**Section 6.420 Filing of a Protest**

a) All protests shall be in writing and filed with the CPO within 7 calendar days after the protester knows or should have known of the facts giving rise to the protest. Protests filed after the 7 calendar day period will not be considered. In addition, protests that raise issues of fraud, corruption or illegal acts affecting specifications, special provisions, supplemental specifications and plans must be received by the CPO no later than 14 calendar days before the date set for opening of bids.

b) The protest shall be contained in an envelope clearly labeled "Protest." The written protest shall include as a minimum the following requirements.

1) The name, address, telephone and facsimile numbers of the protester.

2) The identification of the procurement or solicitation that is the subject of the protest.

3) All information establishing that the protester is an interested party.

4) A detailed statement of the factual and legal grounds of the protest, including all relevant documents and exhibits that demonstrate fraud, corruption or illegal acts having the effect of undermining the integrity of the procurement process.

5) All information establishing the timeliness of the protest.

6) The signature of the protester.

(Source: Amended at 35 Ill. Reg. 16518, effective September 30, 2011)