A Prospective Bidder’s Guide to Registering with the Illinois Department of Human Rights


The Public Contract Unit registers entities seeking to establish eligibility status for competitively bidding on state contracts. A prospective bidder can register with the Department of Human Rights via the Department’s Vendor On-Line Registration website, or by submitting a properly completed and signed Employer Report Form (PC-1; First time applicant or Renewal) and a $75.00 registration fee in the form of a certified check, money order or cashier’s check (no business nor personal checks accepted) payable to the Department of Human Rights. Once the transaction is processed and approved, the Department will issue a Department of Human Rights Eligibility Number to the prospective bidder. The Department of Human Rights Eligibility Number is valid for five years and demonstrates proof of registration with the Department of Human Rights. 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 Department of Human Rights Eligibility Number.
To register on-line or to renew an existing IDHR Number, proceed to: http://www2.illinois.gov/dhr and scroll down to the bottom of the page and click on the Vendor On-Line Registration link. To download a PC-1 form, scroll down to First time applicant form or Renewal form, depending on your status, fill it out on line, print it, sign it, and mail with form of payment to:

IDHR - FISCAL UNIT
100 W. RANDOLPH, SUITE 10-100
CHICAGO, ILLINOIS 60601

Prospective bidders who register with the Illinois Department of Human Rights 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: http://www2.illinois.gov/dhr)

The Department may conduct an audit to enforce compliance with these obligations.

Questions? email: IDHR.PublicContracts@illinois.gov or call (312) 814-2431