



## WILL COUNTY, ILLINOIS

### PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT  
WILL COUNTY EXECUTIVE

KEVIN LYNN  
DIRECTOR

P. 815-740-4712  
F. 815-740-4604  
E. [klynn@willcounty.gov](mailto:klynn@willcounty.gov)

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

February 9, 2026

To Whom It May Concern:

You are invited to submit your sealed proposal for a computerized Learning Management System (LMS) for sworn and civilian employees of the Will County Sheriff's Office (WCSO) in the Will County Adult Detention Facility (WCADF), 95 S Chicago St, Joliet, IL 60436. This RFP is issued by the Will County Adult Detention Facility for the purpose of obtaining information and pricing regarding the computerized Learning Management System.

Specifications are attached hereto and are considered part of the SEALED PROPOSAL package.

**A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your bid, or it will not be considered. Money Orders or Company checks will not be accepted.**

Sealed proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **10:00 A.M., Wednesday, March 4, 2026 "as so indicated by the time stamp clock of Will County". Proposals received after this time will not be accepted.**

Proposals will be opened publicly and read by the Will County Executive or her representative at **10:05 A.M. Wednesday, March 4, 2026**, at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> fl., Joliet, IL. 60432.

Should you have any questions regarding this bid, please contact the Will County Purchasing Department at [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov).

We welcome your bid.

Sincerely,

*Kevin Lynn*

Kevin Lynn  
Purchasing Director

**ADVERTISEMENT OF BID  
WEB-BASED LEARNING MANAGEMENT SYSTEM  
WILL COUNTY ADULT DETENTION FACILITY  
95 SOUTH CHICAGO STREET  
JOLIET, IL 60436**

SEALED BIDS FOR A COMPUTERIZED LEARNING MANAGEMENT SYSTEM (LMS) FOR EMPLOYEES OF THE WILL COUNTY SHERIFF'S OFFICE (WCSO) AT THE WILL COUNTY ADULT DETENTION FACILITY (WCADF), 95 S. CHICAGO ST, JOLIET, IL 60436, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR, JOLIET, IL 60432, UNTIL THE HOUR OF **10:00 A.M., WEDNESDAY, MARCH 4, 2026.**

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT **10:00 A.M., W E D N E S D A Y , M A R C H 4 , 2 0 2 6**, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2<sup>ND</sup> FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com) OR [www.willcounty.gov](http://www.willcounty.gov) AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR EMAIL [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov).

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

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

**INSTRUCTIONS TO BIDDERS  
WEB-BASED LEARNING MANAGEMENT SYSTEM,  
WILL COUNTY ADULT DETENTION FACILITY  
95 S CHICAGO STREET  
JOLIET, IL, 60435**

**SUBMITTAL REQUIREMENTS:**

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

1. Certificates of Insurance
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** and completed Bid Form
4. **Signed** and completed Receipt of Addenda Form
5. **Reference Form**

**GENERAL SPECIFICATIONS:**

Bidders are invited to submit sealed bids to provide a computerized Learning Management System (LMS) for sworn and civilian employees of the Will County Sheriff's Office (WCSO) in the Will County Adult Detention Facility (WCADF), 95 S Chicago St, Joliet, IL, 60436. The contract is for a twelve-month period, commencing on May 1, 2026, through and including April 30, 2027, with three (3) one (1) year renewal options at the County's discretion.

The guidelines provided by Will County Land Use Department are divided into 7 key areas:

- I. Required Information from Bidders
- II. Evaluation and Selection
- III. Scope of Work, Staffing and Duties
- IV. Insurance Requirements
- V. Pricing and Compensation
- VI. Nature of the Contract
- VII. Exhibits

**I. REQUIRED INFORMATION FROM BIDDERS**

**SEALED BIDS:**

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 10:00 A.M., Wednesday, March 4, 2026, “as so indicated by the time stamp clock of Will County”**.

**BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **10:05 A.M., Wednesday, March 4, 2026**, at the Will County Office Building, 302 N. Chicago St., 2<sup>nd</sup> floor, Joliet, IL 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall** be submitted with the proposal in triplicate with **ONE ORIGINAL, TWO COPIES, AND ONE DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE, CLEARLY MARKED.** ***In the event of a conflict between the terms of the submitted Contract Documents and the terms of the Bid Forms and Specifications, the terms of the Bid Forms and Specifications shall prevail.***

All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed. Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the Bidder's name and address.

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

#### **SIGNATURE OF BIDS:**

The signature on bid documents shall be that of an authorized representative of the bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making and signing his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

#### **BIDDING PROCEDURES:**

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL, TWO COPIES, AND ONE DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE, CLEARLY MARKED,** in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or

correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, such an addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder 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 bid due date, notify the County of Will, who will, if necessary, send a written addendum to all bidders. The County of Will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director. After sealed bids are received, the bidder will make no allowance for oversight.

### **PRIME CONTRACTOR CERTIFICATION:**

Included in this bid package is a prime contractor certification form. This form **must** be filled out and returned with your bid package, or it will not be accepted.

### **QUALIFICATIONS, CERTIFICATIONS, LICENSES:**

Bidder shall have and if chosen to run the collection event shall maintain all the necessary qualifications, certifications, and/or licenses pursuant to Federal and State law and regulations to provide the services required.

## **II. EVALUATION and SELECTION**

### **EVALUATION CRITERIA:**

The evaluation criteria shall include, but is not limited to the following:

1. References
2. The qualifications of the Bidder to provide Services required
3. History of Bidder's company

### **AWARDING OF BID:**

The award will be based on the lowest responsible bidder that is able to meet or exceed the requirements of the County for the 1<sup>st</sup> year contract and the three (3) optional one (1) year contracts.

A bid is awarded based on total price listed on attached bid form.

### **REJECTION OF BIDS:**

The bidder acknowledges the right of the County of Will to reject any or all bids, to waive any non-material informality or irregularity in any bid received, and to accept the bid deemed most favorable to the interest of the County of Will after all bids have been examined and evaluated. In addition, the bidder recognizes the right of the County of Will to reject a bid if the bid is in any way incomplete or irregular. In evaluating the bids, the County of Will reserves the right to take into account various criteria including but not limited to, pricing, past performance, financial stability and reliability of each bidder in determining which bid is most favorable to the interests of the County of Will.

## **III. SCOPE of WORK, STAFFING and DUTIES**

### **OVERVIEW:**

It is the intention of the County of Will to request proposals for a computerized Learning Management System (LMS) using current technology for sworn and civilian employees of the Will County Sheriff's Office (WCSO) and the Will County Adult Detention Facility (WCADF) for the County of Will, Illinois (County). One key objective is to provide staff with appropriate training mandated by law and the American Correctional Association (ACA).

All costs for services shall be itemized to include, but not limited to, connectivity, maintenance, storage, hardware, software, security, training, and any other implementation services necessary to meet the specifications herein. Bidders may propose advanced technologies and different services as long as they meet the requirements set forth in this RFP. Proposals must clearly explain how any alternatives meet or exceed the RFP requirements and how the alternatives will achieve the same goals and results.

County intends to award a one-year (12 months) contract, with three (3) options to renew for one (1) year each.

### **BACKGROUND INFORMATION:**

Will County is in the northeastern part of Illinois and has approximately 700,000 residents. Of the 102 counties in Illinois, Will County is the 4<sup>th</sup> largest by population and 13<sup>th</sup> largest by area. The WCADF has approximately 300 employees, sworn and civilian, and the facility has retained ACA accreditation for thirty years.

### **SCOPE OF WORK:**

The Will County Sheriff's Office (WCSO) and Will County Adult Detention Facility (WCADF) are requesting proposals for a computerized learning management system (LMS) that provides online new hire onboarding and ongoing professional development. The LMS should abide by the following specifications:

- A. Creation of Training Plan
  - a. Each training plan must be created for specific employees and assigned certain courses based on the requirements of those employees
  - b. Assigned courses should automatically repeat each year
  - c. LMS should notify each employee what is coming due or overdue
  - d. LMS should allow employee progress notifications to be sent to supervisors and allow supervisors to manage employee training compliance
- B. Reports
  - a. Reports can be created on multiple levels, automatically, and on a monthly basis to notify a supervisor on the progress of their staff
  - b. Reports and transcripts can be easily printed to help with documentation for ACA audits and training documentation, legal matters, and investigations
  - c. LMS should keep transcript records easily available throughout the duration of program use
- C. Courses
  - a. Courses should be specific to all staff needs and requirements
  - b. Course creation on the LMS should be user-friendly, including use by the Training Unit to inform staff or policies and everyday tasks
  - c. Created courses should be easy to update and expand, and credit should be available for internal training
  - d. Admin users should be able to view course content prior to issuing training
  - e. Updates to curriculum should be frequent and in accordance with state and federal law
- D. Employee Information
  - a. Editing, adding, or removing employee information should be easy and user-friendly
  - b. LMS should allow account deactivation for departing employees and account reactivation if the employee returns. All information should be saved between account deactivation and reactivation
  - c. LMS should allow accounts to be kept in hierarchy order
  - d. Employees should be able to change account passwords without Admin approval
- E. Training Library
  - a. Course library should be extensive and adhere to Regulatory and Compliance for Public Safety, Public Safety Service, and Professional Development for Public Safety
  - b. When no training is due, users should be able to enroll in additional, optional courses
  - c. Additional 24-hour available supervisor-related course training should be available
  - d. Courses specific to Corrections should be available
- F. IT Support
  - a. IT support should be available through multiple formats, including phone, chat, and email
  - b. IT support response should be expedient, within 24 hours
- G. User Access
  - a. 300 active users must have access to the Learning Management System
  - b. Due to staff turnover, user access should be transferable and re-assignable, i.e., deactivation of one user account should allow an additional user account to be activated

## **REQUIRED COURSE CONTENT:**

The LMS must include courses on the following, as these are ACA requirements:

- A. Inmate transportation and escort
- B. Emergency & fire training
- C. Evacuation procedures
- D. Disturbances
- E. How to respond to natural or man-made disasters
- F. Hazardous material
- G. Evidence procedures
- H. Key control
- I. Suicide intervention and prevention
- J. Signs and symptoms of mental illness
- K. Withdrawal and intoxication
- L. CPR/First aid
- M. Consular notification
- N. De-escalation
- O. Crisis intervention
- P. Interpersonal communication skills
- Q. Ethics
- R. Security and safety procedures
- S. Supervision of inmates
- T. Report writing
- U. Inmate rules & regulations
- V. Cultural diversity/awareness
- W. Sexual abuse & assault awareness
- X. Sexual misconduct
- Y. Counseling techniques

## **IV. INSURANCE REQUIREMENTS**

### **INSURANCE REQUIREMENTS:**

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

- 1. Commercial General Liability
  - a. \$1,000,000 per occurrence
  - b. \$2,000,000 general aggregate
- 2. Professional Liability/Errors & Omissions
  - a. \$1,000,000 per claim
  - b. \$2,000,000 aggregate
- 3. Workers Compensation
  - a. Illinois Workers' Compensation Act compliance
  - b. \$1,000,000 each accident
- 4. Automobile Liability
  - a. \$1,000,000 combined single limit
- 5. Cyber/Data Privacy Liability
  - a. \$500,000-\$1,000,000

## **PROOF OF CARRIAGE OF INSURANCE:**

1. The certificates provided by the bidder at the time of bidding shall not be canceled or materially altered except after 30 days written notice to the COUNTY.

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.

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 Best Insurance Guide.

## **RISK OF LOSS:**

The bidder 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 bidder, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

## **V. PRICING and COMPENSATION**

### **PRICES:**

Bidders should respond with a rate for required services listed on the bid form, which shall include the 1<sup>st</sup> year cost of 300 user access to the Learning Management System.

Prices shall remain in effect throughout the Contract Period, which begins on May 1<sup>st</sup>, 2026, and continues through April 30<sup>th</sup>, 2027, with three (3) optional one (1) year renewals.

### **COMPENSATION:**

The successful bidder shall bill WCADF on a monthly basis. Bills should reflect itemized costs including, but not limited to, connectivity, maintenance, storage, hardware, software, security, training, implementation services.

WCADF will pay the successful bidder in full for the services invoiced typically within thirty days after receipt of the invoice. In any case, payments shall be made in accordance with the Local Government

Prompt Payment Act, 50 ILC 505/1 et seq.

**WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

**VI. NATURE of CONTRACT**

**CONTRACT DURATION:**

The contract is to commence on May 1<sup>st</sup>, 2026, and continue through April 30<sup>th</sup>, 2027, with three (3) optional one (1) year renewals.

**TERMINATION:**

Will County may, in its sole discretion, terminate this contract due to any unethical billing procedures and/or unprofessional and fraudulent practices, effective immediately.

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 successful bidder and Will County will be paid, performed and discharged.

**WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

**NON-DISCRIMINATION:**

The Bidder shall at all times observe and comply with any law, statute, regulation 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 bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default. The prices paid by the County of Will under such circumstances shall be ~~considered~~ the prevailing market price at the time such articles or services are procured.

**TAX EXEMPTION:**

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

**ASSIGNMENT AND SUBLET OF CONTRACT:**

The successful bidder shall not sublet or assign this contract, or any portion thereof, without prior written consent of the county.

**HOLD HARMLESS CLAUSE:**

The successful bidder will save and hold harmless the County of Will, its 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 bidder, whether such injury, death, loss or damage shall have been occasioned by the negligence of the bidder, or a sub-consultant of the bidder, or their employees, or otherwise. The successful bidder 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 Bid Request.

**SERVERABILITY:**

In case one or more of the provisions contained in this Contract shall be held to be illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

**COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations, the successful bidder shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

**CHOICE OF LAW:**

Responses to this Bid 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 Bid and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

**INDEMNIFICATION:**

There shall be a reciprocal obligation of indemnification. A Party who commits a negligent or intentionally wrongful act (the Indemnifying Party) has the obligation to shield the other innocent Party (Indemnified Party) for the legal results of the former's actions. The Indemnifying Party shall indemnify and hold harmless

the Indemnified Party, and its officers, employees, and agents, to the fullest extent allowed by Illinois Law for any cause of action related to or arising from this Agreement, regardless of whether liability is premised on the action or inaction of Indemnifying Party. This indemnity shall include all costs, fees, damages, and monetary awards, including reasonable attorney's fees. Nothing herein shall be construed to limit the Indemnified Party's ability to select its own counsel or participate in its own defense. These indemnities shall survive the termination of this Agreement.

## **ILLINOIS FREEDOM OF INFORMATION ACT:**

### **Proposals and Submissions Subject to FOIA**

Any and all submissions to the County of Will ("the County") become the property of the County and these and any late submissions will not be returned.

Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. 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 proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County receives a request for a document submitted, the County shall provide notice to contractor as soon as practicable. Regardless, contractor is responsible for any costs or damages associated with defending contractor's request for exemptions. Furthermore, contractor warrants that County's responses to FOIA requests where the contractor fails to assert any applicable exemptions, will not violate the rights of any third party.

### **Awards Subject to FOIA**

Upon acceptance of a proposal, all related records maintained by, provided to, or required to be provided to the County during the contract duration are subject to FOIA. In the event the County receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor 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 contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor warrants that the County's responses to FOIA requests relating to a contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Upon request by the County (or any of its officers, agents, employees or officials), the contractor shall provide to the County at no cost and within the timeframes of FOIA a copy of any "public record" which it may have in its possession or control, as required by FOIA.

## VII EXHIBITS:

### PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that \_\_\_\_\_  
Name of Bidder/Company

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.

\_\_\_\_\_  
Representative of Company

\_\_\_\_\_  
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.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-84



# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Bid Form

**WCADF Learning Management System**

**#2026-70**

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

**THIS IS NOT AN ORDER**

**Will County Agency Name: Will County Sheriff**

For additional information contact the Will County Purchasing Department at [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov)

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

DESCRIPTION	RATE
Annual Cost Per User	\$
Total Annual Cost – 300 Users	\$
Additional Comments:	

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

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

Representative of Company



# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Reference Form

**WCADF Learning Management System**

**#2026-70**

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: \_\_\_\_\_

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Entity: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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Entity: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Addendum Form

**WCADF Learning Management System**

**#2026-XX**

70

Name \_\_\_\_\_ F.E.I.N> # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**THIS IS NOT AN ORDER**

**Will County Agency Name: Will County Sheriff**

For additional information contact the Will County Purchasing Department at [purchasing@willcounty.gov](mailto: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:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**LATE BIDS CANNOT BE ACCEPTED!**

**SEALED BID DOCUMENT**

**Bidder Return**

**Address:**

**BID #:** 2026-70

**DUE DATE:** 3/4/2026

**DUE:** 10:00 A.M.

**DESCRIPTION:** WCADF LEARNING  
MANAGEMENT SYSTEM

**DATED MATERIAL-DELIVER IMMEDIATELY**

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

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

**LATE BIDS CANNOT BE ACCEPTED!**