



Equal Opportunity Compliance System EOC



What is the EOC

Equal Opportunity Compliance (EOC) system is a web based application developed to manage DBE/MBE reporting and ensure compliance. This application is used statewide by FDOT Prime Contractors/Consultants to report Bidders Opportunity List, DBE Commitments, payments to DBE/MBE Subs.



What is EOC Used For

- **Bidders Opportunity** : Primes use EOC to report a list of vendors that they receive quotes from when bidding on FDOT project.
- **DBE Commitments** : Primes report commitments for DBE Subs also Certified DBE Primes report their portion of work performed
- **Sub Payments** : Primes report payments made to DBE & MBE Subs
- **Running Reports** : Several reports are available to view information reported by Primes



Gaining Access to EOC As a Prime

1. EOC Form

Primes fill out the EOC access form(1 page)

<http://www.dot.state.fl.us/equalopportunityoffice/Access%20Forms%20Contractor%20eff%20Jan%202015/EOC%20Form%20%20Contractor.pdf>

2. Security Form

Primes fill out the FDOT Security access form(1 page)

<http://www.dot.state.fl.us/equalopportunityoffice/Access%20Forms%20Contractor%20eff%20Jan%202015/Security%20Form.pdf>

3. Security CBT

Primes view the Security CBT & send Certificate(15 minutes)

<http://www.dot.state.fl.us/ComputerSecurity/swf/new-user-2004-08/csa-newuser.shtm>

Note: Completed items should be sent to EOOHelp@dot.state.fl.us



Gaining Access to EOC As a Project Manager

❖ AARF Form <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/Default.aspx>

- Fill out the AARF form and select **EOC – (DCCM, RCS, Report)** checkbox

EOC - INTERNAL ONLY Equal Opportunity Compliance
 EOC – (DCCM, RCS, Report) ←
 EOC – (LAP-RCS)
 EOC – (PRIME Only)

- Select Report User

Request Administration

Request ID: []

Request Name: []

Request Description: []

Request Status: []

Request User: [Report User] ←

Request Date: []

Request Location: []

Request Category: []

Request Sub-Category: []

Request Priority: []

Request Type: []

Request Status: []

Request Date: []

Request Location: []

Request Category: []

Request Sub-Category: []

Request Priority: []

Request Type: []



PM's Role in EOC

❖ Monitor :

- **Bidders List** – ensure that all Consultants bidding on FDOT projects submit a bidders opportunity list in EOC
- **DBE Commitments** - ensure that Consultant reports DBE Commitment in EOC as soon as contract is executed
- **Payments** – ensure Consultant reports payments in EOC as sub is paid
- **Compliance** - keep track of contracts that have not been reported yet



EOC REPORTS



Monitoring the Bidders List

- ❖ Run Bidders List Report -> Need Proposal ID #

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'LOBE Directory', 'Reference Tables', and 'Reports'. Below this is a 'Reports' section with a 'Report Menu' and a 'Bidder Opportunity' link highlighted with a red arrow. To the right, under 'Report Criteria for the Bidder Opportunity List Report', there is a text input field for 'Proposal ID / LAP Agreement ID' with the value '182940' and a red arrow pointing to it.

❖ Items in the Report

- Prime Vendor that submitted bidders list
- Sub(s) listed
- Work type
- Date submitted



Bidders List Report



Florida Department of Transportation
Bidder Opportunity List Report

Prime Vendor: F891685550 - METRIC ENGINEERING, INC.
Proposal ID: ARN40-43553113801
Bidder Opportunity List Submitted on: 2/13/2015

Sub Vendor ID	Sub Vendor Name	Specialty Area
F893057180	HSA CONSULTING GROUP INC.	030100 - MINOR HIGHWAY DESIGN
		060100 - TRAFFIC ENGINEERING STUDIES
		060200 - TRAFFIC SIGNAL TIMING
		060301 - TRAFFIC SYSTEM ANALYSIS & DESIGN
		060302 - TRAFFIC ENGINEERING SYSTEMS IMPLEMENTATION
		060303 - TRAFFIC ENGINEERING SYSTEMS COMMUNICATIONS
		070100 - SIGNING, PAVEMENT MARKING & CHANNELIZATION
		070200 - LIGHTING
		070300 - SIGNALIZATION
		080100 - CONTROL SURVEYING
		080200 - DESIGN, RIGHT OF WAY & CONST. SURVEY
		080300 - PHOTOGRAMMETRIC MAPPING
		080400 - RIGHT OF WAY MAPPING

Annotations:

- Prime that submitted (points to Prime Vendor)
- Date submitted by prime (points to Bidder Opportunity List Submitted on)
- Sub listed (HSA Consulting) (points to Sub Vendor Name)
- Work type Sub quoted prime (points to Specialty Area)



Monitoring DBE Commitments

- ❖ Run Contract Commitment Details Report - Reports tab
 - Need Contract # -> Enter contract number and select Submit

- Items in the Report -> Contract id, Prime, Contract Amount, Sub, Work type, DBE commitment amount, DBE %



DBE Commitment Report



Prime → Florida Department of Transportation
Contract DBE Commitment Details Report
Contract ID: CSJ02
Prime: PROTEAN DESIGN GROUP INC - F593473441
Total Contract Amount: \$850,157.00

Sub →

contract amount →

NAICS Description	Specialty Code	Date Submitted	Commitment Amount	DBE Credit Amount	% Of Contract	Date Reported	Current Status
Sub: PANHANDLE ENGINEERING & CONSTRUCTION INC - F452846275							
541330 - Engineering Services	070100 - SIGNING, PAVEMENT MARKING & CHANNELIZATION	4/30/2015	\$57,148.85	\$57,148.85	6.72%	4/30/2015	READY
Sub Total			\$57,148.85	\$57,148.85	6.72%		
Sub: PROTEAN DESIGN GROUP INC - F693473441							
541330 - Engineering Services	030000 - HIGHWAY ROADWAY DESIGN	4/30/2015	\$442,165.47	\$442,165.47	52.01%	4/30/2015	READY
Sub Total			\$442,165.47	\$442,165.47	52.01%		
Contract Total			\$499,314.32	\$499,314.32	58.73%		

DBE Dollars & percentage →

Current Status Definitions

- **Working** : Contractor has not submitted commitment
- **Submitted** : Contractor has submitted commitment and RCS needs to review
- **Accepted** : Entry is waiting on the DCCM and Maintenance Admin to review
- **Ready** : Entry reviewed by all and will be counted as of Date Reported



Monitoring DBE & MBE Payments

- Run Contract Sub Payment Details Report
 - Need Contract #

Home | DBE Directory | Reference Tables | Reports

Reports

Report Menu

- Builder Opportunity
- Contract
- DBE Reports
- DBE Commitments
- Sub Payment

Report Criteria for the Contract Sub Payment Details Report

Contract ID:

Begin Date:

End Date:

- **Items in the Report**-> contract id, Sub, DBE Credit, Date Submitted, Type of Work, Total payment amount



Sub Payment Details Report



Florida Department of Transportation
Contract DBE Payment Details
Contract: C699
Prime: MOFFATT & NICHOL, INC.

Contract # & Prime

NAICS Description	Specialty Area	DBE Credit Amount	Date Submitted	Date Reported	Current Status
PROFESSIONAL DESIGN GROUP INC - P0034344 DBE Credit: \$188,080.73	Head By: MOFFATT & NICHOL, INC. Service To: 07200014 - Work Complete				
Payment Date: 05/18/2015 Service From: 04/20/2014 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$1,488.88	04/07/2015	04/07/2015	READY
Payment Date: 12/17/2014 Service From: 07/27/2014 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$6,678.43	04/07/2015	04/07/2015	READY
Payment Date: 10/07/2014 Service From: 03/17/2014 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$2,171.88	04/07/2015	04/07/2015	READY
Payment Date: 09/22/2014 Service From: 03/17/2014 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$5,208.19	04/07/2015	04/07/2015	READY
Payment Date: 07/02/2014 Service From: 00/08/2013 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$9,311.11	04/07/2015	04/07/2015	READY
Payment Date: 06/02/2014 Service From: 10/09/2013 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$16,728.43	04/07/2015	04/07/2015	READY
Payment Date: 05/22/2014 Service From: 09/30/2013 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$11,249.38	04/07/2015	04/07/2015	READY
Payment Date: 05/02/2014 Service From: 04/18/2013 Retainage Amount: Zero Payment Reason: Zero Payment Reason	07010-BIDINGS, PAVEMENT MARKING & CHANNELIZATION	\$4,786.21	04/07/2015	04/07/2015	READY



Innovative Solutions for tomorrow's transportation needs

Ensuring Primes Compliance with EOC Reporting

- Run Contracts Not Reported List
 - Select Contract Category->Professional Services & Local Agency
 - Select District & Funding Type, select Submit

Reports

Report Menu

Builder Opportunity

[Builder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)

[Contracts Not Reported Active](#)

[Contract List Report](#)

[Contract Price Report](#)

[Contract Payment Commitment Report](#)

DBE Reports

[Contract List - DBE Reporting](#)

[Contract List - DBE Report/Active](#)

DBE Commitments

[Contract Commitment Details Report](#)

[Contracts With No Commitments Report](#)

[DBE Utilization Summary Report](#)

[DBE Utilization Detail Report](#)

Sub Payment

Report Criteria for the Contracts Not Reported

Select Contract Categories:

ALL

CONSTRUCTION

MAINTENANCE

PROFESSIONAL SERVS CONSULTANT

LOCAL AGENCY CONSTRUCTION

LOCAL AGENCY CONSULTANT

District:

Funding Type:

Vendor ID:

- OR -

Vendor Name:



Innovative Solutions for tomorrow's transportation needs

Contracts Not Reported

Florida Department of Transportation
Contracts Not Reported
Funding : ALL
District : 01
For 'CNLSLT' OR 'LAPCNLSLT' Contract Category



Contract	Prime	Primary Project	LTD Reported Fed % Contract Amount	Contract Amount Not Yet Reported	DBE Credit Not Yet Reported	Execution Date	Completed Date	Category	DBE Cont
0006	RUMMEL, KLEFFNER & KAHN, LLP	196230-1-22-11	0.00	\$500,000.00	0.00	12/10/2013		CNLSLT	
0050	DWV ENVIRONMENTAL MANAGEMENT	434527-1-32-01	0.00	\$1,476,000.00	0.00	03/11/2014		CNLSLT	
0051	GEORGE F. YOUNG, INC.							CNLSLT	
0052	DWV SUBSURFACE UTILITY DESIG.							CNLSLT	
0059	MCKIM & CREED, INC.	198040-1-32-00	0.00	\$750,000.00	0.00	07/21/2014		CNLSLT	
0060	DWV SURVEYING AND MAPPING							CNLSLT	
0060	CARDREL, INC.	198060-1-32-00	0.00	\$750,000.00	0.00	07/17/2014		CNLSLT	
0061	DWV SURVEYING AND MAPPING							CNLSLT	
0038	ARDAMAN & ASSOCIATES, INC.	196200-1-32-11	0.00	\$200,000.00	0.00	08/28/2014		CNLSLT	
0062	DWV GRAPHIC DESIGN SUPPORT							CNLSLT	
0064	TRAE-O-DATA CORP.	422344-1-12-04	0.00	\$100,110.00	0.00	10/17/2014		CNLSLT	
0064	DWV GROWTH MANAGEMENT							CNLSLT	
0065	DEWEYRY ENGINEERS INC.	TBA	0.00	\$87,272.00	0.00	10/30/2014		CNLSLT	
0065	DWV SURVEYING AND MAPPING							CNLSLT	
0066	PANDORS ENGINEERS/ARCHT INC.	412850-1-32-00	0.00	\$079,238.73	0.00	10/29/2014		CNLSLT	
0066	BRIDGE ENGINEERING DESIGN							CNLSLT	
0068	SOUTHERN TRAFFIC SERVICES, INC.	202079-1-12-08	0.00	\$100,000.00	0.00	11/18/2014		CNLSLT	
0068	DWV STATISTICS TRAFFIC DATA							CNLSLT	
0068	COMPREHENSIVE ENGINEERING SERV	404052-1-32-00	0.00	\$750,000.00	0.00	11/30/2014		CNLSLT	
0068	DWV RESURFACING DESIGN							CNLSLT	
0068	CORNELLY & WICKER, INC.	438603-1-32-01	0.00	\$198,893.00	0.00	11/26/2014		CNLSLT	
0068	PIRE ISLANDS RD FROM CREDITA							CNLSLT	
0068	CIVILITRY DESIGN GROUP INC.	198061-1-32-00	0.00	\$700,000.00	0.00	03/30/2015		CNLSLT	
0068	DWV Surveying and Mapping Data							CNLSLT	



Other Useful Reports

- **Contract Profile** - include details about a specific contract
- **Commitment Payment Comparison**- provides a snapshot comparison between DBE Commitments and Payments reported by Prime for a specific contract

Home DBE Directory Reference Tables Reports

Reports

Report Menu

Bidder Opportunity
[Bidder Opportunity List Report](#)

Contract
[Contracts Not Reported](#)
[Contracts Not Reported Active](#)
[Contract List Report](#)
[Contract Profile Report](#)
[Commitment Payment Comparison Report](#)

Report Criteria for the Contract Profile Report

Contract ID:



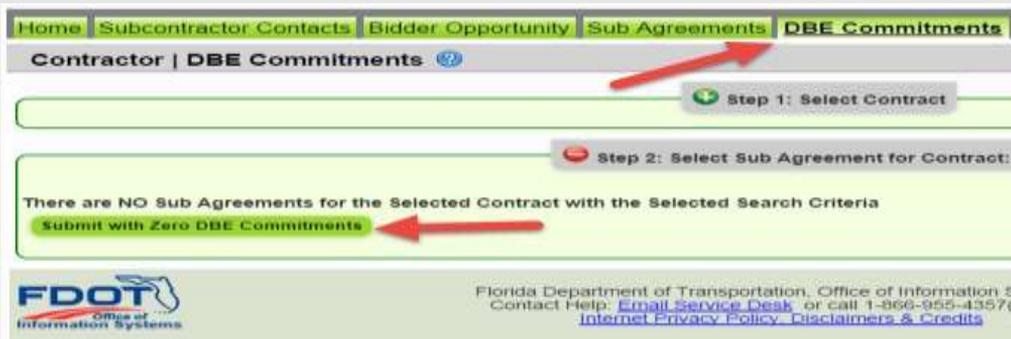
Must Do's for PM's

- **Make sure DBE Primes Report:** All **DBE Primes** need to report DBE commitments and payments for work performed by their own workforces
- **NAICS codes Consistency:** Primes should stay consistent with NAICS used in Commitments and Payments
- **Marking Final Payments:** When Contract completes:
 - Prime should report final payment for all Subcontractors
 - Mark final payment checkbox
 - Enter Work complete date



What if there are no DBE's on the Project

- Prime needs to submit with Zero DBE Utilization by selecting **Submit with Zero DBE Commitments** button under DBE commitment tab



What if I have questions?

- Training Materials & Useful links

<http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>

EQUAL OPPORTUNITY COMPLIANCE SYSTEM

EQUAL OPPORTUNITY COMPLIANCE

EOC OVERVIEW:
The Equal Opportunity Compliance (EOC) system is a web-based application that sets model activities to the public on **OCTOBER 31st, 2012**. The EOC application is used separately by FDOT Prime Contractors and Consultants to report Bidders Opportunity Lists), DBE Commitments and Disbursements Payments.

LINK TO ACCESS THE EOC SYSTEM:
To access the EOC system - **CLICK HERE**

EOC TRAINING INFORMATION:

- 1) EOC Computer Based Training
- 2) TRAINING MANUALS

TRAINING MANUALS
Contractor/Consultant User Manual
Professional Services Project Manager EOC Guide
DCCM User Manual
1) RCS Step by Step Manual

PROCESS TO OBTAIN EOC ACCESS:

NEW: Prime Contractors & Consultants:
Effective January 1, 2015, FDOT security will require all new contractor(s) and consultant(s) requests for EOC access to fill out 2 forms and complete the security CBT as follows:

- 1) EOC Access Form
- 2) Security Access form
- 3) Security CBT (send certificate)

Note: Send forms and CBT certificate to:
EOCHelp@dot.state.fl.us

The Office of Information Systems will send user a email and password using File Transfer Apparatus via email.

FDOT Employees (DCCMs, RCSs, and Report Users): Internal FDOT users need to fill out the Automated Access Request Form(AARF) for EOC access. Please indicate the requested EOC role in AARF.

Local Agency and MPO Users:
Local Agency and MPO users need to fill out 2 forms and complete the Computer Security Awareness Course CBT.

- EOC Tech Support -> EOCHelp@dot.state.fl.us



??QUESTIONS??

