

Contractor Interface

LOGIN

- ✓ Login with your RACF user ID and password
- ✓ **Note:** Prime Contractors/Consultants that do not have a userid and password will get access to the new system (EOC) by filling out the access form, [CLICK HERE](#). Please fill out the form and scan it to EOOHelp@dot.state.fl.us.
- ✓ If you are DCCM, RCS, LAP RCS or Report User and need access to EOC, please fill out an ARRF request through this link: <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>
Note: For LAP RCS that do not have access to ARRF form, please have your LAP administrator initiate the ARRF for you.

Contractor Interface

SUBCONTRACTOR CONTACTS

This section allows you to add subcontractor contacts to your list.

- ✓ Click the **Subcontractor** contacts tab

The screenshot shows the Contractor Interface with the 'Subcontractor Contacts' tab highlighted in the navigation menu. Below the navigation, there is a 'Vendor Search' section with a message: 'To Add a new Vendor to your Subcontractor Contacts, click Search EOC Vendor File.' A red arrow points to the 'Subcontractor Contacts' tab in the navigation menu.

- ✓ Click **Search EOC Vendor file** button to add your subcontractor contacts

The screenshot shows the Contractor Interface with the 'Search EOC Vendor File' button highlighted in the 'Vendor Search' section. A red arrow points to the button.

Enter either the Vendor ID **or** Vendor Name. **Note:** When searching by Vendor ID; put an **F** at the beginning of the vendor id# (e.g. F123456789)

The screenshot shows the 'Find Subcontractor' search form. It has two input fields: 'Vendor ID #' and 'Name'. An 'OR' button is positioned between the two fields. Below the fields are radio buttons for 'Begins With' and 'Contains'. A red arrow points to the 'OR' button.

- ✓ Click the **Search EOC Vendor File** button or **Extended Search of Master Vendor** button
- ✓ Click **Select** beside the desired firm

Select	Vendor ID	Vendor Name
Select	F061792923	5 STAR ENTERPRISE INCORPORATED

- ✓ Click the **Add Selected Vendors** button to add the vendor

The screenshot shows the 'Vendor(s) Selected' section with a table containing one vendor. Below the table is the 'Add Selected Vendors' button, which is highlighted with a red arrow.

Remove	Vendor ID	Vendor Name	MBE	DBE
Remove	F200531542	PAUL PATRICK ELECTRIC INC	No	Yes

Contractor Interface

- ✓ If you need to add the Specialty Code, select the **Add New Specialty code** link. The Specialty code drop box is displayed. Select the desired Specialty code from the drop down box or you can click the magnifying glass to search the code by description.

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

Remove [Remove](#) Specialty Code
Select Specialty

[Add New Specialty Code](#) ?

F593685527 - ANGCO INC

If you click the magnifying glass, the Search for Specialty code window displays as shown below. You can search by the code or the description and click the Search Specialty codes button. Then select the desired code.

Specialty Code Search

Code: Begins With Contains

Description: Begins With Contains

[Search Specialty Codes](#)

Showing items 1-2 of 2

Code	Description
515	PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
56X	BRIDGE PAINTING (INCLUDES 561, 562)

[Reset](#) [Cancel](#)

- ✓ After the specialty code has been entered, Click the **Save** button

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

Remove [Remove](#) Specialty Code
030000 - HIGHWAY ROADWAY DESIGN

Remove [Remove](#) Specialty Code
070200 - LIGHTING

[Add New Specialty Code](#) ?

[Save](#) [Reset](#)

- ✓ You will get notification that your contacts have been added. Click **Ok** when done.

Home Subcontractor Contacts Bidder Opportunity Sub Agreements DBE Commitments Sub Payments

Contact modifications have been saved.

[OK](#)

Contractor Interface

BIDDER OPPORTUNITY

This section allows you to submit your Bidder opportunity list.

Search Proposal

- ✓ To search for a proposal, enter proposal ID in the **Proposal ID box** **or** click **Proposal Category drop down** to select the Contract category (Note: The contract categories are: Professional Service Consultant, Construction, Local Agency Consultant, Local Agency Construction, and Maintenance)

Enter a Proposal ID OR Select a Proposal Category and select any of the optional fields (Start Dates, End Dates, District) to search the available Proposals.

Proposal ID / LAP Agreement ID (Required):

- OR -

Proposal Category (Required):
CONSTRUCTION

Begin Advertise Date:

End Advertise Date:

District:
ALL

(Note: If you have the district and advertise date information, go ahead and fill that in).

- ✓ Click **Search** Button
- ✓ A set of proposal IDs is displayed, *Click* on the desired proposal ID.

proposal ID	Advertise Date	Description
A1234	9/26/2010	description
D4180	6/22/2005	SR-736/Davie
E1C13	2/28/2001	SR 45 (US 41)
E1C30	4/26/2001	MINI-REHAB (
E1C34	4/26/2001	SCOUR COUN

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The Proposal Summary screen is displayed. You can submit with Subcontractors or without any Subcontractors. If you don't have Subcontractors, select the **Submit with No Contractor** button. If you will be submitting with Subcontractors, you can click the Add Subcontractors button.

Proposal Summary for Proposal: A1234 - description

Advertisement Date: 9/26/2010
Total Number of Subs: 0
Total Number of DBEs: 0

Add Subcontractors ?

Submit with No Subcontractor

Contractor Interface

Add Subcontractors

- ✓ If you will be submitting with Subcontractors, click the **Add Subcontractors** button.
- ✓ You will notice that the subcontractors that you setup in your *Subcontractor Contacts* page will populate on the list to select from. However if you did not setup your subcontractors, you can click on the **Add Subcontractors** button.

Home | Bidder Opportunity | Sub Agreements | DBE Commitments | Sub Payments | DBE Directory | Subcontractor Contacts | Reports

Contractor | Bidder Opportunity | Create New Bidder Opportunity List

Back to Proposal Search

Proposal Summary for Proposal E1B86 - Highlands County

Advertisement Date: 11/23/2000
Total Number of Subs: 0
Total Number of DBEs: 0

Add Subcontractors

Submit with No Subcontractor

Step 1: Select Subcontractor(s)

The Selected Subcontractors list can be populated from the Subcontractor Contacts or by searching the master vendor file by Vendor ID or Name and selecting from those results.

Search Master Vendor File

Select from Subcontractor Contacts

F593686527 - ANGGO INC
F591911950 - JENKINS PAINTING INC

Selected Subcontractor(s)

- ✓ Select the desired sub and click the plus arrow(+) to add it

Select from Subcontractor Contacts

F200531542 - PAUL PATRICK ELECTRIC INC

Selected Subcontractor(s)

Continue Reset

- ✓ Click **Continue**

Add additional Subcontractors

- ✓ To add more Subcontractors/ Sub consultants to your list Click **Search Master Vendor File**

Search Master Vendor File

Select from Subcontractor Contacts

Continue Reset

- ✓ Subcontractor page is displayed; enter **Vendor ID** or **Name of Sub**.
Note: For vendor ID, enter letter F before the number.

Find Subcontractor

Vendor Search

Vendor ID #
F651156091

- ✓ Click **Search EOC Vendor File** button or the **Extended Search of Master Vendor** (searches entire FDOT vendor directory)
- ✓ Vendor is displayed, click **Select**

Contractor Interface

- ✓ Click **Add Selected Vendors** button
- ✓ Select the name and click on “plus arrow” (). (Note: the “minus arrow” removes the sub)



(Helpful tip): To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add.

- ✓ Click the **Continue** button.

Add Specialty Code

Note: You will notice that the work types that were setup in your subcontractor contacts will populate as well



- ✓ To add another specialty code, click the **Add New Specialty code** link to add the desired work type



- ✓ Click on the drop down to select the Specialty codes or you can click on the magnifying glass to search by description or code.



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- ✓ If you click the magnifying glass, the Search for Specialty code window displays as shown below. You can search by the code or the description.

Code	Description
515	PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
56X	BRIDGE PAINTING (INCLUDES 561, 562)

Note: You can add additional Specialty codes by clicking the Add New Specialty code button.

- ✓ When done and ready to submit to FDOT, Click the **Save and Submit to FDOT**, however if you are **not** ready to submit to FDOT but would like to save, Click the **Save Do Not Submit to FDOT**.

Save and Submit to FDOT **Save and Do Not Submit to FDOT** **Reset**

Note: If you clicked **Save and Submit to FDOT**, a confirmation message is received that Bidder opportunity has been saved and submitted to FDOT.



- ✓ To print out the bids you have submitted, you can run the **Bidder Opportunity List Report** located in the Report section.

Note: If you clicked the **Save Do Not Submit to FDOT**, the proposal will still appear in your list. You can make edits to it.

Proposal ID	Advertise Date	Description
F1023	10/2/2003	US 27

Contractor Interface

SUBAGREEMENTS

This section allows you to setup your Subs for your payments and commitments. Sub agreements will need to be setup before submitting your DBE commitments and Payments.

Add a Sub

- ✓ Click the Sub Agreements tab
- ✓ Enter the contract ID or Select the **Contract Category** from drop down(e.g. Construction)



- ✓ Click **Get Contracts** button
- ✓ Select the desired contract by clicking on it. (**Note:** In order to be able to add sub agreements, the *Status* for the contract should be "OPEN FOR REPORTING". Contracts marked "READY FOR FINAL ADJUSTMENT" payments are final therefore; user will not be able to add any Sub Agreements)

Select Contract Category:
CONSTRUCTION

Contract ID	Contract Description	Lead Period	Status	Expiration Date
E105	CR 176 (Business Rd) from US 201 (SR 42) to SR 84	4280415201	OPEN FOR REPORTING	12/1/2011
E103	PUSH BUTTON	42732145201	OPEN FOR REPORTING	12/30/2011
E211.05	DISTRIBUTE	419127115202	OPEN FOR REPORTING	3/25/2009
E204	US 19 RESURFACING	40373115201	OPEN FOR REPORTING	2/4/2011
E205	US 201 DB - RESURFACING	42849815201	OPEN FOR REPORTING	11/9/2011
E203	SR SGCORTIZ BLVD RESURFACING	42395215201	OPEN FOR REPORTING	3/5/2012
E208	US 41 (REBOGASKA AVE) RESURFACING	42595215201	OPEN FOR REPORTING	3/5/2012
T141	SR 85 (SR 75)	41104215201	OPEN FOR REPORTING	4/13/2011
T142	SR 45 (US 41 BUS)	42523215201	OPEN FOR REPORTING	5/20/2011
T143	SR 35 (US 17)	42963315201	OPEN FOR REPORTING	8/10/2011

- ✓ Click the **Add New Sub Agreement** button
- ✓ Click **Select Sub** button to add your Sub

Tier: Select ...
Sub: Click Select Sub
Hired By: Click Select Hired By
Sub Vendor ID: N/A
Hired By Vendor ID: N/A
Select Sub
Select Hired By
Delete

- ✓ You must enter either the **Vendor ID #** or the **Name** of the desired Sub. (The Vendor ID must be fully entered beginning with **F**. A partial name may be entered and either Begins With or Contains must be selected). Click on the desired search button. (The **Search EOC Vendor File** button will look for vendors already used in EOC, the **Extended Search of Master Vendor** button will look at the entire FDOT vendor directory.)

Vendor Search

Vendor ID #
F650469324

Name:

Begins With Contains
Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

Search EOC Vendor File **Extended Search of Master Vendor**

- ✓ Vendor results are displayed, choose the vendor by clicking **Select**

Available Vendor(s):

Select	Vendor ID	Vendor Name
Select	F650469324	A2 GROUP INC

Contractor Interface

- ✓ Tier level defaults to 1st tier, select tier level of subs by selecting the drop down arrow on the tier level if tier is 2nd ...etc (1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc).



The screenshot shows a form with the following fields: Tier: PRIME, Sub: AJAX PAVING INDUSTRIES OF FLOR, Sub Vendor ID: F261871966, Hired By: ** Prime **, and Hired By Vendor ID: ** Prime **. A dropdown menu is open under the Tier field, showing options: Select, SUB TIER 1, SUB TIER 2, SUB TIER 3, SUB TIER 4, and SUB TIER 5. A red arrow points to the dropdown arrow. Below the form is the Florida Department of Transportation, Office of Information Systems contact information.

- ✓ To add another sub, click the **Add new Sub agreement** button
- ✓ To delete a sub, first select the Delete box and click the save button
- ✓ Click the **Save** button when done

Note: If Hired by is blank

- ✓ Click on Select Hired By to add the firm that hired the sub(i.e. it can be the prime or another sub)



The screenshot shows a form with the following fields: Tier: Select..., Sub: A2 GROUP INC, Sub Vendor ID: F650469324, Hired By: Click Select Hired By, and Hired By Vendor ID: N/A. There are three buttons: Select Sub, Select Hired By, and Delete. A red arrow points to the Select Hired By button.

Contractor Interface

DBE COMMITMENTS

This section enables users to submit DBE commitments for their subs. Users can add new payments and make adjustments to DBE commitments.

Add DBE Commitments

- ✓ After your sub agreements have been set up, you can setup the DBE commitments by clicking the **DBE commitments** link to open up the DBE Commitments screen or you can click on the DBE Commitments tab.

Home Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directory Subcontractor Contacts Reports

Contractor | Maintain Sub Agreements

Select Contract Category:
CONSTRUCTION

Showing items 1-7 of 7

Contract ID	Contract Description	Lead Project	Status	Execution Date
BDT74	CENTRAL FLORIDA- Station finishes	41299435201	OPEN FOR REPORTING	2/24/2012
E2N35	SR 9B(STUB)	20929325201	OPEN FOR REPORTING	3/3/2010
E2P03	SR 5 (US 1)	21044825201	OPEN FOR REPORTING	3/28/2011
E2P13	SR 115(MARTIN LUTHER	20954555201	OPEN FOR REPORTING	10/25/2011
E4K48	INDIAN STREET BRIDGE - ARRA	23097815201	OPEN FOR REPORTING	9/17/2009
T2090	(I-10I-95 INTERCHANGE)	21324315201	OPEN FOR REPORTING	9/28/2004
T2233	SR 15 (US 17)	20820715201	OPEN FOR REPORTING	8/8/2007

Sub Agreements for Contract: BDT74 Sort By: Sub Name Tier Hired By

Add New Sub Agreement

Tier: SUB TIER 1 Sub: Hired By: JENKINS PAINTING INC ARCHER WESTERN CONTRACTORS LLC Sub Vendor ID: F591911968 Hired By Vendor ID: F363286318 Select Sub Delete Summary DBE Commitments

- ✓ The DBE commitment screen is displayed for the contract

Home Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directory Subcontractor Contacts Reports

Contractor | Add DBE Commitments

Step 1: Select Contract

Contract ID: BDT74 .OR. Select a Contract Category: Select Contract Category ...
Show Contracts Having Commitments: ALL

Get Contracts

Showing item 1 of 1

Contract ID	Description	Lead Project	Execution Date	Status	Summary
BDT74	CENTRAL FLORIDA- Station finishes	41299435201	2/24/2012	OPEN FOR REPORTING	

Step 2: Select Sub Agreement for Contract: BDT74

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
JENKINS PAINTING INC	F591911968	ARCHER WESTERN CONTRACTORS LLC	01	

This Contract has been Submitted with Zero DBE Commitments

Show Commitments with Status: ALL

Note: The **Show Commitments with Status** drop down has the four categories:

- ALL: shows all contracts with commitments
- Accepted by the department: contracts with commitments that have been accepted by department
- Ready to include in the report: contracts with commitments ready to be reported
- Rejected by department: contracts with commitments that have been rejected by the department
- Submitted by prime vendor: contracts with commitments that have been submitted by prime
- Unsubmitted by prime vendor: contracts without commitments that have been submitted by prime

Contractor Interface

- ✓ If you will be submitting DBE commitments, Click on the Sub and Click the **Add New Commitment** button



Step 3: Maintain Commitment Details for Sub Agreement with: ROAD RUNNER HIGHWAY SIGNS INC

Add New Commitment

Action	NAICS	Specialty Code
No Change	237310 - Highway, Street, and Bridge Constr	700 - HIGHWAY SIGNING
<input type="checkbox"/> Delete	Submit Date: 4/19/2011	Date Reported: 4/1/2011
Status: READY TO INCLUDE INTO REPORT		

- ✓ Select the **NAICS** from the NAICS dropdown and **Specialty code** from the Specialty code drop down or you can search by the *magnifying glass*. The magnifying glass allows for a super search where users can search by description. (Note: The NAICSs displayed are the NAICSs that the firm is certified in).



Step 3: Maintain Commitment Details for Sub Agreement with: JENKINS PAINTING INC

Low Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	238990 - All Other Specialty Trade Contractors	Select Specialty	
<input type="checkbox"/> Delete	Select NAICS	Status: IN-WORK	DE
	238990 - All Other Specialty Trade Contractors	Contract Category: CONSTRUCTION	

- ✓ Enter the **Commitment Amount** in the commitment box and select the contract category to choose the type of contract



Specialty Code	Commitment Amount
3XX - ASPHALT PAVING - ROADWAY (INCLUI	5000
Status: IN-WORK	DBE Credit: N/A
Contract Category: CONSTRUCTION	

NOTE: if you are ready to submit the commitment for review by RCS & DCCM, click the Submit checkbox. Once this checkbox is checked and the record saved, the record cannot be edited. However if not ready to submit, make sure it is unchecked you can always go back and make edits.



Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount	Details
No Change	238990 - All Other Specialty Trade Contractor	530 - RIPRAP	\$3,000.00 *	<input type="checkbox"/>
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: UNSUBMITTED BY PRIME VENDOR	DBE Credit: \$3,000.00
	Submit: <input checked="" type="checkbox"/>		Contract Category: CONSTRUCTION	

*required fields are marked with *

- ✓ Click **Save** button
- ✓ Confirmation that sub has been saved is displayed



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Commitments for Contract: E/7664, have been saved.

OK

Note: To print out the commitments you have submitted, you can run the **Contract Commitment details** report located in the Report section.

 **Good Job! You have just added your Commitment**



Contractor Interface

SUBPAYMENTS

This section enables users to add payments. Users can add new payments and make adjustments to payments.

To Add Subpayment

- ✓ Select the **Sub payments Tab**
- ✓ Choose the **Add New Sub payments**



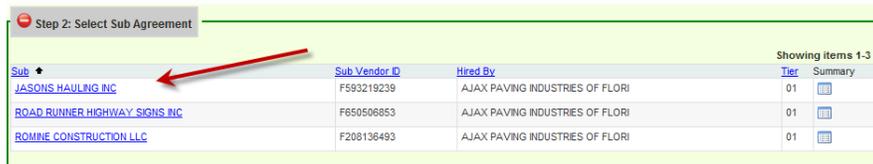
- ✓ Enter **Contract ID** or choose contract by picking the **Select a Contract Category** from drop down menu
- ✓ Click **Get Contracts** Button (Note: If **contract ID** is used, only that contract is displayed; if the **Select Contract Category** is used, then all active contracts for the vendor will be shown).
- ✓ Choose desired contract by clicking on the contract (e.g. E7G64)



Note: The summary icon gives a summary of the contract



- ✓ A list of Subs is displayed, choose the desired Sub to add payments by clicking on the Sub



Contractor Interface

The *Add New payment information* screen will display as below. Enter the details in the Payment summary.

Note: Below is a description of the payment fields. Also if payment is **Final**, check the final payment box. If it is a zero payment, you will be prompted to put in a reason. (**Note:** The fields with the **asterisk*** are required fields.

Fields	Description
<i>Payment date*</i>	Date when payment was made to sub
<i>Work performed Begin Date*</i>	Date when work began
<i>Work Performed End Date*</i>	Date when work performed ended
Retainage	Amount withheld from sub
Total payment	Amount paid to sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.

- ✓ Click **Add Payment Detail** button to add the NAICS and Specialty code and DBE credit amount. Select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down or you can search by the *magnifying glass*. (The magnifying glass allows for super searches where users can search by code or description). If you have any comments, you can input those in the comment box.

NOTE: if you are ready to submit the payment for review by RCS & DCCM, click the Submit checkbox. Once this checkbox is checked and the record saved, the record cannot be edited. However if not ready to submit, make sure it is unchecked, you can always go back and make edits.

- ✓ Click **Save** button when done
- ✓ Confirmation that payment has been saved will be received. Click Ok.



Contractor Interface

Maintain Subpayment

Note: Users can make edits to the DBE credit payment amount as long as the payment has not been submitted to FDOT. The Submit checkbox and Final payment checkbox should be unchecked for the payment record to be edited. However users can make adjustments to payments for more additions or reductions.

- ✓ Select the **Sub payments Tab**
- ✓ Choose the **Maintain Sub payment**



- ✓ Enter **Contract ID** or choose contract by picking the **Select a Contract Category** from drop down menu

Step 1: Select Contract

Contract ID: E7G64 -OR- Select a Contract Category: Select Contract Category ...

Get Contracts

- ✓ Click **Get Contracts** Button (Note: If **contract ID** is used, only that contract is displayed; if the **Select a Contract Category** is used, then all active contracts for the vendor will be shown).
- ✓ Choose desired contract by clicking on the contract (e.g. E7G64)

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

- ✓ A list of subs is displayed; **Choose** the desired Sub by clicking on it.
- ✓ The select payment summary screen is displayed showing the current payments for the selected Sub

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
2/1/2012	4618.93	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	6653.91	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	4238.00	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	34.80	0.00		Yes	No	1/1/0001	1/1/0001

- ✓ **Select** the payment date of the record that you would like to make revisions/adjustments

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
2/1/2012	4618.93	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	6653.91	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	4238.00	0.00		No	No	1/1/0001	1/1/0001
2/1/2012	34.80	0.00		Yes	No	1/1/0001	1/1/0001

Contractor Interface

- ✓ The **Maintain Payment Information** screen is displayed. The screen will allow you to make changes accordingly. (Note: When ready to submit to FDOT if not submitted already, click the **Submit** checkbox)

Step 4: Maintain Payment Information for Payment Summary on: 6/21/2012

Contract ID: T7286 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Payment Summary

Payment Date: 6/21/2012 * Work Performed Begin Date: 6/7/2012 * Work Performed End Date: 6/15/2012 * Delete
Work Complete Date: Zero Dollar Payment Payment Type: IN PROGRESS
Total Payment Amount: \$4,200.00 Zero Payment Reason: Final Payment
Retainage Amount: Select Zero Payment Reason Select SIM Pay Estimate

Add Payment Detail

Payment Detail

Delete NAICS 561730 - Landscaping Services Submit Specialty Code 107 - LITTER REMOVAL AND MOWING DBE Credit Amount \$2,000.00 *
Comment:

- ✓ Click **Save** button when done
- ✓ To print out the payments you have submitted, you can run the **Contract Sub Payment Details** report located in the Report tab.

Contractor Interface

Add a vendor not found in EOC/Extended Search

Note: This feature enables users to add vendors to EOC that may not be found in the EOC Extended Search. However, if a firm is registered with myflorida marketplace or the Sunbiz, the firm will be in EOC. We highly encourage firms to be registered with myflorida marketplace or the Sunbiz so that they are automatically added to EOC through the batch jobs.

- ✓ If Vendor is not found in EOC or Extended Search of Master Vendor, click **Add Vendor** button

Vendor Search

Vendor ID #

Name: Jackson

Search on either Vendor ID or Vendor Name. The Vendor ID must be fully entered. A partial name may be entered and either Begins With or Contains must be selected. The Search EOC Vendor File button will look for vendors already used in EOC, the Extended Search of Master Vendor file will look at the entire FDOT vendor directory.

Search EOC Vendor File Extended Search of Master Vendor

Available Vendor(s):

Select	Vendor ID	Vendor Name
Select	F061873774	JACKSONVILLE TRACTOR & EQUIPME
Select	F064000070	JACKSONVILLE MINORITY BUSINESS
Select	F201252518	JACKSON LANDSCAPE PROFESSIONALS
Select	F202484154	BEST WESTERN HOTEL
Select	F203374851	JACKSONVILLE ELEVATOR INSPECTO

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If Vendor not found in EOC or Extended Search, click Add Vendor

Add Vendor

- ✓ The create New vendor screen is displayed. Enter in the appropriate information for the desired vendor and Click **Add Vendor** button when done.

Create a New Vendor

General Information

Vendor ID: F125332666

Primary Vendor Type: Contractor Consultant

Full Vendor Name: rrrrr

Contact Information

First Name: mjj

Last Name: mjj

Middle Name: jr,jr

Phone Number:

Email: sirtj@gim.com

Address Information

Address Line 1: 2400 street road

Address Line 2:

City: Tallaha

State: FLORIDA

Zip:

Add Vendor Cancel

DBE Directory

This section enables users to view the DBE directory

- ✓ Click the DBE directory tab and the DBE directory is displayed

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

WELCOME MATTHEW JOHNSON
COMPANY F592629362 - DE MOYA GROUP INC. (THE)

EQUAL OPPORTUNITY COMPLIANCE

Log Off

EOC

Home Subcontractor Contacts Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directory Reports

Reports

Report Menu

Report Criteria for the Contract Sub Payment Details Report

Contractor Interface

REPORTS

This section of EOC enables users to run different reports. Users can view the data submissions and can print reports.

- ✓ Click the Reports tab and a list of reports are displayed



Bidder Opportunity List Report: User can view proposals firm has submitted.

- ✓ Select Contract Category and Proposal ID
- ✓ Click Submit

Contracts Not Reported: User can view the firm's contracts that have not been reported to Executive board.

- ✓ Select District
- ✓ Select the Funding Type
- ✓ Click Submit

Contract List Report: User can view a list of contracts with different fund types

- ✓ Select the Contract Category
- ✓ Select Contract Status
- ✓ Select Funding Type
- ✓ Select Dates
- ✓ Click Submit

Contract Profile Report: User can view the contract details for a specific contract

- ✓ Enter Contract ID
- ✓ Click Submit

Commitment Payment Comparison Report: User can compare payments & commitments for a specific contract

- ✓ Enter Contract ID
- ✓ Click Submit

Contractor Interface

Contract Commitment Details Report: Enables user to view the commitment details with work type & DBE % for a specific contract. This is similar to the *DBE Anticipated statement*.

- ✓ Enter contract ID
- ✓ Click Submit

Contracts with No Commitments Report: Enables user to view the contracts that do not have any DBE participation

- ✓ Click Submit

DBE Utilization Summary Report: Enables user to view the DBE utilization summary.

- ✓ Select Contract Category
- ✓ Fill in Report Begin Date and End Date
- ✓ Fill in Fund type
- ✓ Click Submit button

DBE Utilization Detail Report: Enables user to view the DBE utilization in detail.

- ✓ Select Contract Category
- ✓ Fill in Report Begin Date and End Date
- ✓ Fill in Fund type
- ✓ Click Submit button

Closed Contract Sub Payments Report: Enables user to view contracts that have been closed for a specific time period

- ✓ Fill in Begin and End release dates
- ✓ Click Submit button

Contract Sub Payment Details Report: Enables user to view subpayment for a specific contract

- ✓ Enter Contract ID
- ✓ Click Submit

Certification History Report: Enables user to view certification information for a specific firm

- ✓ Enter Vendor ID(e.g. F000000000) or Vendor Name
- ✓ Click Submit

Contractor Interface



EOC FAQs

Q: How do I request access to EOC as a new user?

Answer:

For Contractors & Consultants that will be submitting Payments, DBE Commitments & Bidder opportunity, you will need to fill out the EOC access form. To access the form, [CLICK HERE](#) . For RCSs, DCCMs & Report users; you will need to submit an ARRF (Automated Access Request Form) which is located at <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

Q: How do I create a Sub agreement?

Answer:

- *Click the Sub Agreements tab and select the contract desired. Click the Add New Sub agreement button.*
- *Select Tier Level of Subs by selecting the drop down arrow on the tier level(1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc)*



- *Click Select Sub button to add your Sub*
- *Search on either VendorID# or Vendor Name, click Select.*
- *Click Save and Sub agreement is added.*

Q: How do I submit DBE commitments to a contract?

Answer:

- *The first step you will need to do is setup your Sub agreements. After your sub agreements have been set up, Click the **DBE Commitment** tab.*
- *Click the **Add New Commitment** button*
- *Select the NAICs from the NAICs dropdown and Specialty code*
- *Enter the Commitment Amount. **NOTE: if you are ready to submit the commitment for review by RCS & DCCM, click the Submit button. Once this button is checked, the record cannot be edited. However if not ready to submit, make sure it is unchecked you can always go back and make edits.***

✓ *Click **Save** button*

Contractor Interface

Q. How do I submit a Payment?

Answer:

- Select the **Sub payments Tab**
- Choose the **Add New Sub payments** and enter the Contract ID
- Click **Get Contracts** Button. Contract appears in the list, select the contract
- If you have Subs, select the sub you would like to post a payment
- The payment summary screen appears, enter the payment information such as payment date, work performed date, work performed end date and Total Payment amount
- Click **Add Payment Detail** button and enter payment amount
- Select the NAICs & Specialty code and enter DBE credit amount
- Click **Save** button

Q. How do I delete a Payment?

Answer:

Note: Users can make edits to a payment as long as the payment has not been submitted to FDOT. The **Submit** checkbox and **Final payment** should be unchecked for the payment record to be edited

Payment Summary

Payment Date: 08/01/2012 Work Performed Begin Date: 06/01/2010 Work Performed End Date: 07/01/2010 Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 200 Zero Payment Reason: Select Zero Payment Reason

Retainage Amount: Select SBI Pay Estimate Final Payment

Add Payment Detail

Payment Detail

Delete Submit NAIC S 237310 - Highway, Street, and Bridge Const. Specialty Code 350 - CEMENT CONCRETE PAVEMENT DBE Credit Amount

Comment: You have 500 characters left.

- Select the Sub payments Tab
- Choose the **Maintain Sub payment**

Home Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directory Subcontractor Contacts Reports Help

Step 1: Select Contract

Add New Sub Payments

Maintain Sub Payment

- Enter Contract ID and Click the Get Contracts Button. Once contract appears, select the contract
- A list of subs is displayed; choose the desired Sub by clicking on it.
- Select the payment date of the record that you would like to make revisions/delete
- The maintain payment information screen appears. Click **Delete** checkbox.

Step 4: Maintain Payment Information for Payment Summary on: 8/1/2012

Contract ID: T4238 Sub: CONSTRUCT GROUP CORP Tier: SUB TIER 1 Head By: GENERAL ASPHALT CO., INC.

Payment Summary

Payment Date: 8/1/2012 Work Performed Begin Date: 8/4/2010 Work Performed End Date: 8/26/2010 Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$2,000.00 Zero Payment Reason: Select Zero Payment Reason

Retainage Amount: Select SBI Pay Estimate Final Payment

Add Payment Detail

Payment Detail

Delete Submit NAIC S 238120 - Structural Steel and Precast Concre Specialty Code 490 - STRUCTURAL STEEL AND MISCELLAN DBE Credit Amount \$300.00

Comment: You have 100 characters left.

Contractor Interface

Q. How do I delete a commitment?

Answer:

- *Note: Users can make edits to a commitment as long it has not been submitted to FDOT by not checking the **Submit** checkbox.*

Step 3: Maintain Commitment Details for Sub Agreement with: SOUTHEAST UNDERGROUND UTILITIES CORP

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	237310 - Highway, Street, and Bridge Const	210 - REWORKING LIMESTONE BASE	500 *
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input type="checkbox"/>		DBE Credit: N/A
		Contract Category: CONSTRUCTION	

- *If commitment hasn't been submitted yet, it will not appear grayed out.*

Step 3: Maintain Commitment Details for Sub Agreement with: SOUTHEAST UNDERGROUND UTILITIES CORP

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
No Change	237310 - Highway, Street, and Bridge Const	210 - REWORKING LIMESTONE BASE	\$500.00
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: UNSUBMITTED BY PRIME VENDOR
	Submit: <input type="checkbox"/>		DBE Credit: \$500.00
		Contract Category: CONSTRUCTION	

- *Click the **Delete** box beside the commitment you would like to delete.*
- *Click **Save** button to save your changes.*

Q. I submitted my payment or commitment to FDOT but I need to make revisions?

Answer:

You can create an adjustment entry by entering in a negative or a positive for the particular work type (NAICs/Specialty code). This will adjust the amount accordingly.

Q. How do I remove a Sub from my Subcontractor contacts page?

Answer:

- *Click the Subcontractor contacts page*
- *Click Remove Vendor link on the sub you would like to remove*

Home | Subcontractor Contacts | Bidder Opportunity | Sub Agreements | DBE Commitments | Sub Payments | DBE

Contractor | Maintain Sub Contractor Contacts

Vendor Search

To Add a new Vendor to your Subcontractor Contacts, click Search EOC Vendor File.

Search EOC Vendor File

F59268527 - ANIGO INC

Certification: DBE

Remove [Remove Vendor](#)

Specialty Code: 711 - THERMOPLASTIC TRAFFIC STRIPES AND MARKINGS

Q. After how many days does the password expire?

Answer: Passwords expire every 65 days. Once your password expires, you will be prompted to change it.

Q. I have forgotten my password, what do I do?

Answer: You will need to contact the FDOT service desk to have your password reset. You can contact them at fdot.servicedesk@dot.state.fl.us or call 866-955-4357.

Contractor Interface

Q. How do I change my password?

Answer: Click on the **Change Password** link on the EOC front page.

Q. When I search for a specific contract in the system, it is not pulling up?

Answer: Contracts are available in the EOC after they have been executed. If contract has already been executed and it is still not showing up, make sure the vendor is assigned to the contract

Q: Can I process non-DBE payments in EOC reporting system?

Answer: Yes, the System is designed for processing of payments to non-DBEs and MBEs.

GLOSSARY

EOC:	This is the Equal Opportunity Compliance. It was designed to collect, review and report Payments, DBE commitments & bidder opportunity lists.
Bidder Opportunity:	A list that contains bidders' information for ALL subcontractors or sub-consultants who quoted to you for specific projects for letting. It includes both DBEs and non-DBEs .
Sub Agreements:	This is a listing of your subcontractors or sub-consultants. This includes both DBEs and non-DBEs.
DBE Commitment:	DBE credit amount that is committed to the DBE Sub.
Subcontractor Contacts:	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often
Tier:	This is the level in which Sub is hired.