



RIVER FOREST DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP AND SUBCOMMITTEES MEETING AGENDA

A meeting of the River Forest Diversity, Equity, and Inclusion Advisory Group and Subcommittees will be held on Tuesday, July 19, 2022, from 7:00-9:00 P.M. in **Room 107*** in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

Physical attendance at this public meeting may be limited, with DEI Advisory Group officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to the DEI Advisory Group Chairpersons at deiagchair@vrf.us. You may view or listen to the meeting by participating online or via telephone. Join the meeting at

MONDAY MEETINGS: <https://us02web.zoom.us/j/83702949946>

TUESDAY MEETINGS: <https://us02web.zoom.us/j/82696406447>

or call (312) 626-6799 and use meeting ID

MONDAY MEETINGS: 837 0294 9946.

TUESDAY MEETINGS: 826 9640 6447.

If you would like to participate online or over the phone, please email deiagchair@vrf.us by 4:00 PM on the day prior to the meeting with your name and the last four digits of the phone number you will be using to call in.

- I. Call to Order/Roll Call
- II. Approval of June 6, and June 21, 2022, DEI Advisory Group Meeting Minutes
- III. Public Comment
- IV. Unfinished Business
- V. New Business
 - a. General Discussion Regarding the Diversity, Equity, and Inclusion Request for Proposal
 - b. General Discussion on Scheduling and Next Steps
- VI. Confirmation of Next Meeting Dates
- VII. Adjournment

**Due to the needs of Dominican University, the room assignment may change. Signage will be posted to direct participants to the correct room if there is a change.*

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES (NO QUORUM)

June 21, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, June 21, 2022, from 7:00–9:00 P.M. in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:15 P.M. Upon roll call, the following persons were:

Present: Austin, Baird, Desorbo-Quinn, Duba-Clancy, Grant, Johnson, Johnson, Keskitalo, McGinn, Murphy, Navarro, Oates, Rogers, Shea, Szerszenowicz-Olweny.

Absent: Arauz, Bachner, Bonner, Burkett, Credi, Foster, Graham, Hartshorn, Herrman, Humbert, Iverson, Johnston, Kang, Kelly, Khaledan, Kirk, Kreisman, Nicholas, Oliver, Peavy, Macaulay, McAdams, Petrov, Papirnik, Simon.

Also Present: Elijah Bebora, Management Analyst/Deputy Clerk

II. APPROVAL OF THE JUNE 6, 2022 DEI ADVISORY GROUP MEETING MINUTES

- Voting of the minutes did not occur due to a lack of quorum

III. PUBLIC COMMENT

Chair Johnson stated that he is thankful for all those that volunteered and attended the Juneteenth flag raising and the parade. He said he participated in the Juneteenth Parade, which consisted of a two-mile walk from Randolph and Circle in Forest Park to Proviso East High School in Maywood. He also thanked members who attended the pride flag raising.

Village Administrator Brian Murphy stated that he would like to provide clarification to the group regarding the Mayors Metropolitan Caucus - University of Illinois Chicago Diversity, Equity, and Inclusion Pilot Program. He stated that when the program was initially mentioned to the group, the thought was it was a way to gather more community engagement. However, upon further review, the program is meant to be a training program for leadership in the Village organization. He and Police Chief James O'Shea will be the ones from the organization who will attend the training.

Chair Johnson stated that he expects the Request for Proposal (RFP) process to be far along by the next meeting. He encouraged members to attend the next meeting to discuss the next steps in the process.

Member Austin stated that they received several online questionnaire responses from Members. She noted that the RFP draft would be a request for a DEI work plan.

IV. UNFINISHED BUSINESS

- a. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities through Subcommittees

- Members met in their subcommittees to discuss the DEI goals and responsibilities of their respective subcommittees.

V. NEW BUSINESS

None.

VI. CONFIRMATION OF MEETING DATES

The next meeting of the DEI Advisory Group is scheduled for July 19, 2022, at 7 P.M.

VII. ADJOURNMENT

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Brian Murphy
Chairperson

Date

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES
JUNE 6, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, June 6, 2022, from 7:00–9:00 P.M. in Room 005 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:05 P.M. Upon roll call, the following persons were:

Present: Arauz, Austin, Bachner, Baird, Bonner, Credi, DeSorbo-Quinn, Duba-Clancy, Foster, Grant, Herrman, Johnson, Keskitalo, Khaledan, Murphy, Navarro, McGinn, Oates, Oliver, Peavy, Rogers, Shea.

Absent: Burkett, Graham, Hartshorn, Humbert, Iverson, Kelly, Johnston, Kang, Kirk, Kreisman, Macaulay, McAdams, Nicholas, Petrov, Simon, Szerszenowicz-Olweny.

Also Present: Elijah Bebora, Management Analyst/Deputy Clerk

II. APPROVAL OF THE APRIL 19, 2022 DEI ADVISORY GROUP MEETING MINUTES, APPROVAL OF THE MAY 2, 2022 DEI ADVISORY GROUP MINUTES (NO QUORUM), APPROVAL OF THE MAY 17, 2022 DEI ADVISORY GROUP MINUTES (NO QUORUM)

- Motion by Member Peavy to approve the April 19, May 2, and May 17, 2022, DEI advisory group minutes. Second by Member Bonner. On a voice vote, the motion passed.
- Chairperson Bachner read a land acknowledgment statement.

III. PUBLIC COMMENT

- No public comment

IV. UNFINISHED BUSINESS

- DEI Education
 - Dot Lambshead Roche addressed the group in an educational session. Members that were attending virtually were asked to read an article from the Smithsonian that was discussed later in the meeting. Members that attended in person broke into affinity groups to discuss the article.
- Subcommittee Updates
 - Employment/ Human Resources – The group last met with former Assistant Village Administrator Lisa Scheiner before her departure from the Village, on the Village’s recruitment efforts and how the Village finds diverse candidates when there are vacancies. The group stated that they would like the consultant to make an assessment of the Village’s recruitment efforts.
 - Purchasing and Suppliers – Did not meet at the last meeting.
 - RFP/ Consultant – Addressed the DEI group at large and requested that Members answer the online questionnaire they received via email by June 7th. The responses from the questionnaire will help the RFP/Consultant group with the RFP drafting process.
 - Housing – The group is gathering information on Village housing initiatives to help the group make decisions regarding affordable housing.
 - Intergovernmental Relationships – The group stated they are compiling information on other entities and groups in the area.
 - Community Outreach – Did not meet at the last meeting.

- Governance/DEI Framework – The group stated that they are focused on building a rubric for the Village Board, Committees, and Advisory Groups regarding analysis and decision-making regarding DEI. The group is also focusing on how an appointed group would add to the Village’s representative government.

V. NEW BUSINESS

None.

VI. CONFIRMATION OF MEETING DATES

The next meeting of the DEI Advisory Group is scheduled for June 21, 2022, at 7 P.M.

VII. ADJOURNMENT

The meeting adjourned at 8:46 P.M.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Brian Murphy
Chairperson

Date

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
HOUSING SUBCOMMITTEE MEETING MINUTES
JUNE 21, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group HOUSING Subcommittee meeting was held on JUNE 21, 2022 at 7:00 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:00 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
	X	GERRI HUMBERT
X		KIRK JOHNSON
	X	KENT KIRK
X		ROBERT NAVARRO
	X	MARY JANE OLIVER

Also Present: None

II. PUBLIC COMMENT

None

III. APPROVAL OF MAY 17, 2022 SUBCOMMITTEE MEETING MINUTES

The committee did not have quorum. A MOTION to approve the Subcommittee Meeting Minutes for the MAY 17, 2022 was NOT made and will carry forward to the next Subcommittee Meeting.

IV. UNFINISHED BUSINESS

Further discussion around the scope and the goals of the housing committee between Member Johnson and Navarro.

V. NEW BUSINESS

Discussion of Villages' Affordable Housing Plan and Comprehensive Plan as it relates to Housing. Member Johnson and Member Navarro discussed the following points:

- 1) Does the Village have a Housing Development Officer or other housing officer advocating for affordable housing in the village?
- 2) There is no mention of Diversity Equity or Inclusion in the Village's Comprehensive Plan. Should it be amended or updated to highlight the work of the DEI Committee?
- 3) Discussion around the goal of a Housing Development Program – the Village could purchase low-income homes to redevelop; help buyer's with financing and down payments.

VI. CONFIRMATION OF NEXT MEETING DATE

The HOUSING Subcommittee will meet again on TUESDAY, JULY 19, 2022 at 7:00 PM.

VII. ADJOURNMENT

A MOTION was made by Committee Member KIRK and SECONDED by Committee Member OLIVER to adjourn the Subcommittee meeting at 8:30 PM. On voice vote, the motion: PASSED.

___Kirk Johnson___
Subcommittee Chair

DRAFT

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
HOUSING SUBCOMMITTEE MEETING MINUTES
MAY 17, 2022

The River Forest Diversity, Equity, and Inclusion Advisory Group Housing Subcommittee meeting was held on May 17, 2022, at 7:30 PM in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
X		Kent Kirk
X		Mary Jane Oliver
X		Robert Navarro
	X	Kirk Johnson
	X	Gerri Humbert

Also Present: None

II. PUBLIC COMMENT

None

III. APPROVAL OF SUBCOMMITTEE MEETING MINUTES

No approval of minutes took place.

IV. UNFINISHED BUSINESS

The Subcommittee discussed the landlocked nature of River Forest and the difficulty with increasing the number of affordable housing units in the Village. In large measure, housing in River Forest is largely market-driven and currently, the market for housing is very high. The Subcommittee reviewed the 2019 River Forest Comprehensive Plan. In the plan, there is a recommendation to write and adopt an affordable housing plan. The group is uncertain whether this was ever done.

The Subcommittee also discussed what would count as an achievable housing plan and goal. The group discussed using Tax Increment Funds, grants, or senior assistance to sustain and upgrade existing affordable housing throughout the village. First, these properties would need to be identified and the financing options would need to be investigated for each building. We were directed by Trustee Bachner to speak with Trustee Vazquez who is familiar with some of these financing options.

V. NEW BUSINESS

None

VI. CONFIRMATION OF NEXT MEETING DATE

The Housing Subcommittee will meet again on June 21, 2022, at 7 PM.

VII. ADJOURNMENT

A MOTION was made by Committee Member Navarro and SECONDED by Committee Member Oliver to adjourn the Subcommittee meeting at 8:30 PM. On voice vote, the motion PASSED.

Subcommittee Chair

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
INTERGOVERNMENTAL RELATIONS SUBCOMMITTEE MEETING MINUTES
MAY 25, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group INTERGOVERNMENTAL RELATIONS Subcommittee meeting was held on May 25 at 4:30 PM in Mulroy, Lewis Hall, Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 4:30 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
X		Lisa Petrov
X		Teresa Peavy
X		Jessica Iverson
	X	Glen Weissenberger
	X	Nancy Nicholas

Also Present: None

PUBLIC COMMENT

None

II. APPROVAL OF APRIL 19, 2022 SUBCOMMITTEE MEETING MINUTES

A MOTION was made by Committee Member Petrov and SECONDED by Committee Member Peavy to approve the April 19, 2022 minutes of the DEI Advisory Group Intergovernmental Relations Subcommittee Diversity Equity and Inclusion Committee.

AYES: 3

NAYS: 0

Motion PASSED.

III. UNFINISHED BUSINESS

The Subcommittee discussed the scope and breadth of the subcommittee's agenda, given the loss of 50% of the membership.

The subcommittee revisited the Twin Covenant between Maywood and River Forest to consider prioritizing work with the Chambers of Commerce and issues directly related to Twin Covenant priorities.

The Subcommittee considering the idea of surveying the governmental offices of the Villages of Oak Park, Forest Park, Elmwood Park, and their corresponding Chambers of Commerce, and scaling back from such a large agenda as we discussed in previous meetings. A Committee member will reach out to Trustee Bachner for help with updating contact information for intergovernmental bodies.

IV. NEW BUSINESS

None.

V. CONFIRMATION OF NEXT MEETING DATE

The Intergovernmental Relations Subcommittee will meet again on June 29th at 5:30 PM in Mulroy, Lewis Hall Dominican University 7900 W. Division St River Forest, IL 60305.

VI. ADJOURNMENT

A MOTION was made by Committee Member Iverson and SECONDED by Committee Member Peavy to adjourn the Subcommittee meeting at 5:33 PM. On voice vote, the motion PASSED.

Lisa Petrov

Subcommittee Secretary of the Day

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
REQUEST FOR PROPOSAL/CONSULTANT SUBCOMMITTEE MEETING MINUTES
MAY 17, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group Request for Proposal/Consultant Subcommittee meeting was held on May 17, 2022, at 7:45 PM in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:45 PM. Upon roll call, attendance was as follows:

<i>PRESENT</i>	<i>ABSENT</i>	<i>NAME</i>
X		Cindy Shea
X		Stacy Austin
X		Chris Johnston
	X	Liz Simon
X		Megan Keskitalo

Also Present: None

II. PUBLIC COMMENT

None

II. MOTION TO APPROVE THE APRIL 19, 2022 SUBCOMMITTEE MINUTES

No vote took place.

II. UNFINISHED BUSINESS

None.

III. NEW BUSINESS

Discussed sending an email and questionnaire to DEI group members to ascertain interest and relevant information to include in an RFP. Email and questionnaire were subsequently drafted and responses sought from DEI group members. Responses are due on 6/7/22 and will be published with subsequent minutes.

IV. CONFIRMATION OF NEXT MEETING DATE

The Subcommittee will meet again on June 21, 2022, at 7 PM

V. ADJOURNMENT

A MOTION was made by Committee Member Austin and SECONDED by Committee Member Keskitalo to adjourn the Subcommittee meeting at 8:30 PM. On a voice vote, the motion PASSED.

Subcommittee Chair



Request for Proposals Professional Services

This document consists of 15 pages.

Project Name: Diversity, Equity and Inclusion Initiative Consultant

Issue Date: Monday, July 25, 2022

Proposal Due: A completed proposal must be received by 4:00 p.m. Central Time on Friday, August 19, 2022. The Village of River Forest will receive proposals before the deadline on Monday through Friday, 8:00 a.m. to 4:30 p.m. at the Village Hall, 400 Park Avenue, River Forest, IL 60305.

Proposal Requirement: Return one PDF electronic copy or three paper copies of the proposal in a sealed envelope addressed to:

DEI Advisory Group RFP Response
c/o Brian Murphy, Village Administrator
400 Park Avenue
River Forest, IL 60305
bmurphy@vrf.us

Specifications must be met at the time the proposal is due. The Village reserves the right to accept or reject any and all proposals, to waive technicalities or requirements, and to accept or reject any item of any proposal.

Upon formal award of the proposal, the Village will submit contract documents to the selected consultant.

Table of Contents

1.	Summary and Background	4
1.1.	Purpose	4
1.2.	Village of River Forest	4
1.3.	Village Diversity, Equity, and Inclusion Advisory Group	4
2.	Project Scope	6
2.1.	Objective	6
2.2.	Scope of Services and Deliverables.....	6
3.	Request for Proposal Process and Responses.....	7
3.1.	General.....	7
3.2.	Estimated Timeline	7
3.3.	Evaluation and Selection of Vendor	7
3.4.	Proposal Contents.....	8
3.5.	Inquiries/Clarifications	10
3.6.	Proposal Format and Submission Guidelines	10
3.7.	Modification or Withdrawal of Proposals	11
4.	Addenda.....	12
4.1.	Acceptance of Proposals	12
4.2.	Conflicts of Laws	12
4.3.	Confidentiality of Information.....	12
4.4.	Definition of Contract.....	12
4.5.	Firm Pricing	12
4.6.	Form of Contract	12
4.7.	Liability for Errors.....	12
4.8.	Indemnity/Hold Harmless Requirements	13
4.9.	Insurance.....	13
4.10.	Modification of Terms	14
4.11.	Negotiation Delay.....	14
4.12.	Ownership of Proposals	14
4.13.	Regulatory Compliance	14
4.14.	Reserved Rights.....	15

4.15. Vendors Expenses15

4.16. Use of Request for Proposal15

DRAFT

1. Summary and Background

1.1. Purpose

The purpose of this Request for Proposal: Diversity, Equity, and Inclusion Initiative Consultant (the “RFP”) is to select a qualified professional vendor that will design a work plan to inform how the Village of River Forest, as a municipal organization, approaches diversity, equity, and inclusion (including implicit bias).

1.2. Village of River Forest

The Village of River Forest is located approximately ten miles west of downtown Chicago in western Cook County, Illinois. As of the [2020 U.S. Census](#), it has a population of 11,717 and a median household income of \$125,288. According to the 2020 Census, demographics on race/origin are: White, 83.2%; Black/African American, 6.7%; Asian, 3.6%; Two or more races, 3.5%; Hispanic/Latino, 6.5%.

The Village is bordered by North Avenue and the Village of Elmwood Park to the North, Harlem Avenue and the Village of Oak Park to the east, Madison Street and the Village of Forest Park to the south, and the Des Plaines River and the Village of Maywood to the west.

The Village, as a municipal organization, is governed by a seven-member Board of Trustees (consisting of the Village President and six Trustees), which is the legislative and policy-making body of the Village. The Village President, with the consent of the Board, appoints the Village Administrator, who has executive and administrative control over the operating departments of the Village, including Police, Fire, Public Works/Development Services, Building Development Services/Zoning, and Administration/Finance departments. The Village also consists of a number of Boards and Commissions, consisting of residents of the Village appointed by the Village President (with the consent of the Board) and serving in a volunteer capacity.

River Forest is home to ten public parks and two universities, Dominican University and Concordia University Chicago. Oak Park River Forest High School serves the community as the public high school and the Village has one public middle school and two public elementary schools. Transportation outlets such as trains, buses, expressways, and airports are accessible and convenient. There are approximately 230 businesses located in River Forest that are comprised of service businesses, national and regional banking institutions, national retailers and restaurants, and more.

1.3. Village Diversity, Equity, and Inclusion Advisory Group

The Board of Trustees is authorized to create special or ad hoc committees from time to time. The Village’s Diversity, Equity and Inclusion Advisory Group (the “DEI AG”) is an ad hoc advisory group established by the Village on April 26, 2021. As part of the Resolution establishing the DEI AG, the ad hoc advisory group is charged with the duty to develop a diversity, equity, and inclusion initiative for the Village of River Forest to be presented to the Village President and Board of Trustees, through the Village Administrator. There are currently 43 members of the DEI AG, which meets approximately twice per month and is chaired by two members of the River Forest Board of Trustees and the Village

Administrator. Part of the DEI AG's stated mission is to remove barriers that prevent the participation and engagement of Village stakeholders and to foster an equitable and welcoming environment for all residents, business members, visitors, and employees in municipal services community and civic engagement.

The stated goals and responsibilities of the DEI AG, as assigned by the Board of Trustees in its establishing resolution, are available online at:

https://www.vrf.us/uploads/cms/documents/boards/r21-05_dei_amendment.pdf

The DEI AG's first meeting was held on June 7, 2021. In the approximately one year since its appointment, the DEI AG has:

- Worked toward developing common definitions of "diversity," "equity," and "inclusion."
- Brainstormed around how to organize the DEI AG to best accomplish its goals.
- Engaged in various educational activities (*e.g.*, social identity mapping, learning about other municipal DEI initiatives, etc.).
- Developed seven main focus areas centered around: RFP/Consultant, Employment/HR, Purchasing/Suppliers, Housing, Community Outreach, Intergovernmental Relationships, and Governance/DEI Review Framework. The initial rubric for the focus areas and the thoughts, ideas, goals and objectives related to each is available online at https://www.vrf.us/uploads/cms/documents/news/subcommittee_discussion_matrix_01-18-22_draft_v.2.pdf

Minutes of the DEI AG meetings and recordings of the meetings are available online at <https://www.vrf.us/events/attachments.html?boardId=21>

2. Project Scope

2.1. Objective

The objective of this project is to develop a Work Plan that will provide a framework for assessing the Village as a municipal organization to provide an equity analysis of its practices, policies, systems, and structures. The Work Plan should identify potential unintended consequences, and offer implementation strategies to the Village in its efforts to build and maintain an equitable and welcoming environment for all residents, business members, visitors, and employees and that builds DEI knowledge, awareness, and skills among the Village employees and stakeholders.

2.2. Scope of Services and Deliverables

It is expected that the selected vendor will provide a comprehensive set of services that will include the following:

1. *Development of Work Plan.* Develop a Work Plan that maps an initial strategy for approaching DEI in the Village and provides direction and recommendations to the Village as a municipal organization through the Village Administrator. The Work Plan should establish a foundation for expanding a culture of inclusion and should include (without limitation):
 - a. Recommendations for assessing the Village and its departments, decision/policy-making bodies, and community,
 - b. Assessment of best practices and recommendations tailored to the Village,
 - c. Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and work groups can use to assist their efforts to ensure equitable administration of functions within their purview,
 - d. Methods to promote community engagement/dialogue on matters of DEI, and
 - e. Opportunities to minimize structural disadvantages.
2. *Implementation Plan.* Assist the Village Administrator with the implementation of the Work Plan:
 - a. Actionable steps for implementation of the work plan,
 - b. Metrics for assessing progress, and
 - c. Targeted timelines.

3. Request for Proposal Process and Responses

3.1. General

It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.

References to “proposer,” “you,” and “your” pertain solely to the consultant or consulting firm submitting a proposal in response to this RFP.

3.2. Estimated Timeline

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Village of River Forest.

<i>Event</i>	<i>Anticipated Timeline</i>
RFP issued	July 25, 2022
Question and Clarification deadline	August 12, 2022
RFP submission deadline	August 19, 2022
Vendor Interview(s) (if necessary)	week of August 29, 2022
Vendor Selection	September 12, 2022
Kick-off Meeting with Selected Vendor	September 20 or October 3, 2022

3.3. Evaluation and Selection of Vendor

Proposers will be evaluated and selected based upon the following criteria:

- Approach to, and understanding, of the project,
- Capability and experience on comparable projects,
- Responsiveness to requirements, terms, timeliness, and conditions for performance of the project,
- Ability to perform the duties and comply with the requirements specified in this RFP,
- Relevant experience, particularly with similar municipal and other governmental entities,
- Knowledge and demonstrated experience of the proposer personnel who will be working on the project,
- References, and
- Overall project cost.

A selection committee comprised of the DEI AG co-chairs (and such other members as they may designate in their discretion) will evaluate proposals, investigate the qualifications, and conduct in-person interview(s) with some or all of the proposer(s), as they deem necessary or appropriate. The

Village Administrator will conduct negotiations with the selected vendor. Upon completion of satisfactory negotiations, the Village will award the contract or contracts, if any, in a form prepared by the Village. It is the intent of the Village of River Forest to enter into a contract with the vendor that submits the proposal most advantageous to the Village and in the Village's best interest.

The Village of River Forest reserves the right to request written clarification of proposals and supporting materials, to negotiate with any proposer with respect to amendments to their proposal, and to reject all qualifications and/or re-issue the RFP at its discretion. Contracts may be subject to the formal approval of the Village of River Forest Board of Trustees.

3.4. Proposal Contents

Proposals must contain each of the following items. Do not submit a proposed contract or any other documentation or information not requested in this RFP.

- A. **Cover Letter.** Include a brief cover letter summarizing the key points of your proposal and your approach to addressing the scope of work. The cover letter must be signed by a person authorized to sign on behalf of the proposer and to bind the proposer to statements made in response to this Request for Proposals.
- B. **Contact Information.** Provide:
 - 1. The proposer's full name, mailing address, and phone number, and
 - 2. The full name, phone number, and e-mail address of:
 - a. The primary contact person for this RFP, and
 - b. The principal consultant for this project,
 - 3. The names and bios of the proposer's owner(s); or the name(s) and bio(s) of the principal personnel, if the proposer is organized without owners or has dispersed ownership (more than 10 unrelated persons), *e.g.*, non-profit, co-op, etc.,
 - 4. The names of key personnel and any subcontractors who will be assigned to the project, their experience, qualifications, expected responsibilities, physical location, and length of service with the proposer.
- C. **References.** Include a list of recent projects completed by the proposer (within the last five years) that demonstrates similar competencies that will be needed for this project and the individual(s) who worked on the project and their capacity. Provide the name(s), phone number(s), e-mail address(es), and dates of service of at least three clients for which the proposer has conducted similar work and who may be contacted in regard to the quality and cost of the service provided.

- D. Proposed Project Work Plan and Flow Chart. Include a schedule indicating project tasks proposed and their duration and relationship to each other. The schedule should cover all planned facets of the project and should include a specific timeline for the project and each of the proposed project elements.
- E. Resources: Indicate all resources the proposer will need to have supplied by the Village.
- F. Conflict of Interest Statement: Include a detailed description of any potential for conflict of interest that would be created as a result of the proposer entering into a contract with the Village, including but not limited to, contracts for work for which the proposer is currently involved in that would be considered a conflict of interest. Proposals will not be evaluated if the proposer's current or past interests may, in the Village's opinion, give rise to a conflict of interest in connection with this project. The Village reserves the right to request the proposer to file a statement that no Village official or employee has an interest in the proposal for purchase. If no such conflict of interest exists, provide a statement of the absence of any such conflict of interest.
- G. Disclosure. Provide response to the following:
1. Are there any pending acquisitions or divestitures involving the proposer that could impact this contract? If yes, please explain.
 2. Has the proposer been subject to any judicial, regulatory, or other legal finding, formal action, or confidential settlements and/or non-disclosure agreements relating to equal employment opportunity, workplace discrimination, or sexual harassment? If yes, please explain.
 3. Does the proposer comply in all material respects with applicable laws?
- H. Cost: Submit a "not to exceed" fee proposal in the following format for all costs and expenses for providing the services to the Village described in this RFP.

<u>Phase</u>	<u>Proposed Fee</u>
Development of Work Plan	\$
Implementation Plan	\$

Please describe your fees for out-of-scope services and how you determine whether a service is out-of-scope.

Proposer's fee proposal should also include a statement that no additional fees associated with the design, preparation, and administration of the project, including travel, lodging, meals, copies, etc., will be incurred.

In case of a discrepancy between a written and numerical amount, the written amount will

govern. All costs incurred in the preparation, submission, and/or presentation of the response to the RFP including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village. By submitting a proposal you affirm and state that the prices quoted constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials furnished in accordance with the requirements of the contract documents considered severally and collectively.

3.5. Inquiries/Clarifications

No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations and clarifications shall be made in writing to Brian Murphy, Village Administrator at bmurphy@vrf.us and received by the Village no later than 4:00 PM Central Time on Friday, August 12, 2022. Responses to the questions received will be publicly posted to the Village's website, provided the question or clarification is considered to be of a universal nature and beneficial in preparing a response to this RFP. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposers of record.

Information obtained from any source other than the Village Administrator is not official and should not be relied upon. No other contact with any other Village official, staff, employee, or DEI AG group member is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. The proposing vendor is solely responsible for its interpretation of this RFP. All submitted materials become the property of the Village of River Forest.

3.6. Proposal Format and Submission Guidelines

Proposals must be submitted to the Village no later than 4:00 PM Central Time on Friday, August 19, 2022. Vendors should submit proposals via e-mail in searchable PDF file format to bmurphy@vrf.us with the subject line: "DEI Consultant RFP"

Proposals may also be sent via mail or delivered in-person to the following address:

Village of River Forest DEI RFP Response
c/o Brian Murphy, Village Administrator
400 Park Avenue
River Forest, IL 60305

Specifications must be met at the time the proposal is due. The Village reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

Requests for extension of the submission date will not be granted unless deemed in the best interests of the Village. Vendors submitting proposals should allow for normal mail or delivery time to ensure timely receipt of their proposal.

Any proposal received after the stated closing time of 4:00 PM Central Time will not be accepted and will be returned unopened to the proposer. If proposals are sent by mail or other carrier (UPS, FedEx, etc.) to the Village Administrator's Office, the proposer is responsible for actual delivery of the proposal before the stated closing time. If mail or carrier service is delayed beyond the date and hour set for the closing time, proposals thus delayed will not be considered.

By submitting the proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential proposer.

All proposal material except for proprietary information may become open records. The Village cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Therefore, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

Upon formal award of the proposal, the Village will submit contract documents to the selected consultant.

3.7. Modification or Withdrawal of Proposals

A proposal that is in the possession of the Village may be altered by a sealed letter bearing the signature or name of person authorized for submitting a proposal, provided that it is received prior to the submission deadline. Telephone, e-mail or verbal alterations of a proposal will not be accepted.

A proposal that is in the possession of the Village may be withdrawn by the proposer, up to the time of the submission deadline, by a letter bearing the signature or name of person authorized for submitting proposals. Proposals may not be withdrawn after the proposal submission deadline and shall remain valid for a period of ninety (90) days from the submission deadline, unless otherwise specified.

4. Addenda

The following terms will apply to this RFP and to any contract with the Village. Submission of a proposal in response to this RFP indicates acceptance of all the following terms.

4.1. Acceptance of Proposals

This Request for Proposal should not be construed as an agreement to purchase goods or services. The Village is not bound to enter into a contract with the proposer who submits the lowest priced proposal or with any proposer. Proposals will be assessed in light of the evaluation criteria. The Village will be under no obligation to receive further information, whether written or oral, from any vendor.

4.2. Conflicts of Laws

The proposer expressly agrees that the contract shall be governed by Illinois law and that Illinois law will be the controlling law in the events of any disputes, claims, or controversies that should arise out of or in connection with this contract and any subsequent contract that is awarded pursuant thereto.

4.3. Confidentiality of Information

Information pertaining to the Village of River Forest obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the Village of River Forest.

4.4. Definition of Contract

Notice in writing to a proposer that it has been identified as the successful vendor and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no proposer will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events; legal obligations and duties specified in this RFP shall apply to all proposers by submission of a proposal in response to this RFP.

4.5. Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

4.6. Form of Contract

By submission of a proposal, the proposer agrees that, should it be identified as the successful vendor, it is willing and able to enter into a contract with the Village of River Forest.

4.7. Liability for Errors

While the Village of River Forest has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the Village of River Forest, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proposers from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

4.8. Indemnity/Hold Harmless Requirements

To the fullest extent permitted by law, the proposer will agree to defend, indemnify, and hold harmless the Village of River Forest, its officials, employees, volunteers, and agents against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of River Forest, its officials, agents, employees and volunteers, arising in whole or in part or in consequence of the performance of this work by the proposer, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of River Forest, its employees or agents, the proposer shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of River Forest, its officials, employees, agents and volunteers, in any such action, the proposer shall, at its own expense, satisfy and discharge the same.

Proposer expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the proposer, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of River Forest, its officials, employees, agents and volunteers as herein provided.

4.9. Insurance

The vendor will procure and maintain, for duration of the contract, insurance of the kind and in adequate amounts as identified below and will provide proof of such insurance to the Village of River Forest. The policies are to contain, or be endorsed to contain, the following:

- Commercial General Liability Coverage
 - o Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of River Forest named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through policy endorsements acceptable to the Village.
 - o \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- Workers' Compensation and Employer's Liability Coverage
 - o The insurer shall agree to waive all rights of subrogation against the Village of River Forest, its officials, employees, agents and volunteers for losses arising from work performed by the vendor for the Village.
- Professional Liability Coverage
 - o Professional liability insurance with limits not less than \$1,000,00 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.
 - o If the policy is written on a claims-made form, the retroactive date must be equal to or

preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Contractor shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

The vendor shall furnish the Village of River Forest with certificates of insurance naming the Village of River Forest, its officials, employees, agents, and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village of River Forest before any work commences. The Village of River Forest reserves the right to request full certified copies of the insurance policies and endorsements.

Vendor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.10. Modification of Terms

The Village of River Forest reserves the right to modify the terms of this RFP Proposals at any time at their sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful vendor.

4.11. Negotiation Delay

If a written contract cannot be negotiated within 15 business days of notification of the successful vendor, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that vendor and either negotiate a contract with the next qualified vendor or choose to terminate the RFP process and not enter into a contract with any of the Vendors.

4.12. Ownership of Proposals

All documents, including proposals, submitted to the Village of River Forest become the property of the Village of River Forest.

4.13. Regulatory Compliance

The vendor must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act

of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations. Evidence of specific regulatory compliance will be provided by vendor, if required by the Village of River Forest.

4.14. Reserved Rights

The Village of River Forest reserves the exclusive right to waive sections, technicalities, irregularities, and informalities and to accept or reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of proposal will not be waived.

4.15. Vendors Expenses

Vendors are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Village of River Forest, if any. The Village of River Forest reserves the right to reject any and all bids and to waive all formality as the Village sees fit. If the Village of River Forest elects to reject all proposals, the Village of River Forest will not be liable to any vendor for any claims, whether for costs or damages incurred by the vendor in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever. The Village is not responsible for any taxes due by vendor in connection with any contract awarded.

4.16. Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

DEI Advisory Group - Subcommittee Discussion Notes - January 18, 2022

The DEI Advisory Group has discussed how they will carry out the purpose, mission, goals, and responsibilities adopted by the Village Board of Trustees. Those discussions led to the development of seven main focus areas to create a subcommittee dedicated to each area. On January 18, 2022, the DEI Advisory Group revisited each focus area and identified the thoughts, ideas, goals, and objectives that came to mind under each area and the subcommittee's role in examining those areas. DEI Advisory Group members were also asked to consider where they might like to volunteer their efforts. For discussion, items that appear to require **data gathering and education have been highlighted in blue**, while items regarding **metrics have been highlighted in yellow**. Some items may not fit perfectly within a specific focus area, while others may have some overlap with other focus areas.

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
Create a timeline, review other Requests for Proposals, and draft an RFP to select a consultant that will perform the work identified by the DEI Advisory Group in accordance with its goals and responsibilities.	Examine these matters as it relates to the Village as a municipal employer.	Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.	<u>Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest</u>	Community education regarding the work of the Advisory Group, including two-way communication with the community; examines what it's like to live, shop, and work in River Forest.	Relationships with other agencies in and outside the Village, particularly those with DEI processes and initiatives; includes exploration of the Twin-Village Covenant with Maywood and connection with the Dominican University Truth, Racial Healing, and Transformation (TRHT) framework.	Governance and creation of a DEI review framework for matters before the Village.
The subcommittee should be Inclusive and representative of different ages, races, etc., and be comprised of people who understand barriers.	The scope of the subcommittee and the questions they seek to answer should be clearly defined.	Identify who the Village uses as suppliers.	Demographic deep dive including characteristics of people living and multi- and single-family housing	Why do people come to River Forest to do business and/or start a business? Who do people come, or not come, to River Forest to do business (e.g., shop) and patronize businesses?	Relationships, including purchasing cooperation, with neighboring communities, including Maywood, Oak Park, Forest Park, Elmwood Park, and Berwyn	Ongoing review and advisory work of the DEI Advisory Group; how do we keep the changes alive?
Creating the RFP should be a top priority.	Review of hiring, onboarding, management, motivation, discipline practices, patterns of evaluation and performance assessment, as well as employee compensation (salaries and benefits)	Identify who is on the approved list of who can work in River Forest.	What are the barriers to obtaining housing in River Forest? What barriers exist for elders, minorities, etc., that could prevent more diverse occupancy in housing for River Forest (including, for example, dementia-friendly and older adult needs)?	What is it like to live in River Forest? Why do people want to live in River Forest? Why do they stay?	Outreach to other taxing bodies (e.g., school districts, park district, township, etc.) regarding their DEI initiatives and possible sharing of information and resources	It is the Village Board's responsibility to decide the role of the Advisory Group and whether the Advisory Group will exist Ad Hoc or in perpetuity.
The subcommittee should be provided guidance on how to create an RFP.	Review of recruitment processes, who the Village uses to source talent, and how employee work life is structured to be able to hire different groups of people (e.g., workday); innovative recruitment practices; assemble data regarding the applicant pool (e.g., flow, hiring ratios, available applicant pool)	Education regarding the Village procurement process, including where bids are posted, RFP/RFQ language used by the Village, reauthorization/extension of contracts and purchases, and contract length	Permit processes, zoning regulations (including the public hearing process and public input	Qualitative and quantitative data regarding service access and service users (e.g., who's going to the library, schools, parks); demographic deep dive. Clarify goals – who lives here? Who partakes in Village life?	County/Township/State roles and relationships (e.g., Township – taxes; County – mandates/ roles/ responsibilities)	The DEI Advisory Group can continue to act as an advisory body to the Village Board of Trustees.
The subcommittee should review other RFPs for DEI consulting work.	Identify barriers that prevent more diversity.	What are the Village's expectations regarding the diversity initiatives of the suppliers' own businesses to enhance the Village's portfolio; DBE (minority & women-owned businesses)? Identify what vendors are doing to diversify and incentivize	Balance of commercial & residential development – areas designated as more suitable for commercial property, how are neighboring property owners engaged in the decision-making process? Understanding the public hearing process, how decisions are made, whether and how these decisions may displace people	What's it like for student-residents to study at the universities in River Forest?	Twin Village's Covenant with Maywood; what defines it. What is that partnership supposed to be? Is it something in name, or is it something tangible?	How will the work of the DEI Advisory Group be kept alive – what are the guardrails?
The RFP should include a clear statement of the problem and definition of the project.	Metrics	Identify the geographic locations of Village vendors	Metrics regarding the composition of housing stock and development; what's in the pipeline	Barriers to interaction on an individual and community level	Metrics	Clear definition and guiding principles of diversity, equity, and inclusion

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
Create a timeline, review other Requests for Proposals, and draft an RFP to select a consultant that will perform the work identified by the DEI Advisory Group in accordance with its goals and responsibilities.	Examine these matters as it relates to the Village as a municipal employer.	Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.	<u>Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest</u>	Community education regarding the work of the Advisory Group, including two-way communication with the community; examines what it's like to live, shop, and work in River Forest.	Relationships with other agencies in and outside the Village, particularly those with DEI processes and initiatives; includes exploration of the Twin-Village Covenant with Maywood and connection with the Dominican University Truth, Racial Healing, and Transformation (TRHT) framework.	Governance and creation of a DEI review framework for matters before the Village.
A structure/framework is needed to clearly define what the Village is asking of the consultant in addition to what's in the adopted goals and responsibilities to make use of Village dollars judiciously.	Identify programs such as internships and work-study to offer different ways for people to become part of the Village's workforce.	Metrics	Education regarding the Village's Comprehensive Plan, what were the inputs into the plan, how recommendations were created regarding zoning and other topics	Police engagement	Gap assessment of services provided – what needs engagement?	Recommendation process/ framework for moving things through the pipeline
The consultant will help develop metrics.	Act as a resource and assist Village Staff with research and gathering information about topics that don't rise to the level of hiring a consultant	What kind of businesses are allowed in River Forest (zoning regulations re: permitted, special, and prohibited uses)?	Understanding what the tax base is in River Forest to support other housing options	Identify the DEI goals for this area – is the diversity of who lives here? Who owns property? Who partakes in Village life?	Role of schools – impact	
The Committee should receive education about the Village's RFP process and requirements.	Examine how work is structured to expand applicant pools (e.g., how we traditionally look to hire is around a model that doesn't fit certain work/life preferences that may limit employment opportunities for some)	The scope should be limited to the Village as purchasers.	Impact of development on Village infrastructure; limitations created by utility impacts	Continue the partnership between the Village and Dominican University and connect the TRHT framework to the Village's DEI initiatives		
	Understand and identify gaps in employee knowledge and training that is/can be provided to close those gaps	Expectations of disadvantaged business enterprises to enhance portfolio	Implementation and operationalization of the Village's Affordable Housing Plan	Sharing of resources and understanding of the DEI initiatives of other non-taxing body entities (e.g., houses of worship)		
			Deep dive into <u>housing inventory and occupancy</u> , what, if any, are the <u>paths to entry and barriers for entry for those that want to live in River Forest; what it means to live in River Forest (cost of services, utilities, taxes, permitting, zoning, etc.); include all marginalized groups</u>	Identify other stakeholder groups and connect with them.		
			Education regarding alternative housing options (e.g., accessory dwelling units)	Education regarding the services provided by other entities; identify community needs and how resources can be met.		
			What is the strategy to achieve Village-wide comprehensive diversity? Is there a strategy?	Inclusivity outreach/community events		
			Education regarding development history	<u>Examine red light cameras and police stops</u>		
			<u>Examine perceptions of how geographic location in the community determines how residents are treated and represented.</u>	<u>Outreach to new community members, bringing them into and welcoming them into the community</u>		

DEI Advisory Group Subcommittee Groupings

RFP/Consultant

Stacey Austin
Chris Johnston
Megan Keskitalo
Cynthia Shea
Liz Simon

Community Outreach

Tina Baird
Alexandra DeSorbo-Quinn
Anja Herrman
Rosey McAdams
Dorota Szerszenowicz

Employment/Human Resources

Dwetri Addy
Guillermo Arauz
Renee Duba-Clancy
Anthony Riley
Richard W. Schumacher

Intergovernmental Relationships

Jessica Iverson
Nancy Nicholas
Christina Papirnik
Teresa Peavy
Lisa Petrov
Glen Weissenberger

Purchasing/Suppliers

John Grant
Farzad Khaledan
Sharon Oates
Chuck Foster

Governance/DEI Framework

David Bonner
Tim Brandhorst
Mindy Credi
Susan Macaulay
Abigail Rogers

Housing

Gerri Humbert
Kirk Johnson
Kent Kirk
Robert Navarro
Mary Jane Oliver

Village of River Forest Diversity, Equity and Inclusion Advisory Group

Purpose

The purpose of the Diversity, Equity and Inclusion (DEI) Advisory Group is to develop a diversity, equity and inclusion initiative for the Village of River Forest.

Mission

The mission of the Diversity, Equity and Inclusion Advisory Group is to remove barriers that prevent the participation, engagement and an equitable and welcoming environment for all our residents, business members, visitors, employees in municipal services community and civic engagement; and, in doing so, build trust amongst all parties.

Initial Goals

The mission of the Diversity, Equity and Inclusion Advisory Group are:

- Engage a third party consultant with experience in diversity, equity and inclusion, matters.
- The consultant will design a comprehensive work plan to inform how the Village can best approach diversity, equity and inclusion (including implicit bias) in the Village's internal policies and practices.
- The review will assess the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences.
- Create a plan that builds DEI knowledge, awareness and skills among the Village employees and stakeholders.
- Partner with the Village of Maywood (Twin Villages Covenant) and Dominican University TRHT Campus Center.
- Create a working group to advise the Village Administrator and the Village Board. The working group will provide feedback for the creation of a RFP as well as review of responses. The responsibility for ultimate oversight of the program would remain with the Village Administrator.
- Develop relationships with community members, working group members, and other stakeholders to foster mutual respect and trust.

Responsibilities

The responsibilities of the River Forest Equity Advisory Group are:

- Assess the Village as a municipal organization to provide an equity analysis of its practices, policies, systems, and structures to identify potential unintended consequences, which includes the following:
 - Draft an RFP, select and engage a consultant to conduct the assessment
 - The scope of services for this assessment may include, but is not limited to, Review of current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
 - Review of vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
- Based on the assessment, the Advisory Group will work with the consultant to:
 - Review the items that have been identified through this assessment and develop a short and long term plan and process for reviewing and making recommendations to reform to current Village practices, policies, systems, and structures.
 - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.

- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
 - Partnering with the Village of Maywood on the Twin Village Covenant.
 - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
 - Other partnerships as identified by the group, Village, and community.

- Act as a community resource with respect to issues of equity, including but not limited to:
 - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village and assist in the Village's efforts to educate the public about how their comments and concerns can be addressed.
 - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
 - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.

- Commitments common to all River Forest working groups, boards, and commissions:
 - Operate with clarity and transparency.
 - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
 - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.

GUIDELINES FOR DIALOGUE

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange. What is said in the space stays in the space. What is learned in the space can leave the space.
2. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
3. **Speak from personal experiences.** Use “I” statements to share thoughts and feelings. You cannot speak for your group; just because you are does not mean you understand.
4. **We will work with awareness of status differences within this workshop.** We recognize that there may be significant differences in professional position and power among the participants in this workshop. So, we will try in our own participation to be open and honest without endangering ourselves. Likewise, as we interact with other participants, we will support their self-exploration, but we will respect whatever limits they themselves set on their self exposure.
5. **We recognize that there may be persons in the workshop who are in “solo status” (or nearly so) in regard to certain identities.** Because of many factors, importantly including historical patterns of exclusion and privilege, some identities (racial, gender, class, sexual, etc.) are underrepresented in this workshop. We will support them in their own decisions about how to participate; we will not expect them to “educate” others of us; and we will be aware of the patterns of over and underrepresentation in this workshop.
6. **Do not demean, devalue, or “put down” people** for their experiences, lack of experiences, or difference in interpretation of those experiences.
7. **Assume best intentions.** Trust that people are doing the best they can and that everyone is attempting to balance being honest, vulnerable, and imperfect with standards of perfection, mastery, and survival.
8. **Take responsibility for your impact.** Our intentions do not negate the negative impact we may have on someone. We will hold ourselves accountable by challenging ourselves to be quick to sincerely apologize and then open to learning when we do not understand.
9. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.
10. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.
11. **Monitor your airtime.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

GUIDELINES FOR DIALOGUE

12. **Be fully present.** Our time together is precious and limited. Everyone at the table has significant contributions to make and we need you to fully participate with both your head and your heart.
13. **Redefine the term “Safe Space.”** Conflict and discomfort are often a part of growth. Make sure to differentiate between feelings of discomfort and experiences with conflict and being unsafe.
14. **Trust the process.** The journey to our destinations offer us the chance to gain insights about ourselves and others. These insights help us grow and change and contribute to our cohesion, offering us opportunities for gratitude and appreciation on the way to goal achievement.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the **three items in gray** (motion to adjourn, motion to recess, and point of privilege)

MAIN MOTIONS

To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Mister Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mister Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."