



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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County Office Building
302 N. Chicago Street
Joliet, IL 60432

February 9, 2026

To Whom It May Concern:

Will County is requesting responses from qualified candidates for **the Design, Development, Implementation and Maintenance of a Robust, Accessible, and Modern Website Platform.**

Responses to this solicitation will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 12:00 P.M., "as so indicated by the time stamp clock of Will County," Friday, March 13, 2026. Responses received after this time will not be accepted.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line.

We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

REQUEST FOR QUALIFICATION (RFQ) FOR THE DESIGN, DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE OF A ROBUST, ACCESSIBLE, AND MODERN WEBSITE PLATFORM

RESPONSES TO THIS REQUEST FOR QUALIFICATION (RFQ) FOR THE DESIGN, DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE OF A ROBUST, ACCESSIBLE, AND MODERN WEBSITE PLATFORM WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 12:00 PM, ON FRIDAY, MARCH 13, 2026.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT WWW.WILLCOUNTY.GOV, WWW.DEMANDSTAR.COM, AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, (815) 740-4712 OR EMAIL PURCHASING@WILLCOUNTY.GOV

THE TENDERING OF A BID TO THE COUNTY OF WILL SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS
REQUEST FOR QUALIFICATION (RFQ) FOR DESIGN, DEVELOPMENT, IMPLEMENTATION, AND
MAINTENANCE OF A ROBUST, ACCESSIBLE, AND MODERN WEBSITE PLATFORM**

GENERAL REQUIREMENTS:

Will County is requesting qualifications from candidates in the design, development, implementation, and maintenance of a robust, accessible, and modern website platform.

QUALIFICATIONS:

Sealed Statements of Qualification will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 12:00 P.M., Friday, March 13, 2026, “as so indicated by the time stamp clock of Will County”**. Responses received after this will not be accepted.

Sealed Statements of Qualification must be made in accordance with the instructions contained herein. All forms shall be filled out and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with this proposal. All proposal forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Statements of Qualification shall be submitted on the forms furnished by the County of Will in a sealed package marked with the vendor's name and address and the notation:

SEALED STATEMENTS OF QUALIFICATION:

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF QUALIFICATIONS:

The County of Will expects the **signature on statements of qualification documents** to be that of an authorized representative of said Company. An officer or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each respondent, by making their statement of qualifications, represents that they have read and understand the documents. **Any statements of qualification not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. All statements of qualification must be prepared on the forms provided by the County of Will with one (1) original, three (3) copies and one (1) electronic copy on a digital storage device submitted in accordance with the Instructions to Vendors.

2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of proposals indicated in the Advertisement for Proposals or prior to any extension thereof issued to the vendors.
3. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the proposal documents and will be available for inspection wherever issued. Such addenda shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addenda will be issued to reach the vendors at least five (5) days prior to date established for receipt of proposals.
4. Each respondent shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event not later than seven (7) days prior to proposal due date, notify the County of Will, which will, if necessary, send written addenda to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line. After proposals are received, the vendor will make no allowance for oversight.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualification, to waive any non-material informality or irregularity in any statement of qualifications received, and to accept the statement of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

INSURANCE REQUIREMENTS:

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below.

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$1,000,000.00.
2. Contractor's Comprehensive General Liability and Property Damage Insurance. Contractor's Comprehensive General and Property Damage Insurance shall be in an amount not less than \$1,000,000.00 for injuries including accidental death to any one person and not less than \$3,000,000.00 on account of any one occurrences and property damage insurance including completed operations broad form in an amount not less than \$500,000.00 or \$1,000,000.00 combined single limit bodily injury and property damage.
3. Motor Vehicle Insurance. The Contractor shall furnish and maintain at his own expense, comprehensive motor vehicle liability insurance covering the use of all owned, non-owned or hired

motor vehicles and that the limits on said policy for bodily injury including death resulting there from shall be not less than \$250,000.00 for each person and \$500,000.00 for each occurrence and property damage coverage of not less than \$250,000.00.

4. Owner's Protective Liability Insurance. The Contractor shall protect the County of Will or its assignee, if any, from contingent responsibility arising from the work performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified Comprehensive General Liability Policy in an amount not less than \$1,000,000.00 per occurrence. The named insured in this Comprehensive General Liability Policy shall be: County of Will, 302 N. Chicago St., Joliet, IL. 60432.

RISK OF LOSS:

The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

PROOF OF CARRIAGE OF INSURANCE:

1. The certificates provided by the CONTRACTOR at the time of bidding shall not be canceled or materially altered except after 30 days written notice to the COUNTY OF WILL and agreed upon.
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" MINUS "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your qualifications or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of the County of Will's costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will, it's officers, agents, and employees, from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this solicitation.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a

document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm.
3. Statement of qualifications
4. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
5. Signed Prime Contractor Certification.
6. Signed RFQ Form.
7. Completion of Receipt of Addenda Form (if addenda are issued).

Request for Qualifications

Will County, IL

1. Introduction

1.1 Overview

Will County is issuing this RFQ to engage a qualified vendor to design, develop, implement, and maintain a robust, accessible, and modern website platform. This initiative will replace many disparate, existing websites with a unified platform that streamlines communications, improves public service delivery, and enhances user experience. The solution must support the county's diverse population, align with its mission to deliver high-quality services, and adhere to digital accessibility and transparency standards. Managing this project on time and within budget, while meeting the needs of a large group of stakeholders, will be key to successful delivery.

Please note this RFQ is for initial qualification purposes and will not delve into the specifics of the upcoming project. **Any questions or clarification requests regarding specifics of the project will be discussed with the identified vendor during the negotiation process. Will County will not accept or respond to these questions during the RFQ process.**

1.2 Key Information and Tentative Timeline

RFQ Release Date	February 9, 2026
SOQ Due	March 13, 2026
Vendor Interviews	Week of April 20, Tue-Thurs, 2026
Vendor Selection	Week of May 4, 2026
Project Kickoff	June 30, 2026

1.3 Key County Background and Project Goals

Will County is in northeastern Illinois and is part of the greater Chicago metropolitan area. With an estimated population of approximately 703,410 as of 2024, Will County is the fourth-most populous county in the state and the fastest-growing. The County encompasses a diverse range of communities, balancing urban, suburban, and rural landscapes. It serves as a regional hub for transportation, commerce, and industry while maintaining its commitment to public well-being and environmental sustainability.

Will County employs approximately 2,500 individuals, including appointed and elected officials. The selected vendor will play a critical role in helping Will County deliver on its mission to provide high-quality services, foster a safe and inclusive community, and enhance the quality of life for all residents.

The County is organized under a County Executive form of government. The County Executive serves as the Chief Executive Officer and is responsible for coordinating and directing all the administrative and management functions of Will County, which are not vested in other elected officials. The 22-member Will County Board, elected from individual districts, serves as the legislative branch of the County. In addition, there are multiple Constitutional Officers, including the County Clerk, Treasurer, and Sheriff, as well as a judicial branch. Together, these entities provide residents a comprehensive array of services, including public safety, infrastructure management, health and human services, and recreational programs.

The Will County Department of Information and Communications Technology (ICT), which serves under the County Executive Office, has initiated a project to modernize the County's digital presence in collaboration with other key stakeholders. This initiative began with assessments and community feedback findings from a discovery review phase overseen by an external vendor that highlighted the need for an accessible, user-friendly, and technologically advanced website. The discovery review produced initial findings, preliminary transition materials, proposed project objectives, and this RFQ.

The County is now seeking a qualified vendor to undertake the Will County website's reconstruction, redesign, transition implementation, hosting, and ongoing support. The goal is to create a centralized, intuitive platform that adheres to industry best practices, supports diverse user needs, and ensures seamless delivery of digital services. The new website will serve as a cornerstone of the County's efforts to enhance transparency, promote public engagement, and ensure equitable access to information and services. The selected vendor is expected to develop a phased approach for the implementation that aligns with the project objectives and scope of services.

1.4 Project Objectives

This project aims to create a centralized website platform that:

1. **Supports Will County's Mission and Values:** Deliver services to the highest standards, enhance transparency, and ensure equity in digital access.
2. **Enhances User Experience:** Provide intuitive navigation, responsive design, and accessible content across devices and connection speeds.
3. **Improves Digital Equity:** Ensure compliance with WCAG 2.2 AA standards and offer multilingual support to meet the needs of all residents, including those with disabilities and limited connectivity.
4. **Streamlines Operations:** Consolidate over 25 websites while ensuring data retention and seamless integration with current systems and services.
5. **Promotes Scalability and Security:** Leverage sustainable, secure technologies to adapt to future requirements.

1.5 Scope of Service

The objective of this RFQ is to select and retain a qualified company with extensive experience in website development, redesign, and implementation, particularly within the government sector. The chosen vendor will lead Will County in developing a modern, scalable, and accessible website platform that reflects the County's commitment to equity, transparency, and superior service delivery. Management of diverse stakeholder needs will be critical for on-time and within-budget delivery of the new website.

The County currently has many disparate websites. These platforms support essential integrations such as GIS mapping tools, payment gateways, and document repositories. The below websites are to be consolidated into a single new website as part of this project:

- willcounty.gov
- treasurer.willcounty.gov
- <https://www.willcountycourts.com/>
- <https://www.willcountyfreight.org>
- <https://willcountyrecorder.com/>
- <https://www.circuitclerkofwillcounty.com/>
- <https://www.willcountysao.com/>
- <https://www.willcountyworkforceboard.com/>
- <https://will.works/>
- <https://jobs4people.org/>
- <https://www.willcosheriff.org/>
- <https://www.willcountygreen.com/>
- <https://gracemsueflohn.wixsite.com/wewillgrow>
- <https://willcountyema.org>
- willcountyillinois.org
- <https://www.rivervalleydetention.com/>
- <https://www.willcountypublicdefender.com/>
- <https://www.willcountyauditor.com/>
- <https://veteransassistancewillco.org/>
- <https://lccwillcounty.gov>
- willcounty911.gov
- willcountyboard.com
- <https://www.willcountysoa.com/>
- <https://willcountycac.org/>

The website below is not in scope at the time of this RFQ. It may be added to the project at a later date. The new website should have the capability to integrate the functionality of this website.
<https://www.willcountyclerk.gov/>.

1.6 Selected Vendor Expectations

A successful consultant should be prepared to implement the following tasks upon selection:

1. Review of Discovery Materials and Current Conditions Assessment
 - a. Review of existing transition materials, including gathered stakeholder insights.
 - b. Technical Environment Review
 - i. Verify the compatibility of the proposed CMS with the County's existing IT infrastructure and third-party integrations.
 - ii. Ensure the technical requirements align with the County's needs for scalability, security, and ongoing support.
2. Project Management Plan – The consultant will develop a Project Management Plan (PMP) for review at the project kick-off meeting. The PMP serves as a single convenient reference document for matters governing the administration and conduct of the plan from start to finish. It is intended as a useful resource for both the County and the consultant staff. The plan is subject to revision as the plan proceeds. The plan is to include the following:
 - a. Communication protocols, including:
 - i. Regular progress web meetings / conference calls

- ii. In-person or virtual meetings that will include the kick-off meeting, stakeholder meetings, and others as requested by the County
 - iii. E-mail communication protocols
- b. Key project contact information for the project manager and key project team members
- c. A quality management plan that outlines a quality assurance and quality control plan
- d. Work plan and deliverables
- e. Project schedule
- f. Invoicing protocols
- g. Implementation plan and ongoing hosting and maintenance strategy
 - i. The County understands this project can take anywhere from six months to a year. The vendor should recommend an implementation timeline based on experience with similar projects for government entities.

3. Information Architecture and User Experience Design

- a. Development of a logical and user-friendly website structure that aligns with project objectives and stakeholder needs.
- b. Development of UX prototypes that define the user journey for key tasks and features.
 - i. Conduct usability testing to refine navigation and workflows.

4. Development of a Consistent and Accessible Visual Design

- a. Design modern, visually engaging, and practical templates that align with Will County's branding guidelines.
- b. Ensure responsive designs for desktop, mobile, and tablet use.
- c. Adhere to WCAG 2.2 AA guidelines, with attention to color contrast, font sizes, and alternative text for visual elements.

5. CMS Implementation

- a. Develop a customized CMS that:
 - i. Supports multilingual content, advanced search capabilities, and flexible content management workflows.
 - ii. Integrates with existing systems, including GIS tools, document repositories, and payment gateways. A qualified vendor is expected to detail a general approach to integrations with their proposed CMS.

6. Transition and Implementation Strategies

- a. Development and implementation of a content migration strategy, with outlined steps for the project management team, vendor, and stakeholders.
 - i. Migration of necessary content to the new platform with proper formatting and tagging.
 - ii. Implement SEO best practices, including metadata, alt text, and schema tagging.
 - iii. Convert PDF files into accessible web content where applicable.
- b. Implement development and testing strategies before a scheduled launch date.
 - i. Develop interactive forms, GIS integrations, event calendars, and search functionalities.
 - ii. Implement "click-to-call" features for mobile users and self-healing redirects for outdated links.
 - iii. Perform rigorous testing across devices, operating systems, and browsers.

- iv. Validate compliance with accessibility standards and functionality requirements.
 - c. Work with the project management team to define and implement user roles, permissions, and workflows within the CMS.
 - d. Develop and implement strategies for staff training, training documentation, and ongoing technical support.
7. Ongoing Hosting, Maintenance, and Support - To ensure the long-term success, security, and performance of the new Will County website, the consultant will propose a strategy for hosting, maintenance, and support services.
- a. Hosting – Provide a secure hosting environment, performance optimization, and a disaster recovery and back-up plan.
 - b. Ongoing Maintenance – Provide ongoing system monitoring, security updates, and performance enhancements.
 - c. Technical Support – Provide helpdesk support for County staff and a strategy for content and user support.

1.7 Content of Statement of Qualification

1. Executive Summary

Consultant should include a description of the highlights, features and distinguishing points of the response. Within this summary, a list of individuals and contact information for the response should be included.

2. Firm Experience and Qualifications

- *Business Organization* – the type of business the consultant is registered as (i.e., sole proprietorship, partnership, corporation, and Limited Liability Company).
- *Length of time in business* – include the date the business started and any name changes, mergers and acquisitions that have taken place since inception.
- *Locations* – list headquarter and location information, including numbers of employees at each location.
- *Customer base* – the total number of governmental or local government customers to date and number currently active on open projects broken down by state and jurisdictions.
- *Experience* – include 3-5 case studies for similar projects for government entities.
- *Subject matter expertise* – a description of the consultant’s subject matter expertise in:
 - Website Redesign
 - Website Development
 - CMS Implementation
 - Integration
 - Content Migration
 - Training
- *Qualifications* - a detailed description of how the consultant meets the qualification expectations outlined in Section 1.6.
- *Capacity and Stability of Firm* - a description of the Consulting Firm’s capacity to meet the requirements, including but not limited to the financial capacity of the firm, size of relevant technical staff and the ability to meet the timelines outlined in this document.

3. Personnel and Dedicated Staffing

- Include profiles, bios and resumes for personnel that will be working on the project should the consultant be awarded
- Statement on how the Firm staff plan to communicate and engage throughout the project (i.e., web conferencing hosted by consultant, conference calls, recording, and AI usage, etc.).

6. References

- Consultant shall include at least three (3) different references
- The references provided should all be from engagements that took place in their entirety within the last five (5) calendar years.
- For each project/engagement used to provide proof of experience, the following should be included:
 - Jurisdiction or Agency
 - Size of project and jurisdiction
 - Contact Information
 - Description of each project, including the project objective
 - Role(s) of the Firm during the project
 - Subcontractors used (if any) and their role in the project
 - Number of staff assigned to the project full and part-time
 - Timeline that includes the start and finish of project at a minimum
 - Total project cost
 - Any training or post-implementation that was provided as part of the project
- Brief statement as to the firm's adherence to the schedule and budget of the project.

1.8 Scoring Process

Criteria	Max Score
Technical expertise	10
Previous work experience on similar projects	10
References	10
TOTAL	30

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

RFQ Form

Website Design RFQ

#2026-68

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov. Please include the solicitation name and number in the email subject line.

Please ensure the following is included in submittal packet:

- ___ Cover Letter.
- ___ Business organization.
- ___ Statement of qualifications.
- ___ Reference Form
- ___ Prime Contractor Certification Form
- ___ RFQ Form
- ___ Receipt of Addenda Form

Signed By: _____

(authorized representative of company)

Title: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

Website Design RFQ

#2026-68

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Website Design RFQ

#2026-68

Name _____ F.E.I.N> # _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
Email Address _____

THIS IS NOT AN ORDER

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

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No. _____, dated _____, signed _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

County Office Building
302 N. Chicago Street
Joliet, IL 60432

NO BID Form

Please note: This form is only required if you are not bidding.

Solicitation Name/Number: _____

Reason for not bidding:

- | | |
|--|--|
| <input type="checkbox"/> Not enough time to respond | <input type="checkbox"/> Unable to compete |
| <input type="checkbox"/> Not applicable to company | <input type="checkbox"/> No time to complete work |
| <input type="checkbox"/> Unable to obtain required insurance | <input type="checkbox"/> Unable to meet specs/requirements |
| <input type="checkbox"/> Unable to obtain required bonding | |
| <input type="checkbox"/> Other (please detail below) | |

Suggestions:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Please retain our information for future solicitations: Yes No

No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFQ #: 2026-68 Website Design RFQ

DUE DATE: 3/13/2026

DUE: 12:00 P.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!