



EQUAL OPPORTUNITY
COMPLIANCE



EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM PRIME CONTRACTOR/CONSULTANT USER MANUAL



EQUAL OPPORTUNITY OFFICE

605 Suwannee Street

MS-65

Tallahassee, FL 32399

EOOHelp@dot.state.fl.us

Revised 12/8/2014

TABLE OF CONTENTS

INTRODUCTION	1
1 BUSINESS FLOW OF CONTRACTS IN EOC	2
2 EOC ACCESS	3
3 BIDDER OPPORTUNITY LIST	4
3.1 SETUP UP SUBCONTRACTOR CONTACTS	4-7
3.2 SETUP BIDDERS OPPORTUNITY LIST	8-10
4 SETUP SUBAGREEMENTS	11-12
5 DBE COMMITMENTS	13-18
5.1 REPORT A DBE COMMITMENT	13-15
5.2 REVISE A DBE COMMITMENT	16-17
5.3 REPORT ZERO DBE UTILIZATION	18
6 PAYMENTS	19
6.1 REPORT A DBE SUBPAYMENT	19-22
6.2 REPORT A NON-DBE SUBPAYMENT	23-24
6.3 REVISE AN EXISTING DBE SUBPAYMENT	25-30
I. USING THE MAINTAIN OPTION	25-28
II. USING THE ADD NEW PAYMENT OPTION	29-30
6.4 REVISE A NON-DBE SUBPAYMENT	31-32
6.5 RELEASE RETAINAGE WHEN MAKING FINAL SUBPAYMENT	33-34
6.6 UNCHECK A FINAL SUBPAYMENT	35-36
7 REPORTING DBE PRIME COMMITMENTS & PAYMENTS	37-41
7.1 REPORTING DBE COMMITMENTS	37-39
7.2 REPORTING DBE PAYMENTS	40-41
8 REPORTING A DBE PAYMENT WITHOUT A COMMITMENT	42
9 CALCULATIONS OF 60% MATERIAL SUPPLIER IN EOC	43-46
9.1 REPORT 60% CODE DBE COMMITMENT	43-44
9.2 REPORT 60% CODE DBE SUBPAYMENT	45-46
10 LOCAL AGENCY CONTRACTS	47
11 REPORTS	48
11.1 KEY REPORTS	48-53
11.2 OTHER USEFUL REPORTS	53-55
GLOSSARY	56
EOC FAQs	57
EOC USEFUL LINKS	58

INTRODUCTION

The Equal Opportunity Compliance (EOC) is a web based application designed to manage the DBE Program and ensure compliance of DBE/MBE reporting. The EOC Contractor/Consultant module is for **Prime Contractors and Consultants** statewide to report their **Bidder Opportunity List, DBE Commitments, and DBE/MBE Subpayments**. The Prime Contractor/Consultant is responsible for DBE/MBE reporting on **Construction, Maintenance, Professional Services and Local agency contracts**.

Once the Prime Contractor/Consultant is awarded a FDOT contract, the diagram below provides a quick snapshot of the sequence of steps they are required to perform in order to be compliant in EOC.



The purpose of this manual is to provide information for **Contractor/Consultant** users on how to use the EOC system in submitting Bidders Opportunity List, DBE Commitments and DBE/MBE Payments. Items discussed in the manual include:

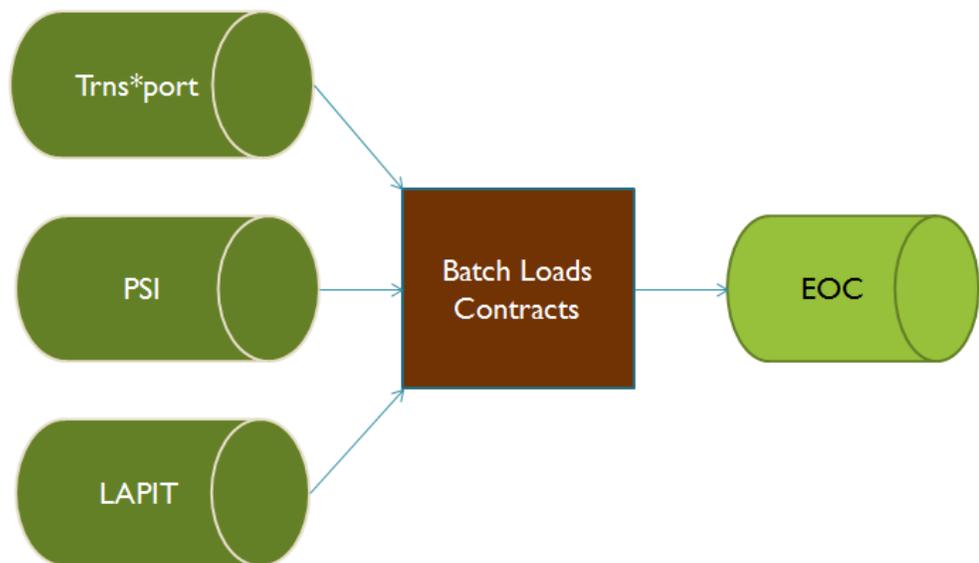
- **Brief Overview of how contracts get into EOC**
- **Request EOC Access**
- **Create Bidders Opportunity List & Subcontractor list**
- **Create Sub agreements**
- **Create DBE Commitments/Anticipated DBE Participation**
- **Report DBE/MBE Payments(new payments, revise existing payments, retainage etc.)**
- **Report DBE Commitments and Payments with 60% material supplier code**
- **Local Agency Contracts**
- **Run Adhoc EOC reports**

1. BUSINESS FLOW OF CONTRACTS IN EOC

Contracts in EOC get imported into the application by batch programs that run nightly. These batch jobs add and update contracts from the following three enterprise applications which are **Trns*port**, **PSI** and **LAPIT**.

- **Trns*port**: source for Construction/Maintenance contracts
- **PSI**: the source for Professional Service contracts
- **LAPIT**: the source for Local Agency contracts

Business Flow - Contracts



2 EOC ACCESS

Prime Contractors/Consultants that do not have an EOC userid and password will need to fill out the EOC access form located at -> <http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>.

Please fill out the form and send it to EOOHelp@dot.state.fl.us.

3. BIDDER OPPORTUNITY LIST

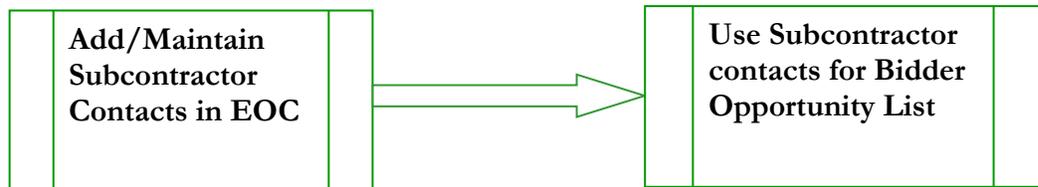
Bidder Opportunity List is a list of vendors that you often get quotes for your bidding. Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

NOTE: The Bidder Opportunity submission in EOC closes after **30 days from contract execution**, this means that EOC will not allow user to submit their Bidder Opportunity after 30 days from the time the contract was executed.

Before setting up your bidder's opportunity list, your first step is to setup your **Subcontractor Contacts** list. The **Subcontractor contact** list is more like a black book or address book that enables the user to setup their Subcontractors or Sub-consultants for their Bidders list.

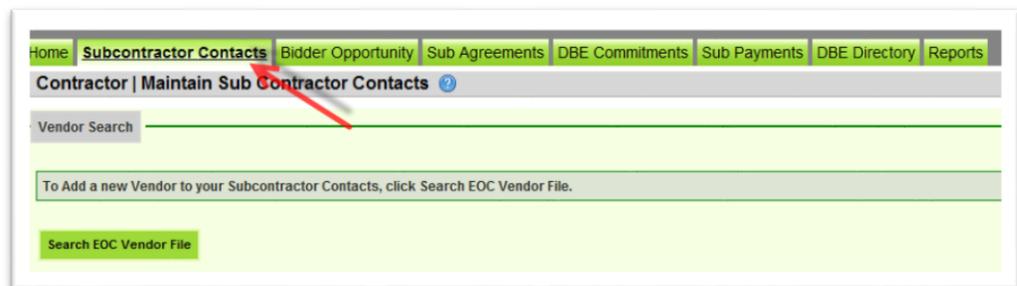
NOTE: Once you setup your subcontractor contact list, you can reuse it for other bids in the future. You don't have to set them up again.

3.1 SET UP SUBCONTRACTOR CONTACTS

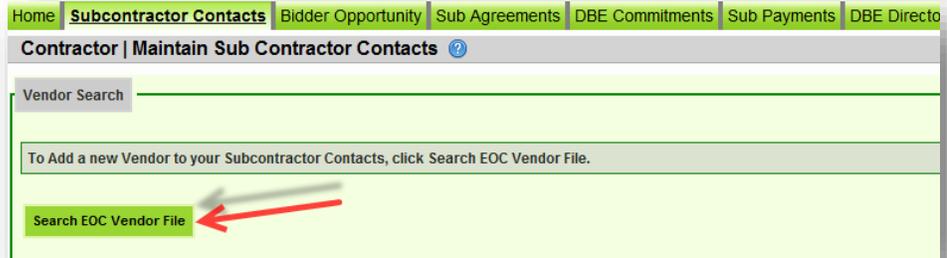


To setup your Subcontractor Contacts, perform the following steps:

- Click the **Subcontractor Contacts** tab



- Select **Search EOC Vendor File** button



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



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



- Select the **Add Selected Vendors** button

Vendor(s) Selected:

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

[Add Selected Vendors](#) [Cancel](#)

- To add the Specialty Code (type of work), Select the **Add New Specialty code** link choose the desired Specialty code from the drop down box.

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

[Remove](#) [Remove](#) **Specialty Code**

Select Specialty

[Add New Specialty Code](#)

- Click the **Save** button when done

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

[Remove](#) [Remove](#) **Specialty Code**

030000 - HIGHWAY ROADWAY DESIGN

070200 - LIGHTING

[Add New Specialty Code](#)

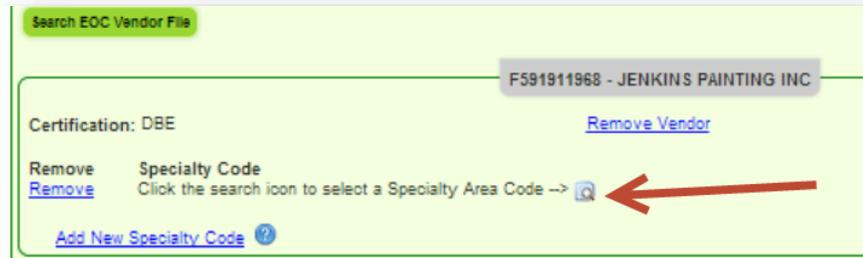
[Save](#) [Reset](#)

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

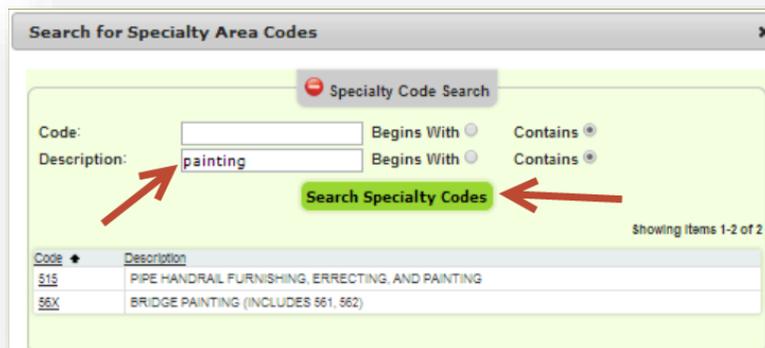


NOTE: You can also select the specialty code by clicking the *magnifying glass* to search the code by description.

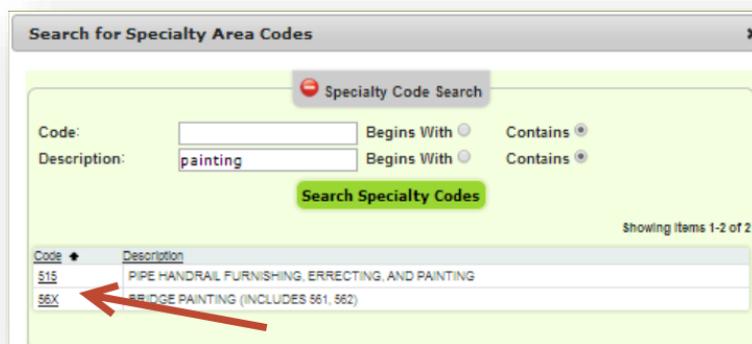
- ❖ **Side note:** To use the Magnifying glass to select the specialty code, perform the following steps->
 - Select the magnifying glass icon



- Enter description in the description box. Next, click the **Search Specialty codes** button.



- Select the desired code when it populates.

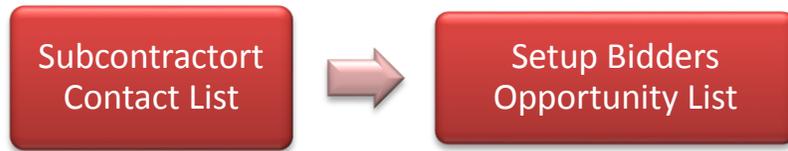


- Click the **Save** button when done.



3.2 SET UP BIDDERS OPPORTUNITY LIST

After setting up your **Subcontractor Contacts list**, you can proceed to the Bidders List tab. This section will show you how to report your Bidder opportunity list.



- Enter **proposal ID** in the Proposal ID box. You can also search by using Proposal Category drop down to select the Contract category, advertise dates and district fields.

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

- Next, 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

First Page 1 2 3 4 5

- Select the **Add Subcontractors** button on the Proposal Summary screen.

NOTE: If you don't have Subcontractors, select the **Submit with No Subcontractor** button.

- After selecting **Add Subcontractors** button, you will notice that the Subcontractors that you setup in your **Subcontractor Contacts** tab page will be displayed.

- Select the desired sub and click the **plus** arrow () to add it. -> **(Helpful tip: To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add)**

- Click the **Continue** button

- Click the **Save and Submit to FDOT** button when done and ready to 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**.

F133386737 - SMITH & WESSON CORP.

Certification: None [Remove Vendor](#)

Remove [Remove](#) NAICS ? Specialty Code

[Add New NAICS](#)

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

- Click **Ok** when confirmation message displays.



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

To Edit an Existing list, choose selection criteria and select proposal from list.

Show Me:
 Proposals with unsubmitted Bidder Opportunity List
 All Proposals

Showing item 1 of 1

Proposal ID	Advertise Date	Description
E1093	10/2/2003	US 27

- To view and print your Bidders List submission, you can run the **Bidder Opportunity List Report** located in the Reports tab.



4.0 SETUP SUBAGREEMENTS

The **Sub agreement tab** in EOC is where the Subcontractor(s)/Subconsultant(s) are setup in preparation for DBE Commitments, DBE/MBE Payments reporting. The diagram below outlines the basic process flow of steps the user needs to accurately do their reporting in EOC.



To setup your Sub agreements, perform the following steps:

- Select the **Sub Agreements** tab



- Enter the **contract ID** in the contract id box



- Click the **Get Contracts** button
- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop down box



NOTE: Tier level defaults to 1st tier; select the tier level 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.). Select Prime when the **Prime is a DBE** as they have to set themselves as a Sub for DBE reporting.

- Next, click **Select Sub** button to add your Sub

A screenshot of a form with several fields and buttons. The fields include 'Tier:' with a dropdown menu, 'Sub:' with a text input, 'Sub Vendor ID:' with 'N/A', and 'Hired By:' with 'Click Select Hired By'. There are three buttons: 'Select Sub' (highlighted with a red arrow), 'Select Hired By', and 'Delete' with a checkbox.

- You can search by either the Vendor ID # or the Name of the desired Sub. If the Vendor ID is used, it must be fully entered beginning with an **F** at beginning. (A partial name may be entered and either *Begins With* or *Contains* must be selected).

A screenshot of the 'Vendor Search' form. It has a 'Vendor ID #' field with 'F650469324' entered. Below it is a 'Name:' field. There are two radio buttons: 'Begins With' (selected) and 'Contains'. A note below says 'Note: 3 character min when using 'Begins With', 5 character min when using 'Contains''. At the bottom are two buttons: 'Search EOC Vendor File' and 'Extended Search of Master Vendor'.

- Click on the **EOC Vendor File** search button. If firm doesn't populate, then click on the **Extended Search of Master Vendor** button

A screenshot of the 'Vendor Search' form, identical to the previous one, but with a red arrow pointing to the 'Search EOC Vendor File' button.

- Choose the vendor by clicking **Select**

A screenshot of a table titled 'Available Vendor(s):'. The table has two columns: 'Vendor ID' and 'Vendor Name'. There is a 'Select' button on the left side of the table, highlighted with a red arrow. The table contains one row with 'F650469324' in the 'Vendor ID' column and 'A2 GROUP INC' in the 'Vendor Name' column.

Select	Vendor ID	Vendor Name
Select	F650469324	A2 GROUP INC

- Click the **Save** button when done

5.0 DBE COMMITMENTS IN EOC

After the **Sub agreements** have been setup, proceed to reporting your DBE commitments. DBE Commitments must be entered **before** DBE payments for a DBE firm with a particular NAICS code in EOC. A DBE commitment is the DBE participation percentage of work performed by DBEs. Prime contractors/consultants that are **certified DBEs** are required to report DBE Commitments and Payments for work performed by their own workforces in EOC. This applies to amendment(s) dollars received. **Failure to timely input DBE commitment information into the EOC system will adversely impact the DBE commitment letter grade for your firm. DBE Letter Grades are based on what the Prime reports under the DBE Commitment tab.**

NOTE: DBE Commitment reporting is only applicable to **DBE Subs and Primes.**



5.1 REPORT A DBE COMMITMENT

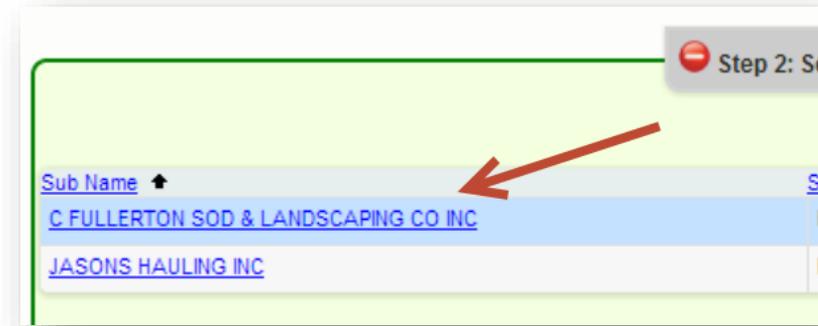
- ❖ To report a DBE Commitment, perform the steps below:
 - Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).



- Enter **Contract id** in the contract id box (you can also use contract category to locate your contract). Next, click **Get Contracts** button.



- Select **Sub**



- Click the **Add New Commitment** button.

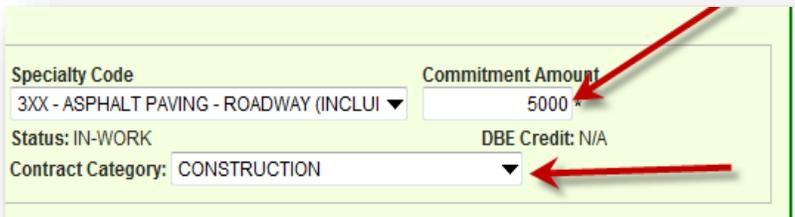


- Select the work type Sub is performing by picking **NAICS** from the NAICS dropdown and **Specialty code** from the Specialty code drop down.



NOTE: The **NAICS** is the work type the firm is certified to do work. If you don't know the type of work that the Sub is performing on the project, please contact your project manager as you will need it for DBE Commitments and DBE Payment reporting.

- Next, enter the **Commitment Amount (DBE Percentage)** in the Commitment box and select the contract category to choose the type of contract.



- Select the **Submit** checkbox



Add New Commitment

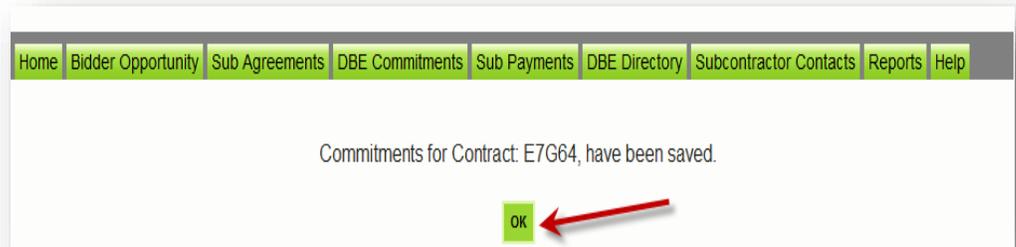
Action	NAICS	Specialty Code	Commitment Amount	Details
No Change	238990 - All Other Specialty Trade Contractor	530 - RIPRAP	\$3,000.00 *	
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: UNSUBMITTED BY PRIME VENDOR	DBE Credit: \$3,000.00
	Submit: <input type="checkbox"/>		Contract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

Required fields are marked with *

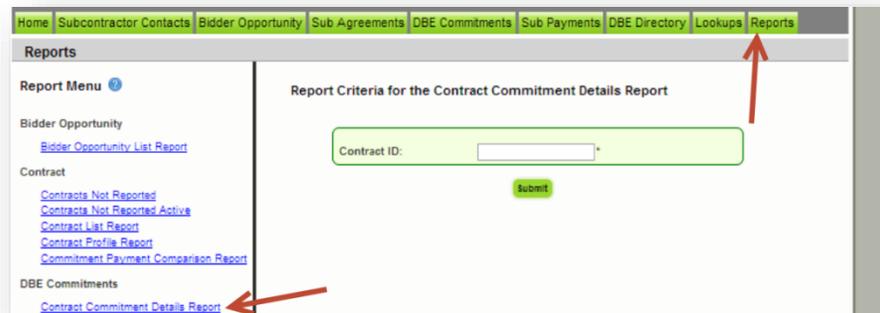
- Click **Save** button



- Click **OK** when confirmation that sub has been saved is displayed



- To view or print out the DBE Commitments you have submitted, proceed to the report section and run the **Contract Commitment details** report.



Good Job! You have just reported your DBE Commitment(s)



5.2 REVISE A DBE COMMITMENT

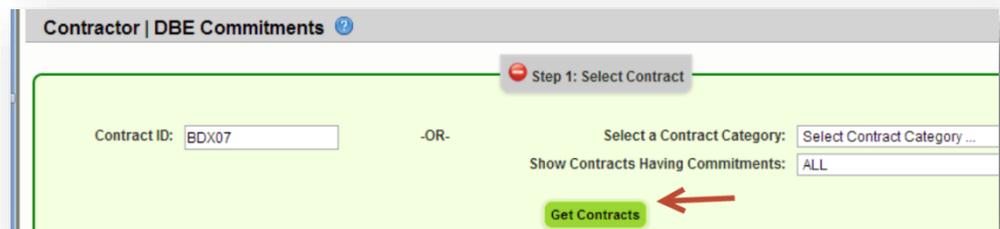
If you need to increase or decrease an existing **DBE Commitment** that has already been submitted, user will need to create a **new commitment with an adjustment amount**. Also if the DBE is no longer on the project, then user will have to create new commitment with a **negative amount** to zero out the DBE Commitment.



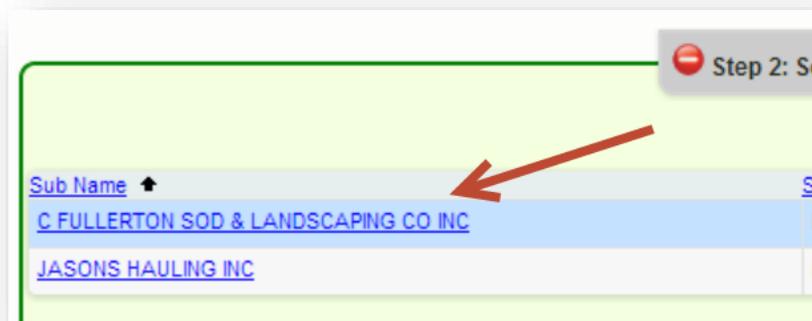
- ❖ To revise a DBE Commitment, perform the steps below:
- Click the **DBE Commitments** tab



- Enter **Contract id** in the contract id box. Next, Click **Get Contracts** button



- Select **Sub**



- Click the **Add New Commitment** button

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G)	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011 Date Reported: 10/1/2011 Submit: <input checked="" type="checkbox"/>	Status: READY TO INCLUDE INTO REPORT Contract Category: CONSTRUCTION	DBE Credit: \$80,000.00

- Select the same **NAICS** and **Specialty** code as the record being adjusted so changes are reflected correctly. Next, enter the adjusting DBE Commitment amount. (E.g. amount would be negative if you need to cancel out; if you need to decrease/increase it, enter difference.)

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G)	TRK - TRUCKING FIRMS	-80,000*
<input type="checkbox"/> Delete	Submit Date: N/A Date Reported: N/A Submit: <input type="checkbox"/>	Status: IN-WORK Contract Category: CONSTRUCTION	DBE Credit: N/A
No Change	484220 - Specialized Freight (except Used G)	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011 Date Reported: 10/1/2011 Submit: <input checked="" type="checkbox"/>	Status: READY TO INCLUDE INTO REPORT Contract Category: TRK - TRUCKING FIRMS	DBE Credit: \$80,000.00

- Select the **Submit** checkbox and Click **Save**

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G)	TRK - TRUCKING FIRMS	-80,000*
<input type="checkbox"/> Delete	Submit Date: N/A Date Reported: N/A Submit: <input checked="" type="checkbox"/>	Status: IN-WORK Contract Category: CONSTRUCTION	DBE Credit: N/A
No Change	484220 - Specialized Freight (except Used G)	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011 Date Reported: 10/1/2011 Submit: <input checked="" type="checkbox"/>	Status: READY TO INCLUDE INTO REPORT Contract Category: CONSTRUCTION	DBE Credit: \$80,000.00

Save **Reset**

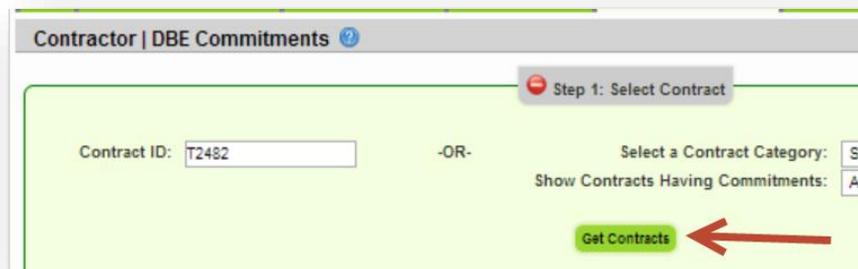
5.3 REPORT ZERO DBE UTILIZATION

If you **are not** using any DBE Subcontractors/Sub-consultants on your project, you are required to report **zero DBE utilization** in EOC by performing the following steps:

- Click the **DBE Commitments** tab and enter contract id in the contract box



- Next, Click **Get Contracts** button

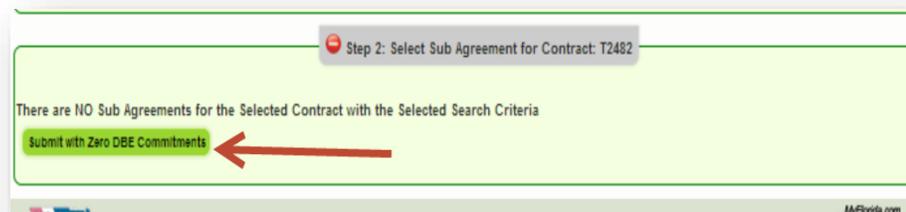


- Select the contract id by clicking on it



Contract ID	Description	Lead Project	Execution Date	Status	Summary
T2482	SR 9A (-295)	20916875201	8/7/2013	OPEN FOR REPORTING	

- Next, click the **Submit with Zero DBE Commitments** button as shown below



- Confirmation that sub has been saved is displayed, Click **OK**

NOTE: If you get DBE Subs on the Project, you can always setup your Subagreements and then report your DBE Commitment.

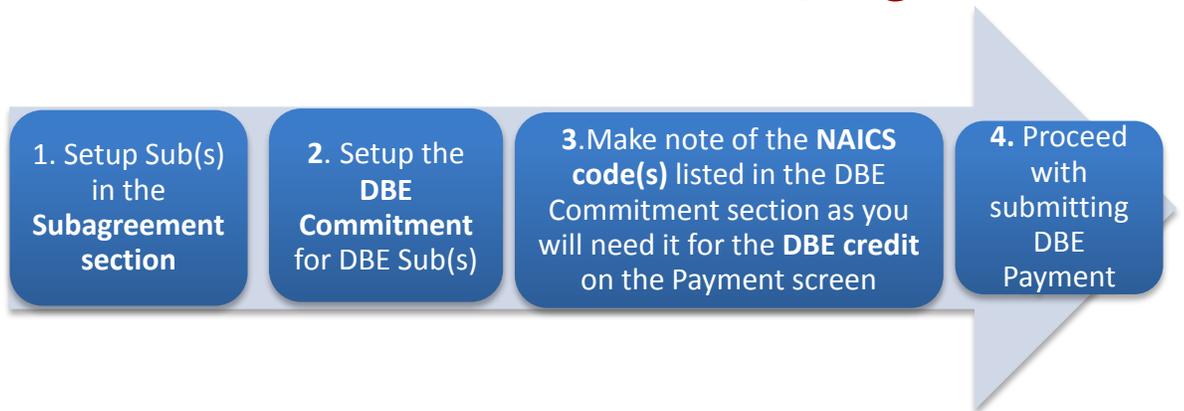
6.0 PAYMENTS

Once the Prime pays their Subcontractor(s)/Subconsultant(s), they need report the payment(s) accordingly in EOC. Payment reporting in EOC is for **DBE and MBE Subcontractor(s)/Subconsultant(s)**.

6.1 REPORT A DBE SUBPAYMENT

DBE Commitments must be entered **before** DBE payments for a DBE firm with a particular **NAICS** code in EOC. Below is a set of instructions that will guide you on how to report your DBE Sub Payments.

DBE Payment Housekeeping



- Select the **Sub payments** tab
- Select **Add New Sub payments**



- Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

Contractor | Add New Sub Payments

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

Get Contracts

- Click the **Get Contracts** Button



- Select **Contract id** by clicking on it

Add New Sub Payments

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

Get Contracts

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

Showing item 1 of 1

NOTE: The summary icon shown below gives a summary of the contract

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T4036	SR 845 (Powerline Rd) - Broward Co Line to Glades	22981215201	8/11/2004	OPEN FOR REPORTING	

Showing item 1 of 1

- Click on the desired Sub to add payments

Step 2: Select Sub Agreement

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-3 of 3

- The Payment Summary screen is displayed as shown below. Enter the details in the Payment summary.

- ❖ Below is a description of the payment fields. The fields with the asterisk* are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work 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.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Next, Click the **Add Payment Detail** button to add the **NAICS/Specialty codes** and **DBE credit amount**. Payment detail is where you claim the DBE credit on the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit**, in most cases it is the same as the total payment amount.



Make sure to use the **same NAICS and Specialty code** for both your **DBE Commitments and DBE Payments** reporting. **Tip:** Run the Contract Commitment details report to view the NAICS reported for the DBE Commitment.

- Click **Save** button when done



- A confirmation that payment has been saved will be received. Click **Ok**.



6.2 REPORT A NON-DBE SUBPAYMENT (MBE Subcontractor)

Once the Prime pays their MBE **Subcontractor(s)/Subconsultant(s)**, they need report the subpayment(s) in EOC. Below is a set of instructions that will guide you on how to report your MBE Sub Payments.

- Select the **Sub payments** tab
- Choose **Add New Sub payments** option



- Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

The screenshot shows the 'Contractor | Add New Sub Payments' form. At the top, it says 'Step 1: Select Contract'. Below this, there is a 'Contract ID:' text box with a red arrow pointing to it, followed by '-OR-' and a 'Select a Contract Category:' dropdown menu. A green 'Get Contracts' button is located below the form fields.

- Click the **Get Contracts** button



- Click on the **Contract id**

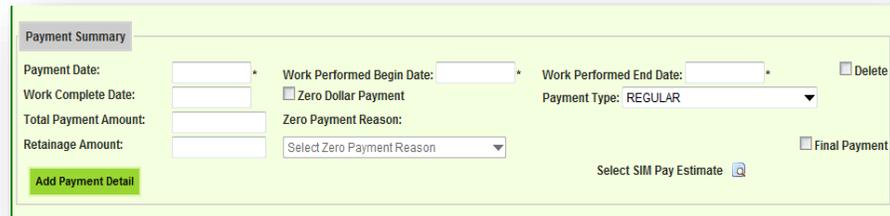
The screenshot shows the search results for the 'Add New Sub Payments' form. The 'Contract ID' field is now filled with 'E7G64'. Below the form is a table with one row of results. A red arrow points to the 'Contract ID' link in the first column of the table.

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

- Select the desired **Sub**



- The Payment Summary screen will display as below. Enter the details in the Payment summary.



- ❖ Below is a description of the payment fields. The fields with the **asterisk*** are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work 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.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

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



6.3 REVISE AN EXISTING DBE SUBPAYMENT

There are two ways a payment can be adjusted, one way is by using the **maintain option** and the second way is by **creating a new payment**.

Option 1: Using the Maintain Sub Payment

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



- Enter **Contract id**, click **Get Contracts** and **select contract id**

The screenshot shows the 'Contractor | Maintain Sub Payments' form. The 'Contract ID' field contains 'T1588'. A red arrow labeled '1' points to this field. To the right is a 'Select a Contract Category' dropdown menu. Below these is a 'Get Contracts' button, with a red arrow labeled '2' pointing to it. Below the button is a table with the following data:

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T1588	SR 93 (I-75)	41304225201	8/18/2014	OPEN FOR REPORTING	

A red arrow labeled '3' points to the 'T1588' link in the table. The text 'Showing Item 1 of 1' is visible on the right.

- Click on the Sub name

The screenshot shows the 'Step 2: Select Sub Agreement for Contract: T1588' screen. It displays a table with the following data:

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
C.FULLERTON SOD & LANDSCAPING CO.INC	F592654296	AJAX PAVING INDUSTRIES OF FLORI	01	
CONSOLIDATED PRODUCTIONS GROUP INC	F651045359	AJAX PAVING INDUSTRIES OF FLORI	01	

A red arrow points to the 'C.FULLERTON SOD & LANDSCAPING CO.INC' link. The text 'Showing items 1-2 of 2' is visible on the right.

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

Step 3: Select Payment Summary for Sub Agreement with: C FULLERTON SOD & LANDSCAPING CO INC

Showing item 1 of 1

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
11/3/2014	\$5,000.00			No	No	10/1/2014	10/10/2014

- The **Maintain Payment** Information screen is displayed.

Step 4: Maintain Payment Information for Payment Summary on: 11/3/2014

Contract ID: T1588 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INC

Before changes are made

Payment Summary

Payment Date: 11/3/2014 * Work Performed Begin Date: 10/1/2014 * Work Performed End Date: 10/10/2014 * Delete
 Work Complete Date: Zero Dollar Payment
 Total Payment Amount: \$5,000.00 Payment Type: REGULAR
 Retainage Amount: Zero Payment Reason: Final Payment
 Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS: 238990 - All Other Specialty Trade Contract Specialty Code: 102 - MAINTENANCE OF TRAFFIC DBE Credit Amount: \$5,000.00 *
 Comment: You have 300 characters left.

- To make changes to this record, e.g. to void this record, user will need to :
 - 1) **Clear out total payment amount**
 - 2) **Make changes to the payment detail by clicking *Add payment detail* to create a record with a **negative amount**; this will void the existing payment detail. See screenshots below-**

AFTER

- Click **Save** button



- Payment has now been voided (zeroed out)



Florida Department of Transportation
Contract DBE Payment Details
Contract : T1588
Prime : AJAX PAVING INDUSTRIES OF FLORI

NAICS Description	Specialty Area	DBE Credit Amount	Date Submitted	Date Reported	Current Status
C FULLERTON SOD & LANDSCAPING CO INC - F592654296	Tier: 01 Hired By: AJAX PAVING INDUSTRIES OF FLORI	DBE Credit: \$0.00			
Payment Date: 11/03/2014 Service From: 10/01/2014 Service To: 10/10/2014 Work Complete: Date Updated: 12/08/2014 Final Payment: N					
Total Payment Amount: \$0.00 Retainage Amount: Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	102-MAINTENANCE OF TRAFFIC	\$5,000.00	12/08/2014	12/08/2014	READY
		-\$5,000.00	12/08/2014	12/08/2014	READY

- To print out the revisions you have submitted, you can run the **Contract Sub Payment Details** report located in the Report tab.

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](#)

DBE Commitments

[Contract Commitment Details Report](#)
[Contracts With No Commitments Report](#)
[DBE Utilization Summary Report](#)
[DBE Utilization Detail Report](#)

Sub Payment

[Closed Contract Sub Payments Report](#)
[Contract Sub Payment Details Report](#)

Vendor

[Certification History Report](#)

Report Criteria for the Contract Sub Payment Details Report

Contract ID:

Begin Date:

End Date:

Option 2: Using the Add New Payment Option

- User can create a **new payment** with a **negative amount** to zero out an existing payment. If there is an existing payment of \$7,000 and user needs to delete it, user will create a new payment of **negative -\$7,000**.

Step 2: Select Sub Agreement for Contract: T1588

Step 3: Add New Payment Information for Sub Agreement with: C FULLERTON SOD & LANDSCAPING CO INC

Contract ID: T1588 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Existing Payment

Add Payment Summary

Payment Summary

Payment Date: 12/08/2014 Work Performed Begin Date: 12/01/2014 Work Performed End Date: 12/05/2014 Delete
Work Complete Date: Zero Dollar Payment Payment Type: REGULAR
Total Payment Amount: 7000 Zero Payment Reason: Select Zero Payment Reason Final Payment
Retainage Amount: Select SIM Pay Estimate
Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS 238990 - All Other Specialty Trade Contract Specialty Code ITO - OWNER OPERATOR DBE Credit Amount 7000
Comment: You have 300 characters left.

Save Reset

- Create a **new payment** with **negative (-\$7,000)** for **total payment amount** and **negative (-7,000)** for the **payment detail** as shown below. This will zero out the payment.

Contractor | Add New Sub Payments

Step 1: Select Contract

Contract ID: T1588 -OR- Select a Contract Category: Select Contract Category ...
Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T1588	SR 93 (I-75)	41304225201	8/18/2014	OPEN FOR REPORTING	

Showing item 1 of 1

Step 2: Select Sub Agreement for Contract: T1588

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING INDUSTRIES OF FLORI	01	
CONSOLIDATED PRODUCTIONS GROUP INC	F651045359	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-2 of 2

Step 3: Add New Payment Information for Sub Agreement with: C FULLERTON SOD & LANDSCAPING CO INC

Contract ID: T1588 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Add Payment Summary

Payment Summary

Payment Date: 12/08/2014 Work Performed Begin Date: 12/01/2014 Work Performed End Date: 12/05/2014 Delete
Work Complete Date: Zero Dollar Payment Payment Type: REGULAR
Total Payment Amount: -7000 **negative amount** Zero Payment Reason: Select Zero Payment Reason Final Payment
Retainage Amount: Select SIM Pay Estimate
Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS 238990 - All Other Specialty Trade Contract Specialty Code ITO - OWNER OPERATOR DBE Credit Amount -7000 **negative amount**
Comment: You have 300 characters left.

Save Reset

➤ The two payments of a positive \$7,000 and a negative \$-7,000 will zero out

C FULLERTON SOD & LANDSCAPING CO INC - F592654296 Tier: 01 Hired By: AJAX PAVING INDUSTRIES OF FLORI											
DBE Credit:	\$0.00										
Payment Date:	12/08/2014	Service From:	10/01/2014					ated:	12/08/2014	Final Payment:	N
Total Payment Amount:	\$7,000.00	Retainage Amount:						Zero Payment Reason:			
238990-All Other Specialty Trade Contractors		ITO-OWNER OPERATOR				\$7,000.00	12/08/2014	12/08/2014	READY		
Payment Date:	12/08/2014	Service From:	10/01/2014	Service To:	12/05/2014	Work Complete:		Date Updated:	12/08/2014	Final Payment:	N
Total Payment Amount:	-\$7,000.00	Retainage Amount:						Zero Payment Reason:			
238990-All Other Specialty Trade Contractors		ITO-OWNER OPERATOR				-\$7,000.00	12/08/2014	12/08/2014	READY		
Payment Date:	11/03/2014	Service From:	10/01/2014	Service To:	10/10/2014	Work Complete:		Date Updated:	12/08/2014	Final Payment:	N

Both the positive and negative payments zero out

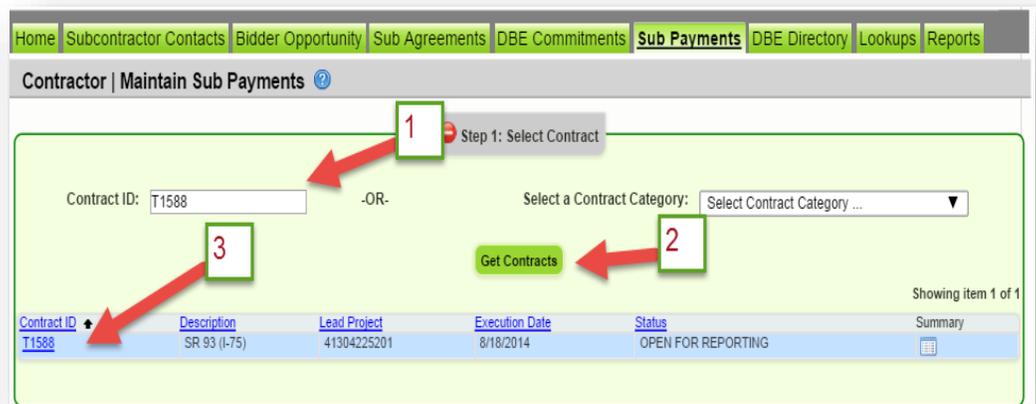
6.4 REVISE AN EXISTING NON-DBE SUBPAYMENT

To revise a payment to a Non-DBE Sub you can use the delete checkbox. The steps below will assist you on how to delete a payment:

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



- Enter **Contract ID**, click **Get contracts** and **select contract id number**



- Click on the **Sub** name



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

Step 3: Select Payment Summary for Sub Agreement with: SMITH FENCE COMPANY INC.

Showing item 1 of 1

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
12/8/2014	\$6,000.00			No	No	12/1/2014	12/4/2014

- Click on the **Delete** checkbox as shown below in the payment summary

Step 4: Maintain Payment Information for Payment Summary on: 12/8/2014

Contract ID: T1588 Sub: SMITH FENCE COMPANY INC. Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Payment Summary

Payment Date: 12/8/2014 * Work Performed Begin Date: 12/1/2014 * Work Performed End Date: 12/4/2014 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$6,000.00 Zero Payment Reason: Final Payment

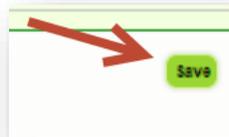
Retainage Amount: Select Zero Payment Reason

Comment: Enter Comment You have 300 characters left.

Required fields are marked with *

Note: The Delete function only works when sub is a non-DBE and payment does not have a payment detail attached.

- Click **Save** button when done



6.5 RELEASE RETAINAGE FOR FINAL SUBPAYMENT

Retainage is the amount withheld from the Sub. Retainage is entered in the retainage field as part of a payment entry. Retainage is released when user is making a FINAL payment.

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 1/1/2013 * Work Performed Begin Date: 1/2/2013 * Work Performed End Date: 1/9/2013 * Final Pay

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 5000 Zero Payment Reason:

Retainage Amount: 52.00 Select Zero Payment Reason

Add Payment Detail Select SIM Pay Estimate

❖ To release your retainage, please do the following steps:

➤ Go to **Subpayments** and Select **New 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 your **contract id** in the contract id box

Step 1: Select Contract

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

Get Contracts

➤ Select the **Sub**

Step 2: Select Sub Agreement for Contract:

Sub Name	Sub Vendor ID	Hired By
C FULLERTON SOD & LANDSCAPING CO INC	F592854298	AJAX PAVING II
JASONS HAULING INC	F593219239	AJAX PAVING II

- In the Payment Summary box, enter the retainage to date as a **negative amount** in the retainage field. Next, enter the **positive amount** of the retainage in the total payment amount as shown below:

- Next, **Mark your final payment** check box and enter work complete date

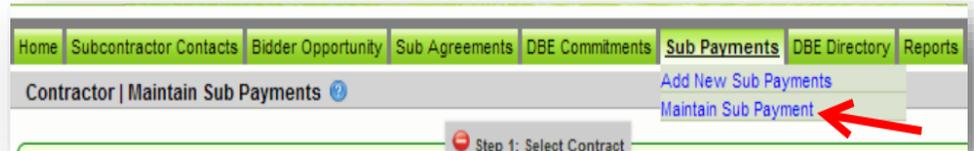
- Next, to claim DBE credit for the retainage, click on the **Add Payment Detail** button. Enter the DBE credit amount the same as the payment amount.

NOTE: Once a user submits a final payment for a particular Sub agreement, they will no longer be able to submit further payments. However if they need to submit additional payments, they can **unmark** the final payment checkbox. To do so, they can refer to the next section that outlines on how to uncheck the Final Payment box.

6.6 UNCHECK THE FINAL SUBPAYMENT BOX

The final payment checkbox should be selected when users are submitting their **final** invoice. In instances where users need to **uncheck** the final checkbox, below are the steps outlined:

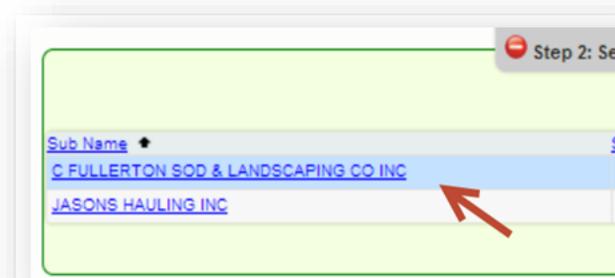
- Select the **Sub payments** tab
- Select **Maintain Sub payments**



- Enter **Contract ID** in the contract id box and click **Get Contracts** button



- Select the **Sub**



- Locate the **payment** that has **“Yes”** listed under Final payment column

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing Items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Select the **Payment date** accordingly

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing Items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Uncheck the **Final payment** box as shown below and Save

This Payment Summary cannot be edited unless Final Payment is unchecked and Payment Summary is saved.

Payment Date: 8/2/2012 * Work Performed Begin Date: 7/1/2012 * Work Performed End Date: 7/31/2012 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$58,932.88 Zero Payment Reason:

Retainage Amount: \$0.00 Select Zero Payment Reason:

Final Payment

Payment Detail

Delete NAICS: 237310 - Highway, Street, and Bridge Con Specialty Code: 430 - PIPE CULVERTS DBE Credit Amount: \$58,932.88

Submit Comment: CCNV You have 296 characters left.

Uncheck

- Click **Save** button when done



7.0 REPORTING DBE PRIME COMMITMENTS & PAYMENTS

PRIME Contractors/Consultants that are **certified DBEs** are required to report DBE Commitments and Payments for work performed by their own workforces in EOC.

Example:

1. DBE Prime self-performs (contract dollar amount is \$100,000): If DBE prime gets awarded a FDOT contract of \$100,000 and prime does not sub out the work but self-performs on the entire project, then prime would report 100% of the amount as DBE commitment and payments as they get paid.
2. DBE Prime subs out some of the work (contract dollar amount is \$100,000): However, if the DBE prime does sub out \$40,000 to a **DBE/MBE** sub and \$60,000 is self-performed by the prime, then prime will need to report the \$60,000 as a DBE commitment and payments as they get paid. Prime will also need to report the \$40,000 for the *DBE/MBE* Sub.
3. DBE Prime subs out some of the work to non-DBE/MBE (contract dollar amount is \$100,000): However, if the DBE Prime does sub out \$40,000 to a **non-DBE/MBE** sub and \$60,000 is self-performed by the DBE prime, then prime will only need to report the \$60,000 as a DBE commitment and payments as they get paid.

7.1 REPORTING DBE Commitment(s) IN EOC

NOTE: User needs to **first** setup up the PRIME in the SUBAGREEMENTS tab as follows:

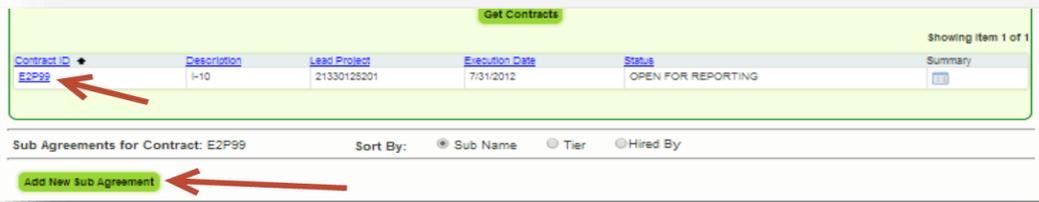
- Select the **Sub Agreements** tab



- Enter the **contract ID** in the contract id box & Click the **Get Contracts** button



- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop down box and select **PRIME**



- Click the **Save** button



NOTE: After the Prime is setup in the Subagreements, proceed to the DBE Commitment tab to report the DBE commitment ->

- Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).



- Enter **Contract id** in the contract id box ->Next, click **Get Contracts** button.



- Select the Name accordingly



- Click **Add New Commitment**, next select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down. Next enter **Commitment amount** in the commitment box and select the **Submit** checkbox.



- Click **Save**

7.2 REPORT PRIME DBE PAYMENT

NOTE: After the DBE commitments are reported, once a payment is received, prime can report the DBE payments.

- Select the **Sub payments** tab and choose **Add New Sub payments**



- Enter **Contract ID** in the contract id box and Click the **Get Contracts**

The screenshot shows a form titled 'Step 1: Select Contract'. It has a 'Contract ID' field with the value 'E1L82-R0' and an '-OR-' separator. To the right is a 'Select a Contract Category' dropdown menu. A red arrow points to the 'Contract ID' field, and another red arrow points to the 'Get Contracts' button. The text 'Showing item 1 of 1' is visible in the bottom right corner.

- Select the **Contract id** by clicking on it

The screenshot shows a table with the following columns: Contract ID, Description, Lead Project, Execution Date, Status, and Summary. The first row is selected and highlighted in blue. A red arrow points to the 'Contract ID' 'E1L82-R0' in the first row. The text 'Showing item 1 of 1' is visible in the top right corner.

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E1L82-R0	ROADSIDE MOWING	42950717201	1/24/2013	OPEN FOR REPORTING	

- Click on the name to add payments

The screenshot shows a form titled 'Step 2: Select Sub Agreement for Contract: E1L82-R0'. It displays a table with the following columns: Sub Name, Sub Vendor ID, Hired By, Tier, and Summary. The first row is selected and highlighted in blue. A red arrow points to the 'Sub Name' 'COMPLETE HIGHWAY IMPROVEMENT INC' in the first row. The text 'Showing item 1 of 1' is visible in the top right corner.

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
COMPLETE HIGHWAY IMPROVEMENT INC	F412051311	COMPLETE HIGHWAY IMPROVEMENT INC	P	

- Enter the details in the payment summary and select the **Add Payment Detail** button to add the **NAICS/Specialty codes** and enter the **DBE credit amount**.
Note: The Payment detail is where you claim the DBE credit for the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit**, in most cases it is the same as the total payment amount.

Step 3: Add New Payment information for Sub Agreement with: COMPLETE HIGHWAY IMPROVEMENT INC

Contract ID: E1L82-R0 Sub: COMPLETE HIGHWAY IMPROVEMENT INC Tier: PRIME Hired By: COMPLETE HIGHWAY IMPROVEMENT INC

Add Payment Summary

Payment Summary

Payment Date: 11/25/2014 * Work Performed Begin Date: 11/03/2014 * Work Performed End Date: 11/07/2014 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 3000 Zero Payment Reason: Final Payment

Retainage Amount: Select Zero Payment Reason

Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS: 237310 - Highway, Street, and Bridge Const Specialty Code: 200 - ROCK BASE DBE Credit Amount: 3000 *

Comment: You have 300 characters left.

Required fields are marked with *

- Click **Save**

8.0 REPORTING A DBE PAYMENT WITHOUT A COMMITMENT

DBE Commitments must be entered **before** DBE payments. The **NAICs** code used on the commitment must match the NAICs code used on the payment. This applies to DBE subs as well as DBE primes. If a user puts in a DBE payment first without a commitment, the system will **NOT create a pay adjustment**. Instead, it will direct the user to go to the commitment screen to first put in a commitment for that specific NAICs code.

Below is a sample notification message that the user will see. When user gets this message, it means they need to go to the DBE *commitment tab* and report a commitment equal to or greater than the payment amount they are reporting. They need to make sure they use the **same NAICs** code listed in the commitment tab and payment tab. This will ensure consistency and accuracy in data reporting.

Warnings

Warning: Commitment Amount needs to be entered

You must first enter a Commitment amount equal to or greater than this payment for the following NAICS :

Action Required:

NAICS: 238990 - All Other Specialty Trade Contractors

Commitment Credit Amount to Date: \$0.00 Payment Credit Amount to Date: \$3,000.00 Over Payment Amount: \$3,000.00

Commitment Status	Specialty Code	Commitment Credit Amount	Last Updated Timestamp	Submit
TOTAL COMMITMENT AMOUNT TO SUBMIT		\$3,000.00		

[Back to commitment screen](#)

Florida Department of Transportation - Office of Information Systems MyFlorida.com

9.0 CALCULATION OF 60% in EOC FOR DBE SUBS

This is applicable to material supplier codes. For work types/NAICs codes that are material supplier (**specialty code 220**), the prime will get DBE credit of 60%. In the **DBE Commitment** screen, the system will calculate the 60% based on what the user inputs for the DBE Commitment amount. However, on the **Payment side**, the system **does not** calculate the 60%. Therefore, the user will have to manually put in the 60% in the payment detail for the DBE credit.

9.1 REPORT 60% CODE DBE COMMITMENT

To enter a material supplier DBE Commitment, perform the steps below:

- Click on the **DBE Commitments** tab and enter contract id in the contract box

The screenshot shows the 'Contractor | Add DBE Commitments' interface. At the top, there is a navigation bar with tabs: Home, Bidder Opportunity, Sub Agreements, **DBE Commitments**, Sub Payments, DBE Directory, Subcontractor Contacts, and Reports. A red arrow points to the 'DBE Commitments' tab. Below the navigation bar, the main content area is divided into two steps. Step 1: Select Contract. It includes a 'Contract ID' field with 'BDT74' entered, an '-OR-' separator, and a 'Select a Contract Category' dropdown menu. Below this is a 'Show Contracts Having Commitments' dropdown menu set to 'ALL' and a 'Get Contracts' button. A table below shows one contract entry: Contract ID: BDT74, Description: CENTRAL FLORIDA- Station finishes, Lead Project: 41299435201, Execution Date: 2/24/2012, Status: OPEN FOR REPORTING. Step 2: Select Sub Agreement for Contract: BDT74. It includes a 'Sub Name' dropdown menu with 'ECHOVIX PAINTING INC.' selected, a 'Sub Vendor ID' field with 'F591911968', a 'Hired By' field with 'ARCHER WESTERN CONTRACTORS LLC', and a 'Ter' dropdown menu with '01'. A table below shows one sub agreement entry: Sub Name: ECHOVIX PAINTING INC., Sub Vendor ID: F591911968, Hired By: ARCHER WESTERN CONTRACTORS LLC, Ter: 01.

- Select **Get Contracts** button
- Click the **Add New Commitment** button

The screenshot shows the 'Step 3: Maintain Commitment Details for Sub Agreement with: ROAD RUNNER HIGHWAY SIGNS INC' screen. It features a green 'Add New Commitment' button with a red arrow pointing to it.

- Select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down. Next, enter **DBE commitment** amount.

The screenshot shows the 'Action' section of the DBE Commitment screen. It includes a table with columns: Action, NAICS, Specialty Code, and Commitment Amount. The 'Add' row shows: Action: Add, NAICS: 423610 - Electrical Apparatus and Equipment, Specialty Code: 220 - MATERIAL SUPPLIER - WHOLESALE, Commitment Amount: 5000*. Below the table, there are fields for 'Submit Date: N/A', 'Date Rejected: N/A', 'Status: IN-WORK', and 'DBE Credit: N/A'. A 'Submit' checkbox is checked. A 'Contract Category' dropdown menu is set to 'CONSTRUCTION'. A red arrow points to the 'Add' button.

NOTE: The EOC system **will** calculate the 60% based off the DBE Commitment amount you put in. For instance, the System calculated the 60% based off the **\$5,000** and now DBE credit is **\$3,000**.

Sub: POWERLOGICS INC - F593113412		Tier - 01		
423810 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers	220 - MATERIAL SUPPLIER - WHOLESALE 1/8/2014	\$5,000.00	\$3,000.00 0.14%	SUBMITTED
Sub Total		\$5,000.00	\$3,000.00 0.14%	

➤ Click **Save** button when done



9.2 REPORT 60% CODE DBE SUBPAYMENT

On the payment side, if the user has a material supplier code, the system **does not** calculate the **60%**. Therefore, the user will have to manually put in the **60% in the payment detail** for **DBE credit**.

To obtain the 60% for DBE credit on the payment side, please perform the following steps:

- Select the **Sub payments** tab
- Select the **Add New Sub payments**



- Enter **Contract ID** in the contract id box

The screenshot shows the 'Step 1: Select Contract' form. It has a text input field for 'Contract ID' containing 'E7G64', a '-OR-' separator, and a dropdown menu for 'Select a Contract Category' with the text 'Select Contract Category ...'. A green 'Get Contracts' button is located below the form.

- Select **Get Contracts** button



- **Select** the contract id by clicking on it

The screenshot shows the 'Add New Sub Payments' page with the 'Step 1: Select Contract' form at the top. Below the form is a table with one row of contract data. A red arrow points to the 'Contract ID' link in the first column of the table.

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

- Click on the **Sub**

Step 2: Select Sub Agreement

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-3

- Enter **Payment amount** in the Total payment amount field. Next, select **Add Payment detail** button and then enter the actual 60% amount in the DBE credit amount as shown in the diagram below.

Step 3: Add New Payment Information for Sub Agreement with: POWERLOGICS INC

Contract ID: E1J06 Sub: POWERLOGICS INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Add Payment Summary

Payment Date: 01/08/2014 * Work Performe... 013 * Work Performed End Date: 12/05/2013

Work Complete Date: Zero Dollar

Total Payment Amount: 4000 Zero Payment Reason: Select Zero Payment Reason

Retainage Amount: Select SIM Pay Estimate

Add Payment Detail

Payment Detail

Delete NAICS
 Submit 423610 - Electrical Apparatus and Equipment
 Specialty Code 220 - MATERIAL SUPPLIER - WHOLESALE
 DBE Credit Amount 2400*

Comment: You have 300 characters left.

Save Reset

Annotations:
 - Red arrow points to "Add Payment Detail" button.
 - Red arrow points to "Total Payment Amount" field (4000).
 - Red arrow points to "DBE Credit Amount" field (2400*).
 - Text boxes: "user puts in the actual payment amount" (pointing to Total Payment Amount) and "user needs to manually put in the 60% in the DBE credit" (pointing to DBE Credit Amount).

NOTE: For DBE Credit on the Payment side, user has to manually put in the 60% amount in the payment detail section as the system does not automatically calculate it.

- Click **Save** button when done



10.0 LOCAL AGENCY CONTRACTS

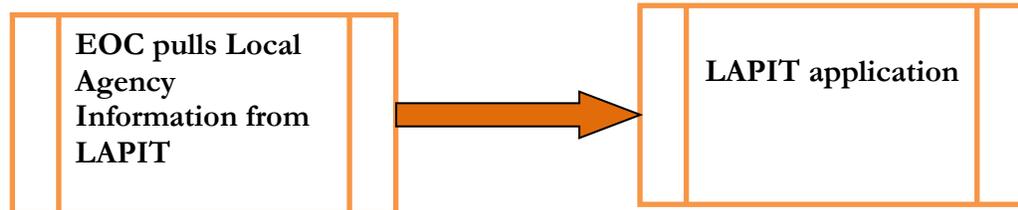
EOC runs a batch program to pull **Local agency contracts** from an application called **LAPIT**. Certain key information needs to be present in LAPIT for it to appear in EOC. The **local agency** is responsible for inputting the key information into LAPIT.

This information is:

- ✚ **Local Agency Contract Number**
- ✚ **Prime Name and Federal Tax id Information**
- ✚ **Local Agency Contract Execution date**
- ✚ **Contract Amount**

NOTE: If any of this information is missing in LAPIT, the Local agency agreement will not be available in EOC.

Once this information is entered in LAPIT, then the lap agreement will appear in EOC for the **Prime Contractor/Consultant** to submit their DBE reporting.



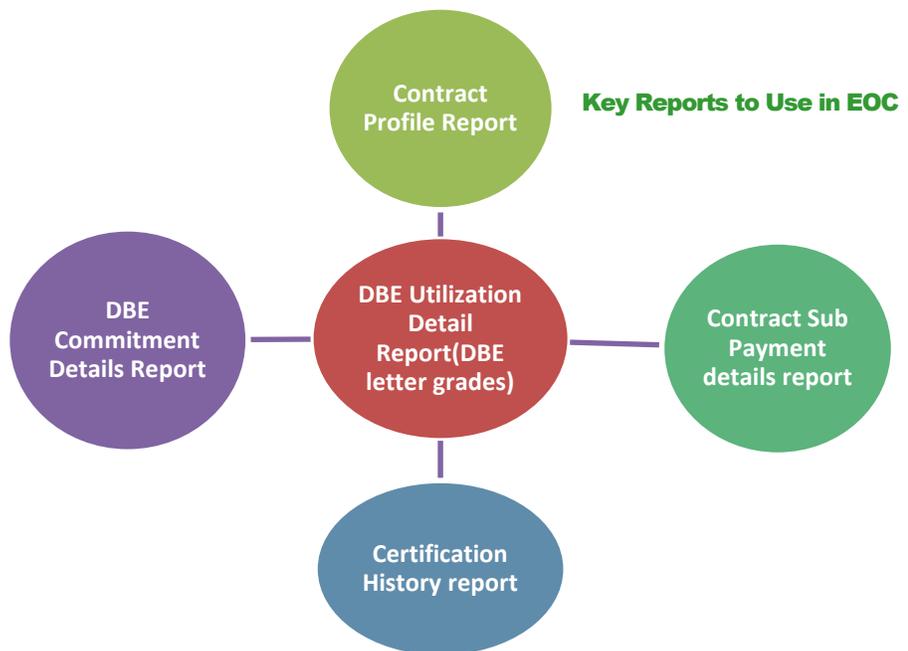
11 REPORTS

Users can run different reports in EOC by selecting the Reports tab. Reports display EOC data that has been submitted by the user.



11.1 KEY REPORTS

Below is a listing of reports that are helpful to the EOC user. These reports will assist user to track their DBE Commitment percentage, DBE payments, DBE grades and overall contract data.



❖ Below are the steps outlined on how to run the different EOC reports:

1) Contract Profile Report: This report allows you to view contract details for a specific contract. It gives detailed information such as general contract information, contract amounts, DBE commitments and DBE sub payments.

The screenshot shows a web interface with a 'Reports' menu on the left and a 'Report Criteria for the Contract Profile Report' form on the right. The menu includes 'Bidder Opportunity' and 'Contract' sections. The 'Contract' section has 'Contract Profile Report' highlighted with a red arrow. The form on the right has a 'Contract ID' input field and a 'Submit' button, both also highlighted with red arrows.

To run the report, complete the following steps:

- Enter Contract ID
- Click Submit

The screenshot shows a 'Report Output' window with a 'Table of Contents for Contract' table. A red arrow points to the 'Contract Profile Report' section, which is listed as item 4 in the table.

Table of Contents for Contract [REDACTED]		
1. Contract Details	1
2. Contract Primes	2
3. Contract Amounts	3
4. DBE Commitments	4
5. Subpayments	5

2) Contract Commitment Details Report: The user can view DBE Commitment details such as work type & DBE percentage for a specific contract. This is similar to the DBE Anticipated statement.

The screenshot shows a web interface with a 'Reports' menu on the left and a 'Report Criteria for the Contract Commitment Details Report' form on the right. The menu includes 'Bidder Opportunity', 'Contract', and 'DBE Commitments' sections. The 'DBE Commitments' section has 'Contract Commitment Details Report' highlighted with a red arrow. The form on the right has a 'Contract ID' input field and a 'Submit' button, both also highlighted with red arrows.

To run the report, complete the following steps:

- Enter contract ID
- Click Submit

The screenshot shows a 'Report Output' window with a table of DBE Commitment Details. A red arrow points to the 'Report Output' label at the bottom of the table.

NAICS Description	Specialty Code	Date Submitted	Commitment Amount	DBE Credit Amount	% Of Contract	Date Reported	Current Status
Sub - [REDACTED] Tier - 01							
237310 - Highway, Street, and Bridge Construction	308 - ASPHALT RUBBER BINDER	12/15/2012	\$2,000.00	\$2,000.00	0.23%		ACCEPTED
238990 - All Other Specialty Trade Contractors	705 - OBJECT MARKERS AND DELINEATORS	3/1/2012	\$52,722.75	\$52,722.75	6.17%	3/1/2012	READY
Sub Total			\$54,722.75	\$54,722.75	6.41%		
Contract Total			\$54,722.75	\$54,722.75	6.41%		

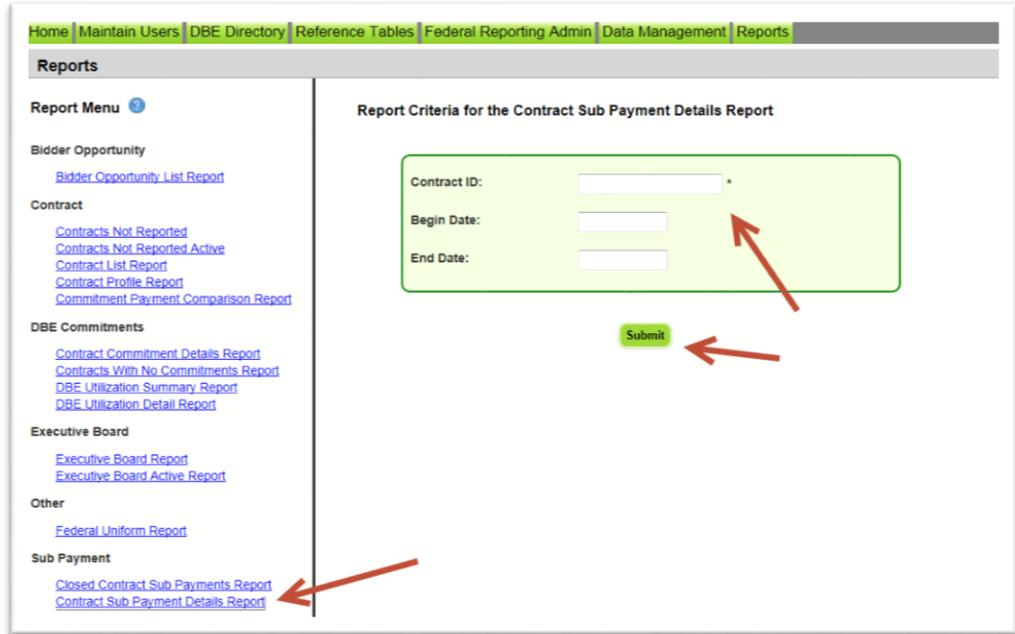
3) DBE Utilization Detail Report: This report provides the user a snap shot of their DBE utilization letter grades. This DBE Utilization report is based off the **DBE Commitments** that are reported in EOC. This is why we strongly encourage our EOC users to submit DBE commitments for their Subs as this will have an impact on their DBE letter grades.

To run the report, complete the following steps:

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

IAICS	Specialty Area	Report Output	DBE Credit	DBE %	Reporte
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Contract Dollars: \$504,665.81		\$25,361.00	5.00%	
252717557 - HIGHWAY STRIPING INC	Tier: 01			5.00%	
07310 - Highway, Street, and Bridge Construction	OTHR - Other Specialty Code		\$25,361.00		11/19/20
[REDACTED]	Contract Dollars: \$0.00		\$3,609.90	> 100%	
201154043 - QUALITY CONSTRUCTION PERFORMANCE INC	Tier: 01			> 100%	

4) Contract Sub Payment Details Report: User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.



To run the report, complete the following steps:

- Enter Contract ID
- Enter begin & end dates (optional). You can leave the dates blank
- Click Submit

NAICS Description	Specialty Area	Credit Amount	Date Submitted	Date Reported	Current Status
DBE Credit: \$28,938.96					
Payment Date: 10/22/2012 Service From: 09/17/2012 Service To: 10/21/2012 Work Complete:		Final Payment: N			
Total Payment Amount: \$10,730.00 Retainage Amount: \$0.00 Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$0.00	11/05/2012	11/05/2012	SUBMITTED
Payment Date: 09/20/2012 Service From: 07/16/2012 Service To: 08/19/2012 Work Complete:		Final Payment: N			
Total Payment Amount: \$2,935.28 Retainage Amount: \$0.00 Zero Payment Reason:					
237310-Highway, Street, and Bridge Construction	700-HIGHWAY SIGNING	\$2,935.28	10/22/2012	10/22/2012	READY
Payment Date: 08/29/2012 Service From: 07/01/2012 Service To: 07/31/2012 Work Complete:		Final Payment: N			
Total Payment Amount: \$10,827.42 Retainage Amount: \$0.00 Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$10,827.42	08/29/2012	08/29/2012	READY
Payment Date: 07/19/2012 Service From: 06/01/2012 Service To: 06/30/2012 Work Complete:		Final Payment: N			
Total Payment Amount: \$5,465.35 Retainage Amount: \$0.00 Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$5,465.35	07/19/2012	07/19/2012	READY
Payment Date: 04/05/2012 Service From: 02/01/2012 Service To: 02/29/2012 Work Complete:		Final Payment: N			
Total Payment Amount: \$9,710.91 Retainage Amount: \$0.00 Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$9,710.91	04/05/2012	04/05/2012	READY

5) Certification History Report: User can view certification information for a specific firm to view the NAICS that the sub is certified in and when their certification was removed.

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](#)

DBE Commitments
[Contract Commitment Details Report](#)
[Contracts With No Commitments Report](#)
[DBE Utilization Summary Report](#)
[DBE Utilization Detail Report](#)

Executive Board
[Executive Board Report](#)
[Executive Board Active Report](#)

Other
[Federal Uniform Report](#)

Sub Payment
[Closed Contract Sub Payments Report](#)
[Contract Sub Payment Details Report](#)

Vendor
[Certification History Report](#)

Report Criteria for the Certification History Report

Vendor ID: [Search Vendors](#)

- OR -

Vendor Name:

[Submit](#)

To run the report, complete the following steps:

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

NAICS	Certification Status	Certification Begin Date	Certification End Date	Report Output
Vendor Overall Certification Status: CERT Begin Date: 01/26/2005 End Date: 01/03/2011				
238990	CERT	01/26/2005	01/03/2011	
Vendor Overall Certification Status: REMOVED Begin Date: 01/04/2011 End Date: 05/02/2011				
238990	REMOVED	01/04/2011	05/02/2011	
Vendor Overall Certification Status: CERT Begin Date: 05/03/2011 End Date: .				
238990	CERT	05/03/2011		

6) Bidder Opportunity List Report: User can view what they have submitted for their bidders list. The report shows information such as subs listed on the bidders list and their specialty area.

To run the report, complete the following steps:

- Select Contract Category and Proposal ID
- Click Submit

Sub Vendor ID	Sub Vendor Name	Specialty Area
	JENKINS PAINTING INC	515 - PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
		56X - BRIDGE PAINTING (INCLUDES 561, 562)

11.2 Other Useful Reports

❖ Other useful reports listed in the reports tab include:

1) Commitment Payment Comparison Report: User can compare Payments & DBE Commitments that have been submitted in EOC for a specific contract. It compares the two and lists the difference.

Sub	TIER	Hired By	DBE Commitment Credit Amount	DBE Payment Credit Amount	Difference
HIGH TECH STRIPING INC	01		\$52,722.75	\$15,580.45	\$37,142.30

To run the report, complete the following steps:

- Enter Contract ID
- Click Submit

2) Contracts Not Reported: User can view the firm's contracts that have not been reported to the Executive board and federal highway. The Report displays information such as contract ID, prime, financial project #, Fed%, contract amounts and date information.

Contract	Prime	Primary Project	Fed %	LTD Reported	Contract Amount	DBE Credit	Execution Date	Completed Date	
				Contract Amount	Not Yet Reported	Not Yet Reported			
		428714-1-72-01			\$0.00	\$38,200.00	\$0.00	06/03/2010	06/30/2010
		421656-1-52-01	100.00%	\$2,219,385.97	-\$48,682.05	\$477,113.50	12/08/2010	04/25/2012	
		227921-2-52-01	100.00%	\$1,666,445.18	\$82,847.34	\$4,702.21	05/24/2011	10/12/2012	

 **Report Output**

To run the report, complete the following steps:

- Select District
- Select the Funding Type(specifies whether it a federal or state project)
- Click Submit

3) Contract List Report: User can view their list of contracts that have executed or been released or granted notice to proceed or even completed.

		Contract Category: 'CONST'							
		District : ALL							
Contract	Prime ID	Prime Name	Primary Project	Awarded Amount	Execution Date	NTP Date	Date Completed	Fed %	
		Inc.	427651-1-52-01	\$3,091,087.65	10/12/2012	11/13/2012		100.00%	

Report Output

To run the report, complete the following steps:

- Select the Contract Category
- Select Contract Status
- Select Funding Type
- Select Date to use selection
- Select Dates
- Click Submit

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

Contract	DBE Participation	Execution Date	FED %	Status	Reason	Contract Amount	Contingency Amount	FHWA Report Date	Category
Prime Vendor: A:1 FLORIDA SOD, INC. - F28297774									
EIM27	DBE Participation not yet determined	03/12/2013		Ready		\$65,000.00	\$0.00	11/27/2013	MAINT
Prime Vendor: AIM ENGINEERING & SURVEYING - F69197775									
CSC06	DBE Participation not yet determined	10/23/2013		Do Not Report	POSTPONE	\$1,500,000.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	-\$1,468,428.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	\$73,900.00	\$0.00		CNSLT

To run the report:

- Select the Contract Category, District, funding type
- Click **Submit**

5) DBE Utilization Summary Report: Enables user to view the DBE utilization summary, it lists the contract amount, DBE credit, DBE% and completion date for the firms contracts.

Amount	DBE Credit	DBE %	Completion Date
\$504,665.81	\$25,361.00	5.03%	
\$0.00	\$3,609.90	> 100%	
\$0.00	\$34,945.32	> 100%	1/3/2012
\$1,615,801.98	\$130,750.50	8.09%	
\$2,120,467.79	\$194,666.72	9.18%	

To run the report, complete the following steps:

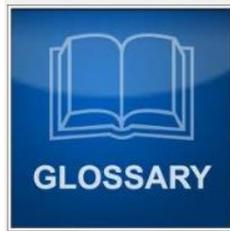
- Select Contract Category
- Fill in Report Begin Date and End Date
- Fill in Fund type
- Click Submit button

6) Closed Contract Sub Payments Report: User can view contracts that have been closed for a specific time period. It outlines information such as contract ID, district, execution date, contract amount and federal %, DBE credit amounts.

Contract ID	District	Contract Category	Execution Date	Federal %	Contract Award Amount	Current Contract Amount	Current Federal Contract Amount	Current State Contract Amount	Dbe Credit Amount	Federal DBE Credit Amount	State DBE Credit Amount
	01	CONST	02/26/2010	0.00%	\$929,836.00	\$887,344.78	\$0.00	\$887,344.78	\$0.00	\$0.00	\$0.00

To run the report, complete the following steps:

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



TERM	DEFINATION
EOC	Equal Opportunity Compliance is a web based system used to manage DBE/MBE reporting and ensure contract compliance.
Bidders Opportunity List	A list that contains bidders information for ALL Subcontractors or Subconsultants who quoted the Prime on DOT projects for letting. It includes both DBEs and non-DBEs . This is now submitted in the EOC system.
Sub Agreement	This is a listing of your Subcontractors or Subconsultants. In EOC, this is where the Prime will initially <u>setup</u> up both DBEs and non-DBEs (MBEs) before reporting DBE Commitments, DBE/MBE Subpayments.
DBE Commitment	This is a Subcontract (Sublet) between the Prime and DBE Subcontractor/Subconsultant . This is where the Prime will list the percentage (DBE dollars) of work performed by the DBE Sub. It is also referred to as the Anticipated DBE Participation . This portion is only applicable to DBE Subs. Note: The Primes DBE Letter grades are based on DBE Commitments reported in EOC.
Sub Payment	A payment made to the Sub by the Prime.
Tier	This is the level in which Sub is hired.
Subcontractor Contacts	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often.
NAICs code	The North American Industry Classification or NAICS is a six digit code used by business and government to classify business establishments according to type of economic activity.
Retainage	Amount withheld from Subcontractor/Subconsultant.
DBE Directory	A searchable listing of all certified Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) firms eligible to perform work under the federal DBE Program.
DBE	A Disadvantaged Business Enterprise (DBE) is a for-profit, independent small business concern that is: ~At least 51% owned by one or more individuals who are both socially and economically disadvantaged; and ~Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

FAQs

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

Answer: Prime Contractor/Consultant users need to fill out the EOC access form located at-> <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

Q: I have forgotten my EOC password or my password has been revoked?

Answer: You will need to contact the FDOTservice desk and ask them to reset your mainframe password. The FDOTservice desk can be reached at-> fdot.servicedesk@dot.state.fl.us or call 866-955-4357.

Q: After how many days does the password expire?

Answer: EOC passwords expire every 65 days.

Q: Do I have to report payments for all my Subcontractors/Subconsultants in the EOC system?

Answer: Users are required to report payments to DBE and MBE Subs. It's optional to the Contractor to report payments to Subs that are neither MBE nor DBE.

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

Answer: You can create an adjustment record to increase your existing DBE commitment/Payment. (Reference the manual on how to make adjustments).

Q: I need assistance with using the EOC system?

Answer: Contact the EOC helpdesk at-> EOOhelp@dot.state.fl.us.

Q: When do I setup my DBE Commitment or DBE Percentage for my DBE Subs?

Answer: After the Prime has been awarded a contract, they are required to setup their DBE Commitment/DBE Percentage for their DBE Subs in EOC.

Q: I don't have any DBE Subs on my Project, what do I need to do in EOC?

Answer: You will need to report Zero DBE Utilization in EOC under the DBE Commitments tab. (Reference the manual on how to submit Zero DBE utilization).

Q: My local agency contract(s) is missing in EOC?

Answer: That is because key Information is missing from the source system called LAPIT. The key information such as :

1) Local agency contract#, 2) Prime name/Federal tax id #, 3) Local agency contract execution date
4) Contract amount. This information needs to be entered in LAPIT by the local agency. Once this information is present LAPIT, EOC will upload the contract successfully.

Q: I don't know what work type (NAICS/Specialty code) that my DBE Sub is performing on the project?

Answer: Contact your Project manager for the work type the Sub is performing.





Link to the EOC System

<https://www3.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/Login?ReturnUrl=%2fEqualOpportunityCompliance%2f>

EOC Computer Based Training

<http://wbt.dot.state.fl.us/ois/EOComplianceCBT/index.htm>

EOC Quick Reference Guide

<http://www.dot.state.fl.us/equalopportunityoffice/EOC%20RCS%20User%20Manual/Contractor%20Quick%20reference.pdf>

EOC Help desk

EOOHelp@dot.state.fl.us

EOC SYSTEM HOURS OF OPERATION

All times are Eastern Time (GMT -05:00)

Monday- Friday 6am - 9pm

Saturday 6am - 7pm

Sunday: Not Available