question 24  
Status: Replied

Question Submitted By:  
Anonymous, 01/28/2020 04:04 PM CT

Please describe the support needed by vendor for the change management consulting part of the project?

Response from:  
Roxanne, Joliet Junior College (rvenegas@jjc.edu), 02/03/2020 02:29 PM CT

JJC will seek guidance and support from the vendor to identify practical solutions for implementing change as it relates to diversity and inclusion throughout the college. Implementing diversity and inclusion training is new to JJC; therefore, the college is open to learning about the types of support the vendor recommends.

---