

EOC (Equal Opportunity Compliance) Quick Reference/Tips

EOC Access

Prime Contractors/Consultants: Fill out short EOC access form.

Local Agency & MPOs: Submit- 1) EOC local agency form, 2) CSAR form and 3) complete Computer security awareness CBT.

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

FDOT Employees (DCCM, Regular RCS and Report Users): Submit the AARF (Automated Access Request Form) and select EOC role.

Forms are located on EOC internet webpage:

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

Link to EOC Application

<https://www3.dot.state.fl.us/EqualOpportunityCompliance>

The EOC Training

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



Tip: A user cannot have two different roles in EOC at the same time (e.g. Contractor & RCS or DCCM). The only exception is **Super RCS** who is both a regular RCS and LAP RCS in EOC.

EOC Password Resets

If user password has been revoked, it means password needs to be reset. EOC Password resets should be sent to the **FDOT Service Desk & CO Security**.

Email address to the FDOT/CO security is fdot.servicedesk@dot.state.fl.us & co.security@dot.state.fl.us

Tip: EOC passwords are RACF/Mainframe based; therefore, only FDOT security can reset them. EOC Passwords expire every 65 days. When contacting the FDOT/CO security for resets, provide them with your userid and ask them to reset your **mainframe** password.

NO SHARING of EOC USERIDS AND PASSWORDS. IT IS AGAINST DOT POLICY.

Legend

CSAR: Computer Security Access Request

CBT: Computer Based Training

RCS: Resident Compliance Specialist

DCCM: District Contract Compliance Manager

LAP: Local Agency Project

DBE COMMITMENTS - Anticipated DBE Participation (reference graphic 1.3 on graphics page)

How to Submit Commitments

How to Submit with DBEs

- Select DBE Commitment tab->
- Enter contract# in contract ID box->
- Click *Get Contracts* button->
- Select Sub Agreement for Contract->
- Click **Add New Commitment**->
- Enter NAICS code/ Specialty code, & DBE Commitment amount->
- Check **Submit** box and **Save**->

Add New Commitment

No DBEs to Submit

- Select DBE Commitment Tab->
- Enter contract in contract ID box->
- Click *Get Contracts* button->
- Select Sub Agreement for Contract->
- Click Submit with **Zero DBE Commitments**->

There are NO Sub Agreements for the Selected

Submit with Zero DBE Commitments

Local Agency Contract Availability in EOC

EOC is an Enterprise application that pulls Local Agency data from an application called **LAPIT**.

The following information needs to be present in **LAPIT** in order for a LAP project to be available in EOC:

- ❖ **Local Agency Contract number**
- ❖ **Prime Name and Federal Tax id #**
- ❖ **Local Agency Contract Execution date**
- ❖ **Contract dollar Amount**

Tip: This information needs to be entered by the **Local Agency** in **LAPIT**. If any of this data is missing in LAPIT, then the local agency project will not be available in EOC for the prime to report Commitments and Payments.

TIP: Submission of **DBE Commitments** is only **APPLICABLE** to **DBE Subcontractors** and **Subconsultants**.

~Sub agreements will need to be setup first prior to reporting of DBE commitments in EOC.

~Contractors/Consultants that are DBEs are required to submit Payments and Commitments for themselves as the Prime.

If Contractor/Consultant is not using DBEs on the project, they are required to indicate in EOC by selecting the **Zero DBE Commitments** button.



Revise DBE Commitment already Submitted

Note: You will need to create a new adjustment record to increase, decrease or zero it out. For instance, if you have a record with a commitment of \$500 and you need to delete it, you can create a \$-500 and this will zero it out. Please make sure that the **NAICS** and **Specialty code** for the adjustment match the record being adjusted so the changes can be reflected correctly.

Tip: You can leave the Submit box unchecked if you need to go back to make edits to the record before submitting it to the department.

PAYMENTS (reference graphic 1.4 on graphics page)

Payments in EOC

All DBE Payments must be reported by Contractors/Consultants in EOC in an expedient manner.

Remember: Payments are required for both **DBE and MBE** Subs. If Prime Contractor has Subs that are neither a DBE nor MBE, it is entirely optional to the Contractor to report.

Release Retainage

Retainage is released when final payment is made. If your retainage total is worth \$300; to release it, do the following:

- Go to **maintain subpayment** tab->
- In Payment summary, for retainage amount, enter a negative amount \$-300->
- In payment amount, enter positive amount \$+300(means you are giving it back)->

Revise/Delete a Payment

- Click *Subpayment* tab->
- Select **Maintain Sub Payment**->
- Enter contract# in contract ID box->
- Select Payment Summary for Sub Agreement ->

Revise total payment amount and click **add payment detail** to revise DBE credit amt if Sub is a DBE->

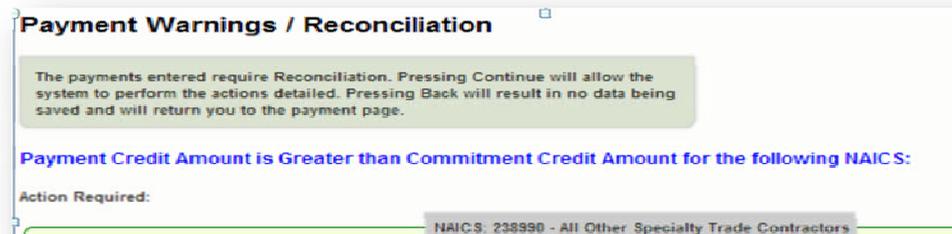
Payment Submission

- Click *Subpayment* tab->
- Select **Add New Sub Payment**->
- Enter contract# in contract ID box->
- Click *Get Contracts* button->
- Select Sub Agreement for Contract->
- Enter Payment Summary->
- Enter **Add Payment Detail** if Sub is DBE-> (only applicable to DBE subs for DBE credit)

Payment Warnings/Reconciliation

The EOC warning/reconciliation message is triggered by the following actions:

- 1) If you enter a Payment first without submitting a Commitment for a particular NAICs code. It can also occur if payment is greater than the Commitment reported for a particular NAICs code. **Solution:** Contractor needs to submit a Commitment first for that particular NAICS; otherwise, a **Subpayment will be created by the system**.
- 2) If the NAICs code/ Specialty code that you report under Commitments does not match what you reported under Payments. **Solution:** Make sure NAICS code match for both Payment and Commitment.





BIDDER OPPORTUNITY LIST (reference graphic 1.2 on graphics page)

Tip: The purpose of **Subcontractor Contacts** is for the Bidder Opportunity list. It is like address book that can be reused in the future as it stores your Subs and their work types that you initially setup and those that you later add.

Tip: The **Magnifying glass** in the Bidder Opportunity section in EOC enables user to search specialty code (work type) by description if they do not know the codes.



After Submission of Bidder Opportunity

Users can view what they have submitted for their bidders list by running the **Bidder Opportunity report** located in the reports tab in EOC.

Bidder Opportunity List Submission

Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

Tip: All new Primes submitting a Bid will need to apply for the EOC Userid and Password. 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. The sooner you submit the better!

Code	Description
020000	PROJECT DEVELOPMENT & ENVIRONMENTAL(PD&E) STUDIES
030000	HIGHWAY ROADWAY DESIGN
030100	MINOR HIGHWAY DESIGN
030200	MAJOR HIGHWAY DESIGN
030300	CONTROLLED ACCESS HIGHWAY DESIGN
040000	HIGHWAY BRIDGE DESIGN
040101	MISCELLANEOUS STRUCTURES
040102	MINOR BRIDGE DESIGN
040201	MAJOR BRIDGE DESIGN CONCRETE
040202	MAJOR BRIDGE DESIGN STEEL
040203	MAJOR BRIDGE DESIGN SEGMENTAL
040301	COMPLEX BRIDGE DESIGN CONCRETE
040302	COMPLEX BRIDGE DESIGN STEEL
040400	MOVABLE SPAN BRIDGE DESIGN
050000	BRIDGE INSPECTION

NOTE: If you don't have your login information during submission of letter of interest, proceed with submitting your letter. As soon as you receive your EOC userid and password, please submit your Bidders list in EOC ASAP.

Tip: The Work types displayed in the Bidder Opportunity tab pulls ALL codes from the Specialty code table. At this point, EOC does not look at whether Sub is certified in a specific code.

You can add Subs from the Bidder Opportunity to setup your Sub Agreements in EOC.

GRAPHICS EOC REFERENCE PAGE

1.2 EOC LOGIN PAGE

EQUAL OPPORTUNITY COMPLIANCE

FDOT Disclaimer

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

Account Information

For more information about EOC [Help](#)

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

User ID:
 Password:

1.2 BIDDER OPPORTUNITY SCREEN

Contractor | Bidder Opportunity Proposal Search

Step 1: Select a Proposal

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:

- OR -

Proposal Category:

Begin Advertise Date: End Advertise Date:

District:

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

Show Me:

Proposals with Un-Submitted Bidder Opportunity List

All Proposals

You do not have any existing Bidder Opportunity Lists based on the criteria selected.

1.3 DBE COMMITMENTS SCREEN

Contractor | DBE Commitments

Step 1: Select Contract

Step 2: Select Sub Agreement for Contract: E4M59

Step 3: Maintain Commitment Details for Sub Agreement with: COMPLETE HIGHWAY IDENTITY INC

Show Commitments with Status:

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
No Change	<input style="width: 100px;" type="text" value="237310 - Highway, Street, and Bridge Con"/>	<input style="width: 100px;" type="text" value="700 - HIGHWAY SIGNING"/>	<input style="width: 100px;" type="text" value="\$121,805.51"/>
<input type="checkbox"/> Delete	Submit Date: 11/30/2012 Date Reported: 12/4/2012	Status: READY TO INCLUDE INTO REPORT	DBE Credit: \$121,805.51
Submit: <input checked="" type="checkbox"/> Contract Category: <input style="width: 100px;" type="text" value="CONSTRUCTION"/>			

1.4 PAYMENT SCREEN

Contractor | Add New Sub Payments

Step 1: Select Contract

Step 2: Select Sub Agreement for Contract: E4M59

Step 3: Add New Payment Information for Sub Agreement with: COMPLETE HIGHWAY IDENTITY INC

Contract ID: E4M59 Sub: COMPLETE HIGHWAY IDENTITY INC Tier: SUB TIER 1 Hired By: COMMUNITY ASPHALT CORP.

Add Payment Summary

Payment Summary

Payment Date: Work Performed Begin Date: Work Performed End Date:

Work Complete Date: Zero Dollar Payment Payment Type:

Total Payment Amount: Zero Payment Reason:

Retainage Amount:

 [Select SIM Pay Estimate](#)