



## COMMUNITY RELATIONS OFFICE

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### ARTICLE III. EQUAL OPPORTUNITY IN PURCHASING ORDINANCE\*

\*Cross references: Human rights, Ch. 17.

Sec. 12.5-61. Title.  
This article shall be known as the Equal Opportunity in Purchasing Ordinance or "EOPO."  
(C.B. No. 2003-081, § 1, 5-6-03)

**Sec. 12-5.63. Policy.**  
It is the policy of the City to encourage and require equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, creed, class, national origin, sex, age, marital status, physical or mental handicap, sexual preference, family responsibilities, matriculation, political affiliations, prior arrest record or source of income as required by the City's Human Rights Ordinance, and to promote the full realization of equal employment opportunity through actions by contracting entities who contract with the City.

This article establishes standards and procedures by which contracting entities who perform under City contracts may comply with the above-stated equal employment opportunity policy.

(C.B. No. 2003-081, § 1, 5-6-03)

For more information, call the Community Relations Office or visit our website:

<http://ci.champaign.il.us/departments/city-manager/community-relations-office/doing-business-with-the-city/>

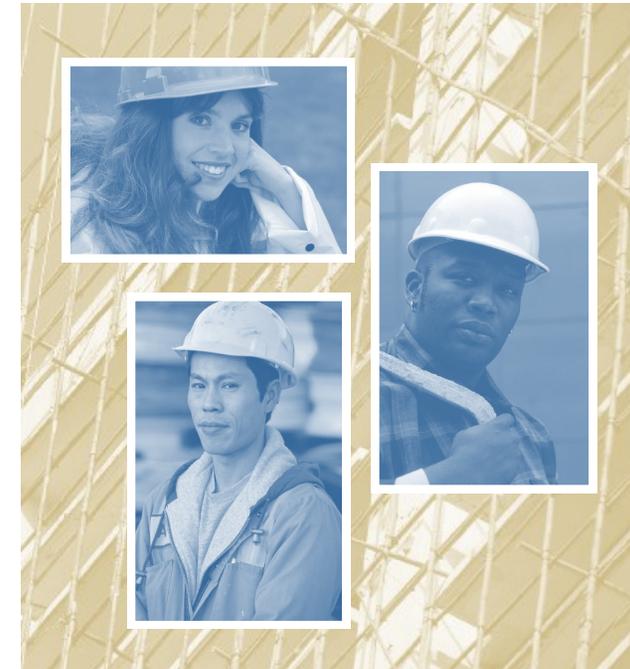


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CGTV-Cable Channel 5



## How to do Business with the City of Champaign



“Enhancing Economic Opportunity for all Members of Our Community”

## Community Relations Office

The Community Relations Office has the responsibility of enforcing the Equal Opportunity in Purchasing Ordinance. They will also guide you through the process for becoming approved to do business with the City.

## Who is Eligible to Do Business?

Any vendor/contractor can do business with the City up to \$17,500 without being approved; however, those with amounts in excess of \$17,500 must be approved and certified before doing business with the City.



## What is the Process for Certification?

### STEP 1

The first step in the process is to complete the City's Affirmative Action Report Form. The form is used to give us pertinent information about your company and the type of business you plan to do with the City. In addition, you will be required to answer questions that pertain to your company's EEO policies and practices as well as document an analysis of your company's workforce.

### STEP 2

The second part of the process is to submit a copy of your company's Affirmative Action Plan. Your plan should outline specific procedures that describe the actions that your company will take to ensure compliance with the City's Purchasing Ordinance.

The Community Relations Office will be happy to offer technical assistance to those companies who do not have an Affirmative Action Plan. Simply contact our office at (217) 403-8830 and ask for direction on how to obtain this assistance.

### STEP 3

After the Affirmative Action Form and Affirmative Action Plan have been submitted and approved by the Community Relations Office, you will receive a Certificate of Compliance that is good for one year.

This Certificate can also be submitted in bids and requests for proposals (RFP) in lieu of an actual Affirmative Action Plan.



## THAT'S IT!

You are now ready to bid on any City funded project.

Every effort should be made toward complying with each step in this process in order to become an approved vendor/contractor. If the above steps are not adhered to, it could result in your company not being able to do business with the City.

## How Do I Find Out About Upcoming Bids?

Bids are posted on the City's website at [www.ci.champaign.il.us/RFP](http://www.ci.champaign.il.us/RFP)

- The News-Gazette

**The City of Champaign encourages the participation of minority and female owned businesses.**