



FDOT Equal Opportunity Compliance (EOC) System





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OBJECTIVES

- EOC brief Overview
- EOC Access
- Subcontractor List & Bid Opportunity List
- Sub Agreement(Subcontractors & Sub consultants)
- DBE Commitments
- Payments
- Reports
- EOC important Facts
- FAQs
- Q & A

EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM



- ~A web-based application that will eventually replace all of the existing "Biz" modules in the EOR system
- ~Enable FDOT statewide contractors/consultants to collect, review, and report DBE commitments, payments and Bidder Opportunity List
- ~Assist with managing DBE program, OJT & Contract Compliance



EOC Access?

- Bob the contractor and Barbara the consultant need to get access to the EOC system
- They will need to fill out the **EOC New user form** located on the Equal opportunity office website at this link

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

Note: Users that get into Transport/CITS already have RACIF ids and may already have a userid and password. In this case, they won't have to fill out the form.





EOC Access Page on EOO Site

Florida Department Of Transportation



FDOT Search: Go

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Office Level Navigation

[Equal Opportunity Office](#)

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Equal Opportunity Office

Arthur E. Wright, Manager

EQUAL OPPORTUNITY COMPLIANCE SYSTEM

Overview

The Equal Opportunity Office will be implementing a new system called the Equal Opportunity Compliance (EOC) that will replace the current Bizweb application Oct 1st 2012. This application will be used statewide by FDOT Contractors and Consultants to collect, review, and report DBE commitments and payments. In addition, the new application will make available the Bid Opportunity lists and other important DBE program information.

Note: EOC will be available to the public for use **October 3rd, 2012.**

Data Migration

The current data in BizWeb for Active contracts will be migrated over to the new system.

Note: Contracts that close (closed contracts) prior to Oct 1, will not be migrated over to the new system. Please make sure to get all commitments on closed contracts by **September 20, 2012 at 4:30pm** as the

EOC Access

Prime Contractors/Consultants will get access to the new system (EOC) by filling out the access form, [CLICK HERE](#). Please fill out the form and email it to EOOHelp@dot.state.fl.us.

DCCMs, RCS, LAP RCSs & Report users will have to fill out an ARRF request to get access to EOC through this link:

<http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

EOC Help & Training

The Department will be providing a web-based on-line training session September 24. The session will be live and will allow for questions and answers; that session will be taped and will be made available at various other times. The Department will also



Access Form

PRINT FORM

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-003-01

Equal Opportunity Office



Equal Opportunity Compliance System Access Request New Contractor & Consultant Users

The Florida Department of Transportation, Equal Opportunity Office has been charged with requirements of reporting Disadvantaged Business Enterprise information to the U.S. Department of Transportation, Federal Highway Administration (FHWA) according to the new 49 Code of Federal Regulations Part 26. The Equal Opportunity Compliance (EOC) System was developed to collect, review and report DBE commitments, payments and the bidder opportunity lists. In order to have access to the web based EOC System, please fill out the information below.

If you are a Prime Contractor/Consultant on a project and will be submitting Payments, DBE Commitments & Bidder Opportunity list in EOC, please complete the following information:

New User Information:

User's Name (Required): _____

User's Phone (Required): _____

User's Email Address (Required): _____

User's Address (Required): _____

Street Address City State Zip

By signing below, I certify that I have read and understand that I am subject to all the provisions of:

- [Chapter 118, Florida Statutes, Public Records](#)
- [Section 281.301, Florida Statutes – Safety and Security Services](#)
- [Chapter 282, Florida Statutes – Communications and Data Processing](#)
- [Section 282.318, Florida Statutes – Security of Data and Information Technology Resources](#)
- [Chapter 816, Florida Statutes – Computer Related Crimes](#)
- [Procedure 059-020-028 – Distribution of Exempt Public Documents Concerning Department Structures and Security System Plans](#)

I understand that every user is responsible for systems security to the degree that his or her job requires the use of information and associated systems. All users are responsible for using information resources only for the purposes for which they are intended, to comply with all controls established by information resource owners and custodians and for protecting sensitive information against unauthorized disclosure. I also understand that it is the user's responsibility to protect all of his or her passwords from being disclosed and to refuse to accept any other user's password.

I, personally, and as the representative of the above entity, fully understand the exempt nature of the public records to which I have access and agree to maintain the exempt status of this information in accordance with Florida law.

User's Signature (Required): _____ Date (Required): _____

Federal Tax Id Number (Required): _____

Company Name (Required): _____

Company Phone number (Required): _____

*Company Rep. Signature (Required): _____ *Company Rep. Name (Required): _____

*Note: Company Rep Signature & Rep Name is the Authorized Representative of the Company.

Date of Signature (Required): _____

EOC Technical Support?

- For EOC technical issues or inquiries related to the EOC system, contact the EOO helpdesk at EOOHelp@dot.state.fl.us
- Note: The EOC will also have a help feature that can guide users on using the system. There will also be a Computer Based Training(CBT) module developed.





EOC Login Screen

- FDOT security will email userid and passwords to them once the form has been processed.
- Allow a 24-48 hr period for processing
- Bob & Barbara can now log into the EOC system



By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

 Due to server maintenance, at a minimum the ERC and SCD applications will be intermittently unavailable between 9pm-11:59pm on Monday, 9/17/2012.

Account Information

For more information about EOC

[Help](#)

[I do not have a User Id](#)

[Change Password](#)

User ID:

Password:

Login



Important Advantages of the EOC

- If Payment > Commitment Amt for a particular NAICs, EOC generates a reconciliation msg & can create an adjusting entry to the total commitment amount. Any adjustments to payments must be done by the vendor.
- If user enters commitments but does not check submit checkbox and then submits payment .

Payment is Greater than Commitments



Action	NAICS	Specialty Code	Commitment Amount
Add	238990 - All Other Specialty Trade Contractors	530 - RIPRAP	2000 *
<input type="checkbox"/> Delete	Submit Date: N/A Submit: <input type="checkbox"/>	Date Reported: N/A Status: IN-WORK Contract Category: PROFESSIONAL SRVC CONSULTANT	DBE Credit: N/A

Save

Reset

Commitment amount is \$2000

Payment Summary

Payment Date:	<input type="text" value="09/24/2012"/> *	Work Performed Begin Date:	<input type="text" value="09/03/2012"/> *	Work Performed End Date:	<input type="text" value="09/07/2012"/>
Work Complete Date:	<input type="text"/>	<input type="checkbox"/> Zero Dollar Payment	Payment Type: <input type="text" value="REGULAR"/>		
Total Payment Amount:	<input type="text" value="2500"/>	Zero Payment Reason:			
Retainage Amount:	<input type="text"/>	<input type="text" value="Select Zero Payment Reason"/> ▼			

Select PSI Pay Invoice 

Payment amount is \$2500



EOC Warning –Reconciliation Msg

Payment Warnings / Reconciliation

The payments entered require Reconciliation. Pressing Continue will allow the system to perform the actions detailed. Pressing Back will result in no data being saved and will return you to the payment page.

Payment Credit Amount is Greater than Commitment Credit Amount for the following NAICS:

Action Required:

NAICS: 238990 - All Other Specialty Trade Contractors				
Payment Credit Amount: \$2,500.00	Commitment Credit Amount: \$0.00	Over Payment Amount: \$2,500.00		
Commitment Status	Specialty Code	Commitment Credit Amount	Last Updated Timestamp	Submit
UNSUBMITTED BY PRIME VENDOR	530 - RIPRAP	\$2,000.00	09/24/2012 09:15:43	<input checked="" type="checkbox"/>
ADJUSTMENT TO BE CREATED BY SYSTEM	PAYADJ - Adjustment to match subpayments amount	\$500.00		
TOTAL COMMITMENT AMOUNT TO SUBMIT		\$2,500.00		

Payment reconciliation message, system requests to make \$500 adjustment.

Commitment without Submitting



NAICS 237310 - Highway, Street, and Bridge Construc ▼	 	Specialty Code 341 - ASPHALT RUBBER MEMBRANE INTER ▼	Commitment Amount 1000 *
Submit Date: N/A	Date Reported: N/A	Status: IN-WORK	DBE Credit: N/A
Submit: <input type="checkbox"/>		Contract Category: CONSTRUCTION ▼	

User enters commitment without checking Submit box.



Payment made & Submitted

Payment Detail

<input type="checkbox"/> Delete	NAICS	Specialty Code	DBE Credit Amount
<input checked="" type="checkbox"/> Submit	Select NAICS	Select Specialty	1000 *

The image shows a screenshot of a web form titled "Payment Detail". It contains four main elements: a "Delete" checkbox (unchecked), a "Submit" checkbox (checked), a "NAICS" dropdown menu (set to "Select NAICS"), and a "Specialty Code" dropdown menu (set to "Select Specialty"). To the right of these dropdowns is a text input field for "DBE Credit Amount" containing the value "1000 *". Red arrows point from the text above to the "Submit" checkbox, the "NAICS" dropdown, and the "DBE Credit Amount" field. A grey arrow points from the "DBE Credit Amount" field towards the top right of the slide.

User enters payment and checks the Submit box.

EOC Warning Msg



NAICS: 237310 - Highway, Street, and Bridge Construction

Payment Credit Amount: \$1,000.00 Commitment Credit Amount: \$0.00 Over Payment Amount: \$1,000.00

Commitment Status	Specialty Code	Commitment Credit Amount	Last Updated Timestamp	Submit
UNSUBMITTED BY PRIME VENDOR	341 - ASPHALT RUBBER MEMBRANE INTERLAYER	\$1,000.00	09/24/2012 09:36:27	<input checked="" type="checkbox"/>
ADJUSTMENT TO BE CREATED BY SYSTEM	PAYADJ - Adjustment to match subpayments amount	\$0.00		
TOTAL COMMITMENT AMOUNT TO SUBMIT		\$1,000.00		

EOC message generated that user has an Unsubmitted commitment

FAQs



- What is the purpose of the Subcontractor Contacts?

Ans: Purpose of Subcontractor contacts is to add vendors for the bidder's opportunity list. These can be used for setting up your sub agreements as well.

- Is there a Help feature in the system?

Ans: Yes, there are help icons in the system. User can click on blue question mark and the help information will be displayed

- If user submits a bidder opportunity list and would need to revise it, what should they do

Ans: They can go back to the bidders tab, click all proposals, select the proposal and then make edits and submit

- When can I no longer access my bidders opportunity list for my project?

Ans: Users have up to 30 days after a contract has been executed to submit their bidders list in the EOC

- Bob forgot his password, what should he do?

Ans: Send to FDOT service desk and they will reset it. The FDOT service contact information will be listed on the EOC FrontPage



FAQs

- Ooops, Bob/Barbara submitted a wrong payment in EOC, what do they need to do?

Ans: If they have submitted the payment to FDOT already, then they can go into EOC and make an adjustment just like Bob did. However if they haven't submitted it already, they can go back and delete it by clicking the delete checkbox.

- If I am hired by two firms to report payments and commitments, how will the system handle this?

Ans: User can be associated to more than one Vendor, in our examples, user is reporting for both Itran Partners and General asphalt. So when a user logs into EOC, if they are inputting for two or more firms, they will see a drop down arrow with the firms listed and they can choose accordingly.

Multiple Vendors Detected, Vendor Selection

Company
Select the company you wish to work with.

F591115297 - GENERAL ASPHALT CO	▼
F263291131 - ITRAN PARTNERS INC.	
F591115297 - GENERAL ASPHALT CO	



FAQs

- Do I have to put in Zero payments?

Ans: No, you are not required to input zero payments

- If I am a non DBE prime, and don't have any DBE subs to submit because I am self performing, what do I need to do?

Ans: You should click the submit without the DBE commitment amount button on the DBE Commitment page

- Do I need to enter in all my subcontractors?

Ans: No, we only report on DBEs and MBEs. So you don't have to enter your non DBE/MBE subs

- What if I'm not sure what work is covered under a particular NAICs?

Ans: The System has a link to the US Census Bureau NAICS code list.

Action	NAICS	S
No Change	237310 - Highway, Street, and Bridge Construc	<input type="checkbox"/>
<input type="checkbox"/> Delete	Submit Date: 9/27/2012 Date Reported: N/A	<input type="checkbox"/>
	Submit: <input checked="" type="checkbox"/>	<input type="checkbox"/>

- How does my contract information get into EOC? **Ans: The nightly batch jobs will retrieve information from systems such as Trns*port, PSI & LAPIT.**



- Q & A



Questions Asked during Q & A



<u>Question</u>	<u>Answer</u>
What is the purpose of the bidder opportunity tab? Does it send solicitations to the vendor?	Purpose of the Bidders Opportunity tab is for the user to setup their Bidders Opportunity List for the Subcontractors & Subconsultant. It replaces the manual form that each prime bidder is required to send with their bidding package. No it does not send solicitations.
Is there a maximum number of users per contractor?	No
Could all of our project managers access the system with independent log ons?	Yes, each user will have their own unique userid and password
Do you have a live date on the release of this application?	Yes, October 3rd 2012
On existing projects, will the dbe contractor information transfer or does sub need to re-enter this info	Yes, information will transfer, there will be a conversion that will bring existing DBE commitments and payments for active contracts
Do you have to enter all subcontracts or just DBE contracts?	Payments are required for DBE and MBE subs. But payments to other non-DBEs can be entered if desired.
So the entire payment don't necessarily all have to be dbe?	That is correct.
Is the consultant awarded/penalized if the amounts paid to a subconsultant is above/below the original amount? Is the consultant DBE grade affected?	Changes to DBE commitments can occur thru out the life of the contract. Changes will affect that years DBE grade positively or negatively.
Will FDOT be notifying all agencies/contractors of this new requirement?	This is not a new requirement; the only change is that a different system is being used to manage the DBE program efficiently.
Will the DBE Directory only be accessible with a password?	No, DBE directory can still be accessed like it is currently being accessed. Users will not be required to input a password to access the DBE directory.
Will the Contractor be notified if the DBE subcontractor they are using is a DBE but the work they will be doing is not DBE? Meaning like TCP is a DBE Company, but many times they do work that is not DBE.....	Even though a sub is a DBE, you only need to record commitments and payments for which they are getting DBE credit. They could have a sub agreement where they are performing DBE and non-DBE credit work. While you can still record payment amounts, you do not have to enter payments details for DBE credit unless they are performing work for DBE credit.
Do firms have multiple NAICS or specialty codes?	Yes
Are we still allowed to submit the Bid Op List the old way by fax or are we required to use the EOC now?	You will need to use the Equal Opportunity Compliance (EOC) system to submit your Bidders opportunity list.