



Prospective Bidder's Guide: Registering with the Illinois Department of Human Rights

The Public Contracts Unit of the Illinois Department of Human Rights (IDHR) enforces provisions of the Illinois Human Rights Act (Act) and IDHR's Rules and Regulations that apply to public contractors and eligible bidders. The Public Contract Unit registers entities seeking to establish eligibility status for competitively bidding on state contracts. Once the transaction is processed and approved, the Department will issue an IDHR Eligibility Number to the prospective bidder. The IDHR Eligibility Number is valid for 5 years and demonstrates proof of registration with the IDHR. A prospective bidder seeking to enter into a contract with the State of Illinois, or any of its political subdivisions, may be required to provide its IDHR Eligibility Number.

IDHR Public Contracts Unit

The objective of the Public Contracts Unit (PCU) activities include, but are not limited to, the registration of potential state bidders and the maintenance of eligibility status records as well as conducting compliance reviews of public contractors and eligible bidders to determine adherence to pertinent provisions of the Act and the Rules.

Prospective bidders who register with IDHR are required to:

1. Refrain from unlawful discrimination in employment and to undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
2. Comply with the procedures and requirements of the Department's Rules and Regulations concerning equal employment opportunities and affirmative action;
3. Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request; and
4. Have a written sexual harassment policy. (A Model Sexual Harassment Policy is available at: dhr.illinois.gov)

Who Requires an IDHR Eligibility Number

All vendors seeking to bid on State of Illinois contracts must file, if any one of the following applies:

- The business entity has employed 15 or more persons at any time during the 365-day period prior to the date of your application for a public contract;
- The business entity is directed to file by a contracting agency of the State of Illinois, any political subdivision, or a municipal corporation.

IDHR may conduct a compliance review of select registered entities to enforce compliance with these obligations.

How to Register

Businesses and prospective bidders may submit an application for an IDHR Eligibility Number online by using the State of Illinois Enterprise Licensing and Permitting (ELP) system, an easy-to-use, statewide licensing and permitting system. The ELP portal for IDHR will allow you to set up your online account, submit, revisit, and renew your registration(s) easily online. ELP also allows you to download your IDHR Eligible Vendor/Public Contractor certificate, once approved.

Register Online at dhr.illinois.gov/public-contracts

Registration/Application Fees & Application Forms

Vendors filing for or renewing an IDHR Eligibility Number will be charged a \$75.00 non-refundable registration fee plus a \$5 administrative charge and a credit card processing fee of \$1.80.

If your entity wishes to register multiple locations that share the same FEIN as the primary business or corporate office, you must first secure your Eligibility Number (PC1 Form) for the primary or headquarters location; then, you may submit an online application for each additional location (PC1-A Form). The charge for registering or renewing additional locations to your business is \$6 per location (\$5 admin fee plus a \$1 credit card processing fee).

Read FAQs at dhr.illinois.gov/public-contracts

Confirm which online form you may need at dhr.illinois.gov/public-contracts/where-to-start



The Illinois Department of Human Rights (IDHR)
Chicago | Springfield

555 West Monroe Street, Ste 700, Chicago, IL 60661, (312) 814-6200, TTY (866) 740-3953
dhr.illinois.gov