



**Administrative Office of the Illinois Courts  
Request for Proposal to Guide the Strategic Planning Work of the Illinois Judicial  
Conference  
January 24, 2025**

The Administrative Office of the Illinois Courts (AOIC) is using a competitive selection process (referred to herein as the Request for Proposals or RFP) to select a consultant with expertise in organizational psychology, meeting facilitation, and strategic planning to guide the IJC through implementation of its 2025 Operational Plan and an update to its strategic agenda for 2025-2028. We invite individuals to submit a proposal to us by close of business February 14, 2025 for consideration.

**Background of the Illinois Judicial Conference**

The [Illinois Judicial Conference \(IJC\)](#) is a committee of the Illinois Supreme Court charged with considering the work of the courts, suggesting improvements in the administration of justice, and strategic planning for the Illinois Judicial Branch. The IJC is comprised of 29 voting members: 15 judges and 14 non-judges, including attorneys, court clerks, trial court administrators, and members of the public. The Chief Justice of the Illinois Supreme Court serves as Chair.

Guided by its mission, the IJC has developed a Judicial Branch Strategic Agenda for 2022-2025 titled "Charting the Course: Innovations and Transformations within the Illinois Judicial Branch." This agenda emphasizes the following strategic goals:

1. Accessible Justice and Equal Protection Under the Law
2. Fair, Timely, and Efficient Courts
3. Professionalism and Accountability throughout the Judicial Branch
4. Understanding of, and Confidence in, the Judicial Branch
5. Funding and Use of Judicial Branch Resources

For 2025, the IJC has adopted an Operational Plan that identifies 10 strategic initiatives designed to advance these goals.

The IJC seeks a consultant with expertise in organizational psychology, meeting facilitation, and strategic planning to guide the IJC through implementation of its 2025 Operational Plan and an update to its strategic agenda for 2025-2028.

## Services to Be Performed

Provide consulting services related to the implementation and development of the Illinois Judicial Branch Strategic Agenda including but not limited to: preparing project and meeting materials; facilitating, leading and attending meetings of the Illinois Judicial Conference; providing guidance to Illinois Judicial Conference subcommittees, taskforces, and workgroups as needed; developing implementation strategies for the Agenda; facilitating updates to the Strategic Agenda for 2025-2028; and other duties as assigned and agreed to by the parties.

In 2025, the consultant will specifically be expected to help plan and to facilitate a 1-day in person meeting in Springfield, IL in June and a 1.5-day-in-person meeting in Chicago, IL in October. The purpose of these meetings is to review progress and accomplishments on the 2025 strategic initiatives (as outlined in the yearly operational plan, see Additional Materials below), refresh the strategic agenda for 2025-2028, and identify strategic initiatives for 2026. There is a strong possibility of ongoing consultant needs beyond 2025.

This work will be done in collaboration with Illinois Judicial Conference staff, which includes Alison Spanner, Director of Access to Justice and Strategic Planning with the AOIC, and Marisa Wiesman, Deputy Director of Strategic Planning with the AOIC.

## Your Response to this Request for Proposal

Proposals need not be lengthy, but should include:

1. **Qualifications:** Names and bios/CVs of the individuals who will work on this project, including any familiarity/experience with courts, legal professions, or government operations (desired but not required).
2. **Approach and Methodology:** Please provide statements regarding your approach to the following skills and tangible examples of your application of those skills.
  - *Group Facilitation:* Successful consultants will understand and have experience in designing and leading multi-stakeholder day-long meetings that encourage healthy group dynamics, including fostering constructive disagreement, building consensus, and maintaining healthy norms. The consultant will use techniques to encourage creative, non-traditional thinking while ensuring alignment with organizational goals.
  - *Strategic Thinking and Planning:* Expertise in using tools and frameworks to facilitate long-term, strategic planning for complex organizations. Promote long-term, holistic thinking across diverse stakeholders while avoiding siloed or single-interest planning. Developing a clear, comprehensive roadmap to guide the Branch's strategic initiatives.

- *Ability to Understand and Synthesize Large Data Sets:* Analyze and synthesize large volumes of data and diverse opinions from stakeholders. Summarize complex discussions and build consensus around common themes and goals. Ability to understand and distill large sets of information into actionable insights.
- 3. References:** Contact information (phone and email) for at least three professional references who can speak to your experience in facilitating projects similar to the Illinois Judicial Conference in complex organizational settings.
  - 4. Budget:** Detailed cost estimate, including hourly rates, anticipated travel expenses, and any additional costs.
  - 5. Vendor Bid Certification:** Complete the Vendor Bid Certification and submit it with your proposal (see attachment A).

### Timeline

- **Proposals Due:** February 14, 2025
- **Consultant Selection:** Late March 2025
- **Project Commencement:** May 1, 2025
- **Project Completion:** December 31, 2025 (with the possibility of extending the contract for future years)

### Evaluation of Proposals

Proposals must comply with all RFP requirements, including adherence to submission instructions, completeness, and responsiveness to all elements specified. The evaluation process will involve scoring proposals based on these criteria, with the highest-scoring submissions potentially advancing to further discussions, interviews, or presentations.

### Key Contact

Please direct any questions to Marisa Wiesman, Deputy Director of Strategic Planning, Administrative Office of the Illinois Courts: [mwiesman@illinoiscourts.gov](mailto:mwiesman@illinoiscourts.gov) or 217-814-6439.

### Submission

Please submit your response to this request for proposal to Alison Spanner, [aspanner@illinoiscourts.gov](mailto:aspanner@illinoiscourts.gov), and Marisa Wiesman, [mwiesman@illinoiscourts.gov](mailto:mwiesman@illinoiscourts.gov), by the close of business February 14, 2025.

### Additional Materials

1. [Illinois Judicial Branch 2022-2025 Strategic Agenda](#)
2. [Strategic Agenda 2024 Operational Plan](#)

3. Strategic Agenda 2025 Operational Plan



## ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS VENDOR BID CERTIFICATIONS

All vendors submitting bids on contracts with the judicial branch must complete the following disclosures and certifications.

### I. DISCLOSURES

**a. Conflicts of Interest.** Sections 50-13 and 50-35 of the Judicial Branch Procurement Code require that vendors desiring to enter into certain contracts with the State of Illinois must disclose financial and potential conflict of interest information specified below as a condition of receiving an award or contract. Section 1 applies to all contracts regardless of dollar amount. Sections 2, 3 and 4 apply to contracts with an annual value exceeding \$25,000 that must be procured using one of the authorized competitive methods of source selection.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures (sections 2, 3, and 4 below) must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor. When determining ownership or distributive income shares, use the most current information that you consider reliable, but in no event for a period before your last completed fiscal period. A designee may submit this form on behalf of the vendor (or its parent). However, that person must have verified the information with each affected individual.

**Vendor Information.** This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, DBA and parent):

(Name of vendor) \_\_\_\_\_

(DBA, if used) \_\_\_\_\_

(Name of any parent organization) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

### **Section 1:**

#### **Sec. 50-13 Conflicts of Interest.**

- A. Prohibition. It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government and who receives compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois **[\$106,447.20]**, or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.
- B. Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) is entitled to receive (i) more than 7 ½% of the total distributable income or (ii) an amount in excess of the salary of the Governor **[\$177,412.00]**, to have or acquire any such contract or direct pecuniary interest therein.
- C. Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor **[\$354,824.00]**, to have or acquire any such contract or direct pecuniary interest therein.
- D. Securities. Nothing in this Section invalidates the provisions of any bond or other security previously offered or to be

- offered for sale or sold by or for the State of Illinois.
- E. Prior interests. This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his or her spouse, minor child or any combination of those persons if that contract was in existence before his or her election or employment as an officer, member, or employee. The contract is voidable, however, if it cannot be completed within 365 days after the officer, member, or employee takes office or is employed.
- F. Exceptions.
- (1) Public aid payments. This Section does not apply to payments made for a public aid recipient.
  - (2) Teaching. This Section does not apply to a contract for personal services as a teacher or school administrator between a member of the General Assembly or his or her spouse, or a State officer or employee or his or her spouse, and any school district, public community college district, or State University.
  - (3) Ministerial duties. This Section does not apply to a contract for personal services of a wholly ministerial character, including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist, or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly.
  - (4) Child and family services. This Section does not apply to payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.
  - (5) Licensed professionals. Contracts with licensed professionals, provided they are competitively bid or part of a reimbursement program for specific, customary goods and services through the departments of Children and Family Services, Human Services, Public Aid, Public Health, or Aging.

CHECK ONE:

- \_\_\_\_\_ No Conflict of Interest
- \_\_\_\_\_ Potential Conflict of Interest. If checked, name each conflicted individual, the nature of the conflict, and the name of the state agency that is associated directly or indirectly with the conflicted individual.

**Section 2: Disclosure of Financial Interest in the Vendor**

All vendors, except for publicly traded corporations subject to SEC reporting requirements must complete subsection "a", below. Publicly traded corporations may complete subsection "b".

- A. **General disclosure.** For each individual having any of the following financial interests in the vendor (or its parent), please mark each that apply and show the applicable name and address. Then complete Sections 3 and 4. If no individual has any of the following financial interests in the vendor (or its parent), check this blank \_\_\_\_\_, skip Section 3, but complete Section 4.

Ownership exceeding 5% \_\_\_\_\_

Ownership value exceeding \$106,447.20 \_\_\_\_\_

Distributive Income Share exceeding 5% \_\_\_\_\_

Distributive Income Share exceeding \$106,447.20 \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

For each individual identified above, show:

the dollar value of the ownership interest: \$ \_\_\_\_\_

or

the proportionate share of the ownership interest: \_\_\_\_\_%\*

and

the type of ownership /di/tributable in e share:

sole proprietorship \_\_\_\_\_ stock \_\_\_\_\_ partnership \_\_\_\_\_ other (explain) \_\_\_\_\_

\* For partnerships with more than 50 but fewer than 400 partners, the proportionate share of ownership interest of each individual identified above may be wn in the followi anges:

1% \_\_\_\_\_ up to 2% \_\_\_\_\_ 2 up to 3% \_\_\_\_\_ 3 up to 4% \_\_\_\_\_

4 up to 5% \_\_\_\_\_ and in additional 1% increments as appropriate \_\_\_\_\_ %

For partnerships with more than \_\_\_\_\_ partners, the propor te share of ownershi y be shown in the following ranges:

0.5% or less \_\_\_\_\_ >0.5 to 1.0% \_\_\_\_\_ >1.0 to 1.5% \_\_\_\_\_

and as appropriate in additional 0.5 increments \_\_\_\_\_ %

- B. **Publicly traded corporations subject to SEC reporting requirements.** These Vendors may submit their 10k disclosure (*include proxy if referenced in 10k*) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Judicial Branch Procurement Code. FORM SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10k. Vendor may skip Section 3 of this form, but must complete Section 4.

check here if submitting a 10k \_\_\_\_\_, 20f \_\_\_\_\_, or 40f \_\_\_\_\_.

**Section 3: Disclosure of Potential Conflicts of Interest.**

For each individual having the level of financial interest identified in Section 2(a) above, indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at the end of Section 3 (attach additional pages as necessary).

A.	State employment, currently or in the previous 3 years, including contractual employment of services directly with the individuals identified in Section "1" in their individual capacity unrelated to the Vendor's contract. Identify contracts with the VENDOR in Section "4".	Yes ____	No ____
B.	State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years.	Yes ____	No ____
C.	Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years.	Yes ____	No ____
D.	Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son or daughter.	Yes ____	No ____
E.	Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years.	Yes ____	No ____
F.	Relationship to anyone holding appointive office currently or the previous 2 years.	Yes _	No _ _
G.	Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government.	Yes ____	No ____
H.	Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son or daughter.	Yes ____	No ____
I.	Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.	Yes ____	No ____
J.	Relationship to anyone; spouse, father, mother, son or daughter; who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.	Yes ____	No ____

Explanation of potential conflicts of interest:

**Section 4: Current and Pending Contracts and Offers (bids and proposals).**

- A. VENDOR shall identify each contract it has with other units of State of Illinois government by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as

- necessary). Show "none" if appropriate.
- B. VENDOR shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary). Show "none" if appropriate.

**b. Business with Iran.** Section 50-36 of the Judicial Branch Procurement Code requires that VENDORS desiring to submit any bid, offer or proposal for a State contract disclose whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and: (1) more than 10% of the company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action; or (2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

CHECK ONE:

- \_\_\_\_\_ No business with Iran as defined in Section 50-36.
- \_\_\_\_\_ Business with Iran as defined in Section 50-36. If checked, identify company and explain time frame and nature of said business with Iran.

## II. CERTIFICATIONS

- a. VENDOR, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and applicable rules in performance under this contract.
- b. VENDOR is not in default on an educational loan (5 ILCS 385/3).
- c. VENDOR has informed the Director of the AOIC in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under section 14-108.3 or 16-133.3 of the Illinois Pension Code, and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the "contractual services" or other appropriation line items. VENDOR has not received an early retirement incentive in or after 2002 under section 14-108.3 or 16-133.3 of the Illinois Pension Code, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from the "contractual services" or other appropriation line items **(30 ILCS 105/15a)**.
- d. VENDOR has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has made an admission on the record of having so bribed or attempted to bribe (Section 50-5 of the Judicial Branch Procurement Code).
- e. If VENDOR has been convicted of a felony, at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (Section 50-10 of the Judicial Branch Procurement Code).
- f. VENDOR, or any affiliate, is not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and VENDOR acknowledges that the AOIC Director may declare the contract void if this certification is false **(Section 50-11 of the Judicial Branch Procurement Code)** or if VENDOR, or any affiliate, later becomes delinquent and has not entered into a deferred payment plan to pay off the debt **(Section 50-60 of the Judicial Branch Procurement Code)**.
- g. VENDOR has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has VENDOR accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract **(Section 50-25 of the Judicial Branch Procurement Code)**.
- h. VENDOR is not in violation of the "Revolving Door" section of the Judicial Branch Procurement Code **(Section 50-30 of the Judicial Branch Procurement Code)**.
- i. VENDOR will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State **(Sections 50-40, 50-45, 50-50 of the Judicial Branch Procurement Code)**.
- j. Pursuant to the Drug Free Workplace Act, VENDOR will provide a drug free workplace, and an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the CONTRACT. This certification applies to contracts of \$5000 or more with individuals; and to entities with twenty-five (25) or more employees **(30 ILCS 580)**.
- k. Neither VENDOR nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to Contracts that exceed \$10,000 **(30 ILCS 582)**.
- l. VENDOR has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State or of the United States **(720 ILCS 5/33E-3, 5/33E-4)**.
- m. VENDOR complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal



employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (**775 ILCS 5/2-105**).

- n. VENDOR does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (**775 ILCS 25/2**).
- o. VENDOR certifies that he/she/it is not barred from being awarded a contract under Section 50-14 of the Judicial Branch Procurement Code. Section 50-14 prohibits bidding on or entering into contracts with the judicial branch by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of the order. Vendor acknowledges that the AOIC Director may declare the contract void if this certification is false.
- p. Each business entity (i) whose aggregate bids and proposals on State contracts annually total more than \$50,000, (ii) whose aggregate bids and proposals on State contracts combined with the business entity's aggregate annual total value of State contracts exceed \$50,000, or (iii) whose contracts with State agencies, in the aggregate, annually total more than \$50,000 shall register with the State Board of Elections in accordance with Section 9-35 of the Election Code.

CHECK ONE:

\_\_\_\_\_ VENDOR is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160))

\_\_\_\_\_ VENDOR has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)).

- q. Vendor certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-10. Section 50-10 prohibits a vendor from entering into a contract with a State agency if the vendor has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. Vendor further acknowledges that the AOIC Director may declare the related contract void if this certification is false.

**THE UNDERSIGNED PERSON AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THE DISCLOSURES AND CERTIFICATIONS CONTAINED HEREIN ON BEHALF OF THE VENDOR.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type/Print Title

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Date

*\*\* A copy of the Judicial Branch Procurement Code is available upon written request from the Administrative Office of the Illinois Courts.*