



A GUIDE TO STATE FUNDED MAINTENANCE CONTRACTS

10/14/2013

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1 EOC Overview



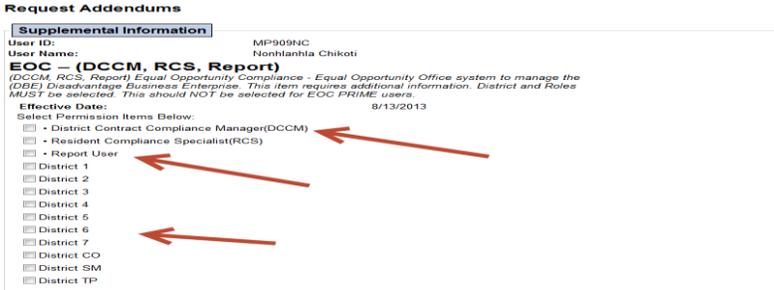
EOC is a web-based application that will provide an integrated system to assist in the managing of the DBE (Disadvantaged Business Enterprise) program, OJT (On the Job Training) program and Contract compliance. EOC was made available to the public for use on **October 3rd, 2012**. This application is used statewide by FDOT Contractors and Consultants to collect, review, and report DBE commitments and Payments. In addition, the new application provides Bid Opportunity lists and other important DBE program information. The EOC system is designed to be tab driven. **Only contracts that were executed after October 1, 2013 will be applicable to this process.**

2 EOC Access for FDOT Maintenance Personnel

FDOT users must submit an AARF (Automated Access Request form) which is located on the FDOT security site in order to gain access to the EOC system. If the user already has a RACF account they must submit an access change to add the EOC role. There are two different types of maintenance roles; one to monitor contracts (**Maintenance Compliance Specialist**) and one to review and submit contracts and DBE commitments for reporting (**District Maintenance Contracts Administrator**). If the user is monitoring contracts, select the EOC role for **Report User**. If the user is releasing contracts, select the EOC role for **DCCM**.

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

Next, click continue until you get to the *Request Addendums* page. Select the actual role as shown below:



The link to the AARF application is: <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/Default.aspx>

3 MONITORING ROLE

The **Maintenance Compliance Specialist** will monitor contracts in EOC to ensure that the Prime Contractor submits their DBE commitments in a timely manner.

3.1 Contracts Not Reported

To identify those maintenance contracts that have not been submitted, refer to **figure 3.1** as shown below:

Monitoring Role: Contracts Not Reported

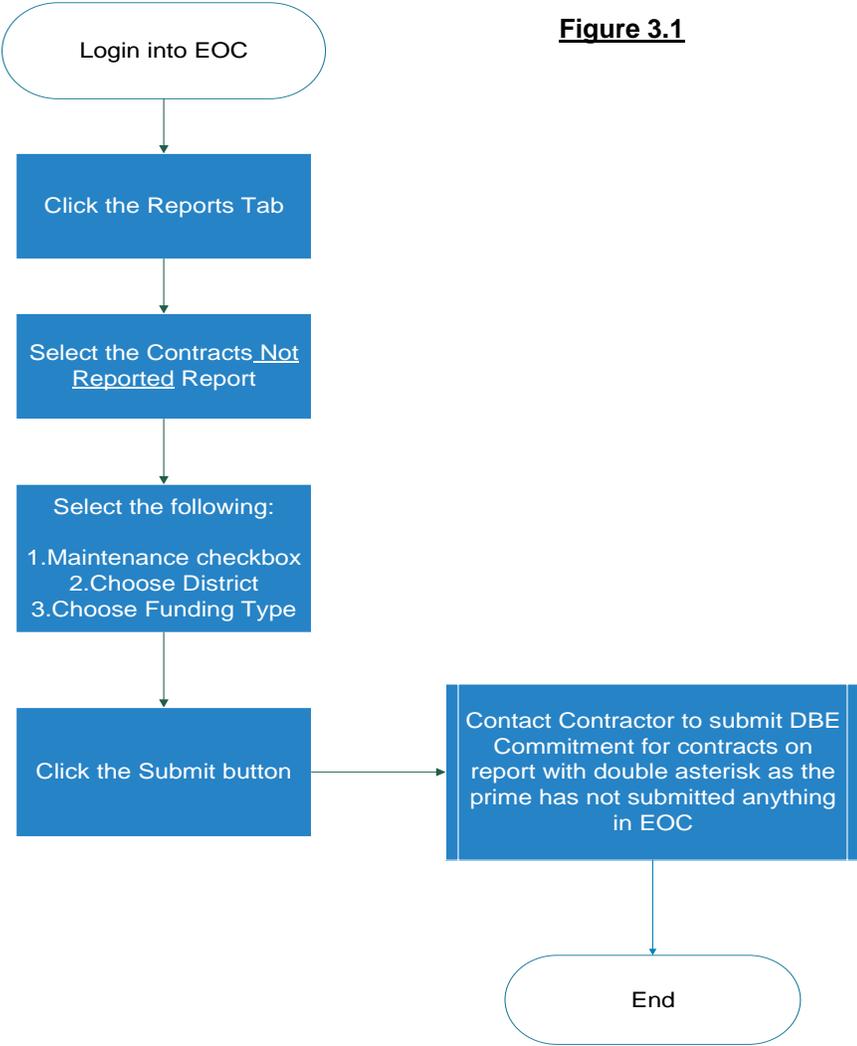


Figure 3.1

3.2 Interpretation of Contracts Not Reported Report

On this report, the double asterisk means that the prime contractor has not submitted anything into EOC for that contract. These contractors need to be contacted to remind them of their responsibilities related to entering information into EOC. You can save this report and email it to those monitoring the contract.

The single asterisk means that the prime contractor has submitted 0% DBE participation on this contract. The reviewer can either submit this contract to be included into the DBE Report or contact the prime contractor to ensure that the submittal is accurate. Large dollar contracts with 0% DBE participation will adversely affect for your district on the monthly DBE Report. In these cases, you may want to inform district management.

A contract with no asterisk means that the contractor has submitted DBE participation and the contract is ready to be submitted for the monthly DBE Report. You can review the overall contract information by clicking on the “Contract Profile Report”. This report will give you basic information about the contract as well as commitments and payments entered by the prime contractor. If a DBE commitment is in the ‘working’ status, this means that the prime is still working on this contract and has not officially submitted the commitment to the Department.

4 DBE Commitments

Prime Contractors on a project are required to report the Anticipated DBE participation by submitting the DBE commitments for ALL their DBE subcontractors in the EOC system.

Step 3: Maintain Commitment Details

Show Commitments with Status: ALL

Add New Commitment

Action: No Change

NAICS: 237310 - Highway, Street, and Bridge Con

Delete:

Submit Date: 1/8/2013

Date Reported: 2/7/20

Submit:

4.1 Approach

- The **Maintenance Compliance Specialist** will contact the Contractor to determine if they are familiar with the new EOC system. If they are familiar with the new system, ask them to enter their DBE Commitments for their state funded maintenance contract.
- If there are questions as to whether or not they are required to enter this EOC data, please direct the Contractor to read Special Provision 7.24 “Legal requirements and responsibility to the public – Disadvantaged Enterprise Program”. If the Contractor is planning on a zero (0%) DBE commitment, they must still enter the zero (0) amount into the new EOC system.

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- If your contractor has not previously used the new EOC system, please direct the Contractor to fill out the EOC access form for their userid and password located below:
<http://www.dot.state.fl.us/equalopportunityoffice/EOC%20H ELP/Contractors%20and%20Consultants%20New%20users %20EOC%2010-25-12.pdf>
- For information on how to use the EOC system, please direct the Contractor to the EOC Computer Based Training, the link is provided below:
<http://wbt.dot.state.fl.us/ois/EOComplianceCBT/index.htm>
- If the Contractor has further difficulty, they can contact the EOC help desk @ EOOHelp@dot.state.fl.us .

4.2 DBE Commitment Release/ Submission

The **District Maintenance Contracts Administrator** will be releasing/submitting maintenance contracts that will be included in the DBE report presented at the monthly Performance Review Meeting. The contract will be removed from the dashboard report and will be included in the monthly DBE Report.

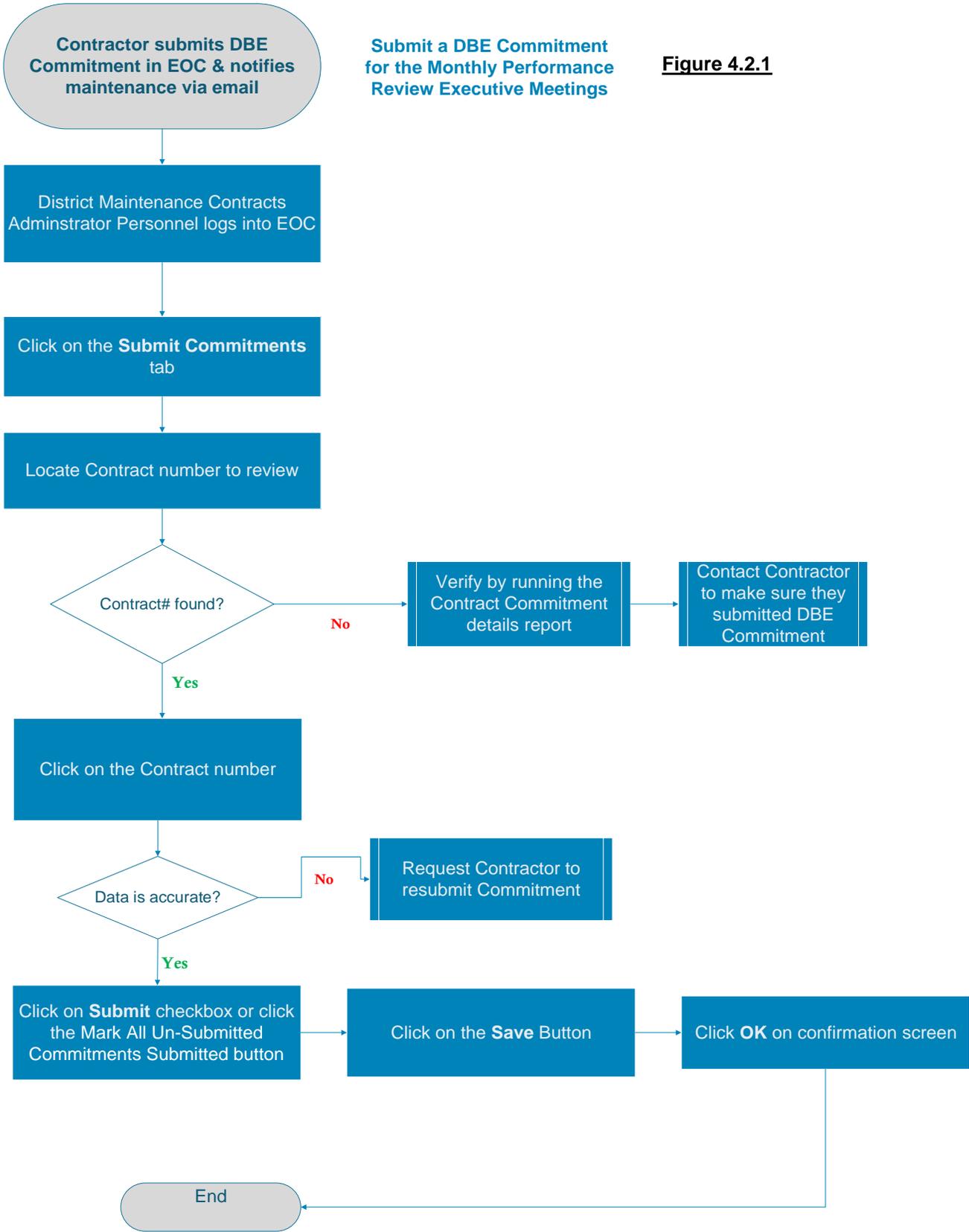
You may request that your Contractor inform you via e-mail that they have entered their DBE commitments.

Once the Contractor's DBE Commitment has been properly entered into the new EOC system, the District Maintenance Contracts Administrator will then "release" the DBE commitment to be included in Central office's DBE Performance Review Report. See flowchart (Figure 4.2.1 on page 7)

The flowchart below outlines how to "release" the DBE Commitment to be included in Performance DBE report

Submit a DBE Commitment for the Monthly Performance Review Executive Meetings

Figure 4.2.1



Screenshot from EOC system for Maintenance Release (ref figure 4.2.1)

Home RCS Maintenance **Submit Commitments** Review Payments Contract Review DBE Directory Reference Tables Reports

DCCM | Submit Commitments

Step 1. Select Contract

Showing items 1-10 of 25

Contract ID	Applicable Commitments	Lead Project	Prime Vendor Name	Lea Agreement ID	Summary
APO99	1	42573915801	PANHANDLE CONSTRUCTION INC.	APO99	
BD049-R1	12	40481517201	TRANSFIELD SERVICES INFRASTRUCT		
BD524-R0	6	40953517201	INFRASTRUCTURE CORP OF AMERICA		
BD524-R1	15	40953517201	INFRASTRUCTURE CORP OF AMERICA		
E3G97-R0	6	41583617201	TRANSFIELD SERVICES INFRASTRUCT		
E3J55	4	42839815201	ANDERSON COLUMBIA CO., INC.		
E3J60	4	42461015201	ANDERSON COLUMBIA CO., INC.		
E3K02-R1	1	42378117204	WORLD FIBER TECHNOLOGIES, INC.		
E3K75-R0	5	41145117223	STAMPEDE CONSTRUCTION LLC		
E3K83	11	41506725201	SUPERIOR CONSTRUCTION COMPANY O		

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Step 2. Review and Submit Commitments for Contract: BD524-R1

Mark all Un-Submitted Commitments Submitted

Sub Agreement: STAMPEDE CONSTRUCTION LLC

Sub Name: STAMPEDE CONSTRUCTION LLC Vendor ID: F273169006 Tier: SUB TIER 1 Hired By: INFRASTRUCTURE CORP OF AMERICA

OR

Submit	NAIC 8: Specialty Code: PAYADJ - Adjustment to match subpayments amount	DBE Credit Amount: Commitment Amount:	Date Submitted: RC 8 Review Date:	Commitment Status:	Details
<input type="checkbox"/>	661730 - Landscaping Services	\$1,400.00 \$1,400.00	4/3/2013	ACCEPTED BY THE DEPARTMENT	
<input type="checkbox"/>	661730 - Landscaping Services	\$950.00 \$950.00	4/3/2013	ACCEPTED BY THE DEPARTMENT	
<input type="checkbox"/>	661730 - Landscaping Services	\$2,805.00	5/9/2013	ACCEPTED BY THE DEPARTMENT	

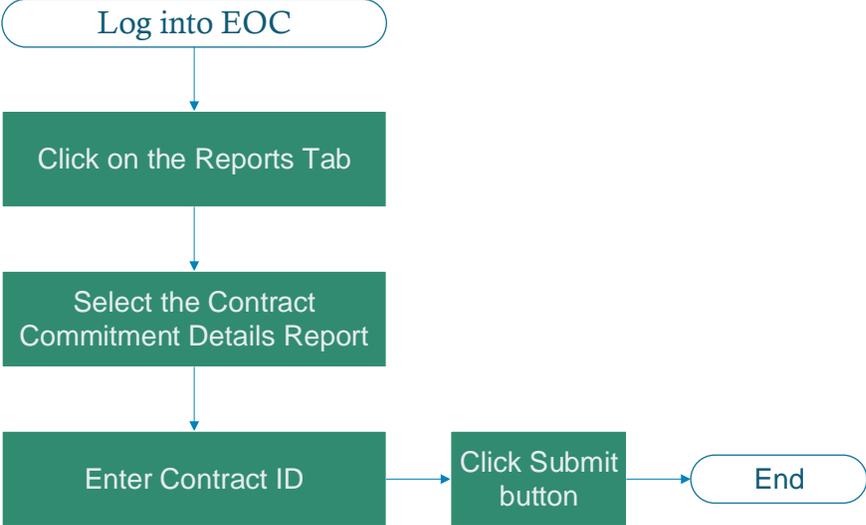
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You can run the following reports to verify that the DBE commitments have been entered:

- **Contract Commitment Details Report (figure 4.2.2)**

How to Run the Commitment Details Report

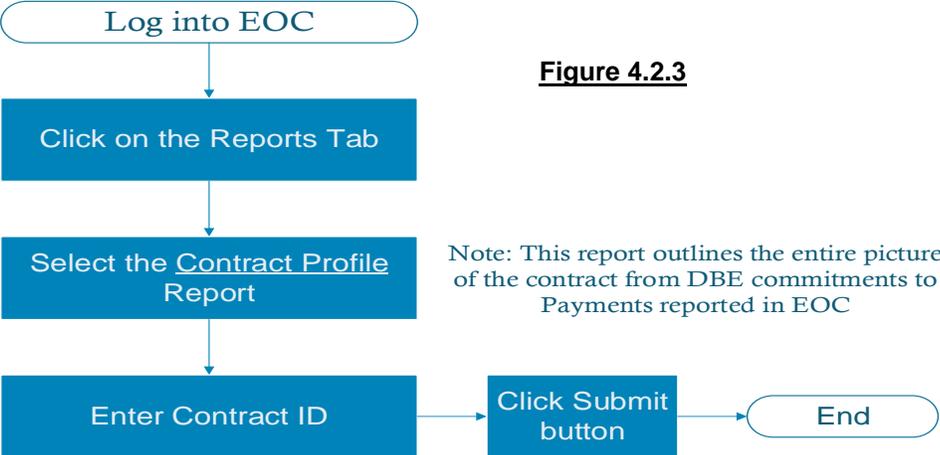
Figure 4.2.2



- **Contract Profile Report (Figure 4.2.3)**

How to Run the Profile Report

Figure 4.2.3

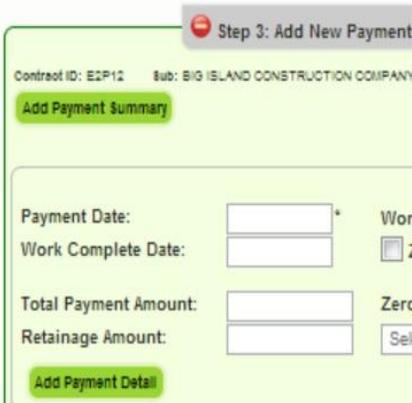


4.3 Work Document Driven Contracts

DBE credit for work document driven contracts, where the Department does not guarantee the quantities of work to be performed will be based on payments reported. Contractors will report DBE credit based on payments for each task work order in EOC and will not be required to enter DBE commitments.

5 Payments

Throughout the Contract, the Prime contractor will be required to report actual payments to all subcontractors that are DBEs and MBEs through the EOC system. The Contractor is required to report monthly payments in EOC made to the subcontractors. This will include actual payments, retainage and DBE credits for each work type.



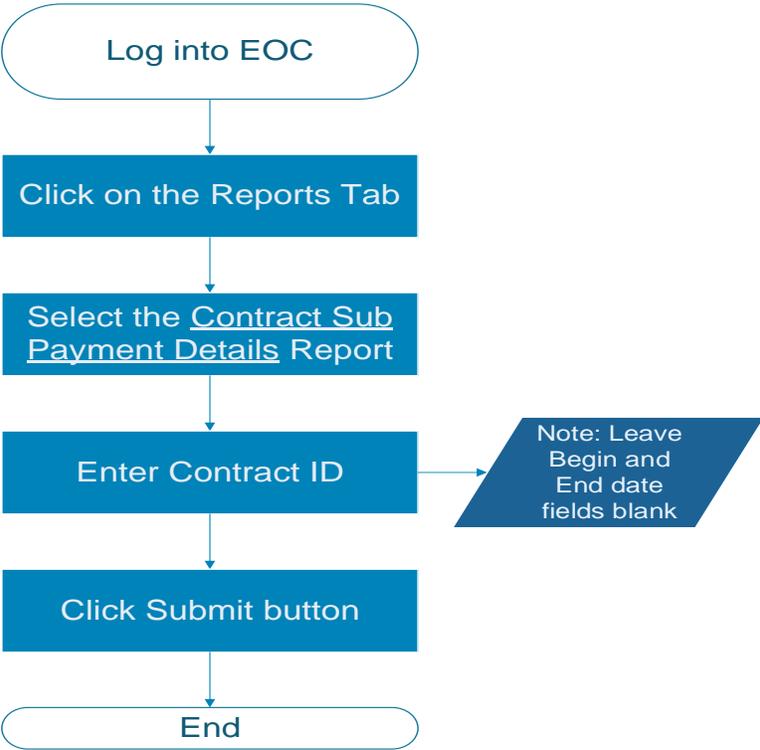
5.1 Payment Submission Monitoring

The **Maintenance Compliance Specialist** will ensure that the Prime Contractor reports payments in a timely manner in EOC. You can run the following reports to monitor payment submission in EOC:

- **Contract Sub Payment Details Report**(see figure 5.11 below on how to run report)

Run the Sub Payment Details Report

Figure 5.11

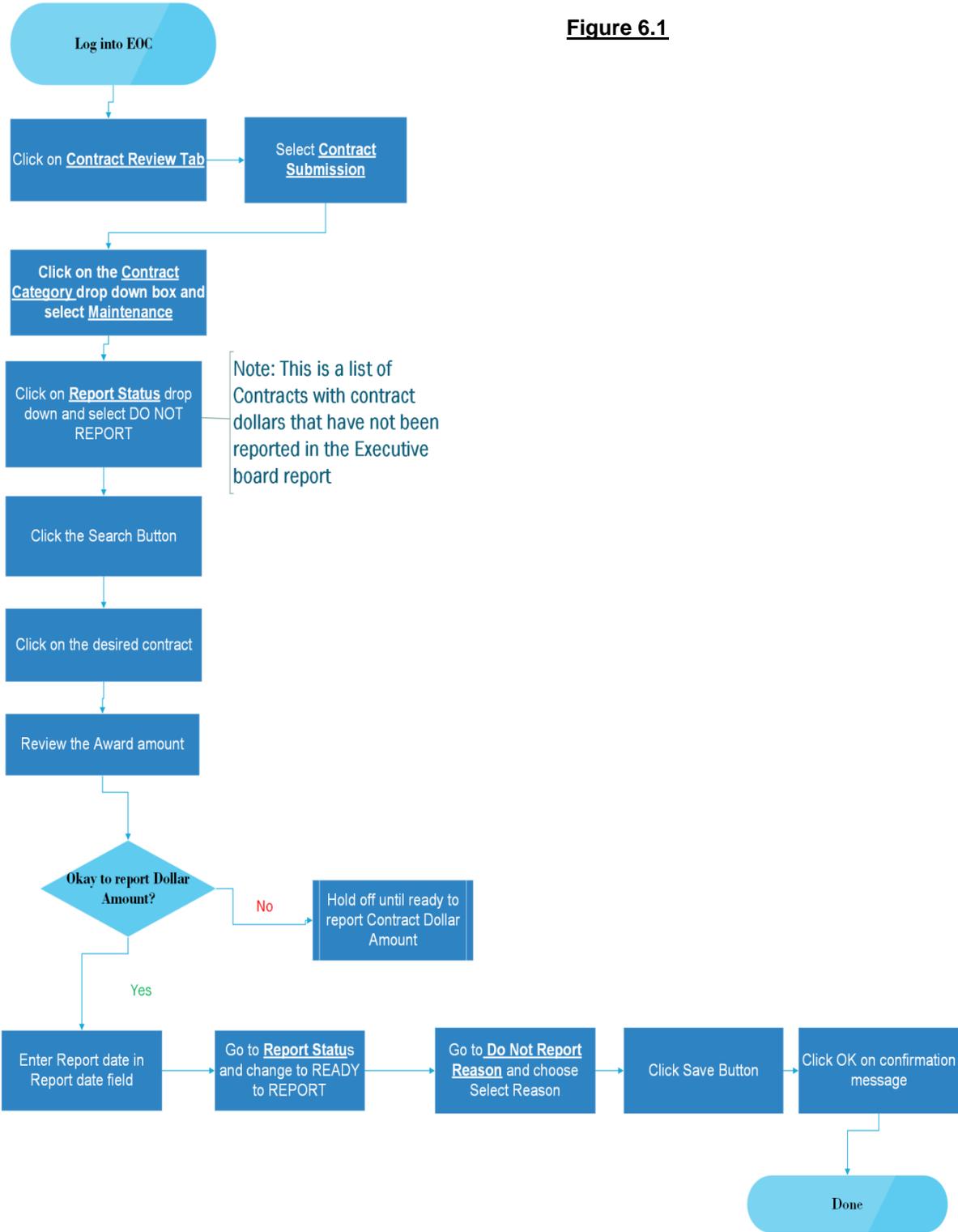


6 Report Change Orders/Supplemental Agreements on Contract Amounts

The District Maintenance Contracts Administrator is responsible for reporting additional contract dollars to the performance report, this is accomplished by marking them Ready to Report and providing a Report Date via the Contract Review tab. Contract changes increasing the contract amount by \$500,000.00, are to be reported for contracts executed after 10/01/2013. Reference figure 6.1 page 13 on how to release change orders.

Report Change Orders on Contract Amounts

Figure 6.1



Screenshot from EOC system for reporting change orders or supplemental agreements (ref figure 6.1)

The screenshot shows the EOC system interface for reporting change orders or supplemental agreements. The interface is divided into several sections:

- Navigation Menu:** Home, RCS Maintenance, Submit Commitments, Review Payments, **Contract Review**, DBE Directory, Reference Tables, Reports. Below this, there are links for **Contract Submission** (highlighted with a red arrow), **Contract Release**, and **Contract Search**.
- Search Form:** A form with fields for Contract ID (Begins with), LAP agreement (Begins with), Contract Category (set to MAINTENANCE), Contract Status (set to ALL), Begin Execution Date, End Execution Date, Begin Completion Date, End Completion Date, Funding Type (set to Federal and State), Prime Vendor ID, and Report Status (set to DO NOT REPORT). There are **Search** and **Reset** buttons. A callout box points to the **Contract Submission** link, stating: "Select this link to navigate to the Initial Contract Submission page."
- Table:** A table showing contract entries with columns: Contract ID, Category, Prime Vendor Name, Lead Project, Status, Execution Date, Completion Date, Federal %, LAP Agreement, and Summary. The table shows 4 items, with the first one highlighted by a red arrow.
- Report Entry Form 1:** Contract Amount: \$85,075,434.46; Contingency Amount: \$0.00; Adjusted Amount: \$85,075,434.46. Fields include Report Date (07/09/2013), Report Status (READY TO REPORT), Do Not Report Reason (Select Reason...), Award Amount (\$73,073,000.00), Contingency Amount (\$0.00), Reporting Category (MAINTENANCE), Federal Adjusted Amount, Create Date (3/1/2013 by EOCBATCH), and Last Update (03/01/13 5:45:13 by EOCBATCH). There are **Save** and **Reset** buttons.
- Report Entry Form 2:** Contract Amount: \$12,002,434.46; Contingency Amount: \$0.00; Adjusted Amount: \$12,002,434.46. Fields include Report Date (07/09/2013), Report Status (READY TO REPORT), Do Not Report Reason (Select Reason...), Award Amount (\$12,002,434.46), Contingency Amount (\$0.00), Reporting Category (MAINTENANCE), Federal Adjusted Amount, Create Date (3/1/2013 by EOCBATCH), and Last Update (03/01/13 5:45:20 by EOCBATCH). There are **Save** and **Reset** buttons.

