

**THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY**

**November 23, 2021**

**CONSTRUCTION BULLETIN No. 21-02**

**SUBJECT: ISTHA EEO FORM 1256 – Workforce Projection**

The Illinois Tollway has made some revisions to the submittal requirements for Equal Employment Opportunity (EEO) Form 1256. These revisions are explained below.

**ISTHA EEO FORM 1256 - Workforce Projection:** The Tollway has made some changes to the submittal requirements for Form 1256. This form is now required from the lowest apparent bidder on the fifth (5th) calendar day after bids are due or the bid will be deemed non-responsive. No other changes have been made to the process or content of this form.

**ISTHA Form 2025-Participation Statement Form:** This form is now required from the lowest apparent bidder on the fifth (5th) calendar day after bids are due or the bid will be deemed non-responsive

The attached documents in order:

E-mail 1: New Enhancements in the Tollway’s Capture System!

E-mail 2: New subcontractor Access in the Tollway’s Capture System.

The construction industry is here in directed to follow this construction bulletin with all Illinois Tollway contracts.



[Manar Nashif \(Dec 6, 2021 21:30 CST\)](#)

Manar Nashif, P.E.

Acting Chief Engineering Officer

**12/06/2021**

Date



[Angela Arrington-Jones \(Dec 6, 2021 12:30 CST\)](#)

Angela Arrington-Jones

Chief of Contract Compliance

**12/06/2021**

Date

Dear Vendor

**NEW ENHANCEMENTS IN THE TOLLWAY'S CAPTURE SYSTEM!  
PASSWORD RESET FUNCTIONALITY**

The Tollway's Capture system now has **Password Reset** functionality. This new feature allows contractors and subcontractors to reset their own passwords, quickly and easily at any time. Please refer to pages 5 and 6 of the Capture User Manual attached for instructions on how to reset your password. If you need additional help on how to reset your password or navigate any of the features in the Tollway's Capture system, please contact the Contract Compliance Analyst assigned to your contract.

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**EEO SUBMISSIONS REPORT**

In response to requests from our vendor community, the Tollway has designed and deployed the new EEO Submissions Report in the Tollway's Capture system. This report enables prime contractors to view and track subcontractors' missing EEO hours on their contracts. Please refer to page 22 of the attached Capture User Manual for instructions on how to run the EEO Submissions Report. If you need additional help in running and reviewing this report, or navigating the Tollway's Capture system, please contact the Contract Compliance Analyst assigned to your contract.

Sincerely,  
Tollway Contract Compliance

Dear Vendor

### **NEW SUBCONTRACTOR ACCESS IN THE TOLLWAY'S CAPTURE SYSTEM**

All subcontractors on current Tollway construction and related contracts now have access to the Tollway's Capture system to provide required EEO information to the Tollway. Subcontractors are now able to use the Capture system to report work hours and run reports for those hours. In order to obtain access, subcontractors must complete and submit the Capture Access Form (attached) to the Contract Compliance Analyst assigned to their contract and accounts will be set up for them in the system.

Please note that the new Capture system functionality does not change prime contractors' access level nor limit their ability to report work hours and run reports for their subcontractors. Prime contractors that choose to report work hours for their subcontractors may continue to do so. This change of access does not alleviate the prime contractor from primary responsibility for ensuring that all data is properly entered on time.

For your convenience, please find attached the Capture User Manual which provides a step-by-step guide on how to report work hours in the system. If you have questions or need additional help on how to navigate the Tollway's Capture system, please contact the Contract Compliance Analyst assigned to your contract.

Sincerely,  
Tollway Contract Compliance