

## DEPARTMENT OF HUMAN RIGHTS PUBLIC CONTRACT NUMBER

**(775 ILCS 5/2-105)** If you employed fifteen or more full-time employees at any time during the 365-day period immediately preceding the publication of this solicitation in the Auditor General Volume of the Illinois Procurement Bulletin (or issuance date if not published), you must have a current Public Contract Number or have proof of having submitted a completed application for one prior to the offer opening date. If we cannot confirm compliance, we will not be able to consider your bid or offer. Please complete the appropriate sections below.

Name of Company (and DBA):

\_\_\_\_\_.

\_\_\_\_\_ (check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365-day period immediately preceding the publication of this solicitation in the Auditor General Volume of the Illinois Procurement Bulletin (or issuance date if not published).

DHR Public Contracts Number \_\_\_\_\_ or, if number has not yet been issued, date completed application for the number was submitted to DHR \_\_\_\_\_.

Date of expiration \_\_\_\_\_.

### NOTICE

**Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contracts by the State of Illinois or other jurisdictions that require a current DHR number as a condition of contract eligibility (44 IL Adm. Code 750.210(a)).**

**Department of Human numbers issued after July 1, 1998 (90000-00-0 or higher) are valid for five years from the date of eligibility.**

**If your organization holds an expired number, you must re-register with DHR.**

You can obtain an application form (DHR PC-1) by:

1. **Telephone:** Call the DHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. [TTY 866-740-3953].
2. **Internet:** Download the form from the Internet at [www.illinois.gov/dhr/publiccontracts/pages/default.aspx](http://www.illinois.gov/dhr/publiccontracts/pages/default.aspx).
3. **Mail:** Write to the Department of Human Rights, Public Contracts Unit, 555 West Monroe Street, 7<sup>th</sup> Floor, Chicago, IL 60661.