

RCS Interface

LOGIN

- Log in with your RACF/mainframe user ID and password
- **Note:** If you don't have a userid and password assigned, please fill out an ARRF request through this link: <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>
- **Note: For LAP RCS that do not have access to ARRF form, please have your LAP administrator initiate the ARRF for you.**

RCS HOME PAGE

- Once RCS logs into EOC, the home page is displayed with a dashboard. The dashboard has information letting RCS know number of contracts with commitments and subpayment that need to be reviewed.



RCS REVIEW COMMITMENTS

Note: Contract needs to be assigned to RCS in order for RCS to review commitments.

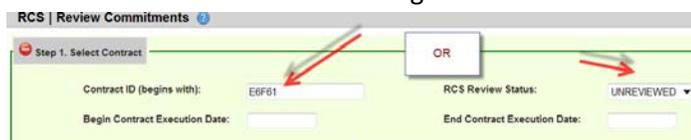
- To review commitments, click on the link with the contract that needs to be reviewed for payments or commitments. You can also click **Review Commitments** tab



Note: If you click the **Review commitments** tab, contract that needs to be reviewed will appear on the list.



- You can also enter contract id, or select the RCS review status to view the contract you would need to review commitments for. You can use the begin and end dates too.



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Note: On the RCS Review status dropdown (**All**-lists all the contracts assigned to RCS; **Accepted**-lists the contracts that have been accepted; **Rejected** lists contracts that have been rejected by RCS; **Unreviewed**-contracts that have not been reviewed by RCS.

- After selecting the appropriate status(e.g. All), click the **Get Contracts** button



- A list of all the contracts assigned to RCS are displayed

Contract #	Status	Financial Project #	Prime Vendor	LAP Agreement
1456	OPEN	24951-1-52-01	COMMUNITY CONDOTTE DE MOYA JV	N/A

Note: The summary icon at the contract level displays contract information

Contract ID	Applicable Commitments	Lead Project	Prime Vendor Name	Lap Agreement ID	Showing item Summary
T1456	1	41608715201	ITRAN PARTNERS INC.		

- Click the desired contract#

Contract #	Status	Financial Project #	Prime Vendor	LAP Agreement
1456	OPEN	24951-1-52-01	COMMUNITY CONDOTTE DE MOYA JV	N/A

- A list of sub agreements for the contract is displayed, select the desired Sub agreement you would like to review

Sub Name	Subcontractor Id #	Tier	Hired By
AMERICAN EMPIRE BUILDERS INC (1)	F752993152	01	COMMUNITY CONDOTTE DE MOYA JV
BARRIBO CONSTRUCTION CORPORATION (1)	F263678167	01	COMMUNITY CONDOTTE DE MOYA JV
BCS ENGINEERING INC (1)	F050540100	01	COMMUNITY CONDOTTE DE MOYA JV
BONN J CONTRACTING INC OF FLORIDA (1)	F593095979	01	COMMUNITY CONDOTTE DE MOYA JV
FREEDOM PIPELINE CORP (1)	F982061116	01	COMMUNITY CONDOTTE DE MOYA JV

- After selecting the desired Sub agreement, the sub information is displayed. **Click the Accept or Reject** checkbox to accept or reject the commitment. (**Note: the *Accept All Commitments* button will check the Accept box for all commitments.**)

Mark all Un-Reviewed Commitments Accepted

<input type="checkbox"/> Accept	NAICS: 238990 - All Other Specialty Trade Contractors	DBE Credit Amount: \$7,000.00	Date Submitted: 8/21/2012	Commitment Status: SUBMITTED BY PRIME VENDOR
<input type="checkbox"/> Reject	Specialty Code: 550 - FENCING	Commitment Amount: \$7,000.00	RCS Review Date:	
<input checked="" type="checkbox"/> Un-Reviewed				Details

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- If Commitment was rejected, put in a **reject reason** from drop down as shown below

- Click the **Save** button when done.
- A confirmation page is displayed indicating all the DBE commitments have been reviewed and accepted by RCS

RCS REVIEW PAYMENTS

- Click the **Review Payment** tab



- Enter the *contract ID* or you can click on the *RCS review status* drop down to view contracts that need to be reviewed

- Click the **Get Contracts** button
- A list of contracts is displayed. Click the desired contract

Contract ID	Applicable Payments	Lead Project	Prime Vendor Name	Lap Agreement ID	Summary
T2418	1	42340815201	HUBBARD CONSTRUCTION CO.		

Showing item 1 of 1

- The sub agreement screen is displayed. Select the sub agreement by clicking on it

Sub Name	Applicable Payments	Sub Vendor ID	Tier
JENKINS PAINTING INC	1	F591911968	SUB TIER 1

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- To accept a payment, click the **Accept** button. **Note:** To reject a payment, click the **reject** button and you will need to give a reason for rejecting



Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select...	Details
<input type="radio"/> Un-Reviewed					

Note: If you need payment to be reviewed by DCCM, click the Request DCCM Review check box and select the review reason

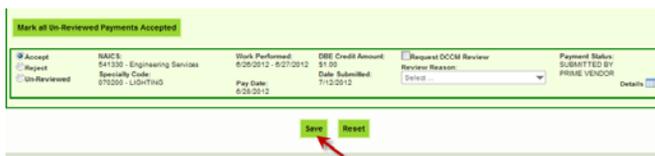


Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select...	Details
<input type="radio"/> Un-Reviewed					

Save Reset

- Click the **Save** button when done



Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select...	Details
<input type="radio"/> Un-Reviewed					

Save Reset

- A confirmation message is received that contract has been saved. Click **Ok**.



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PROCESS CUF ADJUSTMENTS

- Click the **Process CUF adjustment** tab, a list of contract(s) is displayed
- Select the contract by clicking on it and a list of subagreements are displayed

Home Review Commitments Review Payments **Process CUF Adjustments** DBE Directory Reports Help

Step 1. Select Contract

Contract #	Financial Project #	Prime Vendor	LAP Agreement	CUF Status	View Summary
E1J50	429775-1-52-01	CONE & GRAHAM INC	N/A		

Step 2. Select Subagreement

Sub Name	Subvendor Id #	Tier	Hired By	Work Completed	Final Payment	All CUF Entered
DIAMOND C TRANSPORT INC	F593469578	01	CONE & GRAHAM INC	-	-	
JASONS HAULING INC	F593219239	01	CONE & GRAHAM INC	-	-	

- Click on the desired sub agreement
- The perform CUF assessment section is displayed. Click the desired checkbox -**Met CUF** or **Did not Meet CUF**

Step 3. Perform CUF Assessments for CAL-TECH TESTING INC

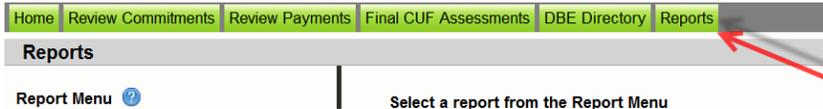
Met CUF	Did Not Meet CUF	NAICS	Outstanding Commitments	Outstanding Payments	DBE Commitment Credit Amount	DBE Payment Credit Amount
<input type="checkbox"/>	<input type="checkbox"/>	541330 - Engineering Services	\$0.00	\$4,000.00	\$4,200.00	\$0.00

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REPORTS

The Report Menu will display different reports (Bidder Opportunity, DBE commitments and other reports).

Click the Reports tab and a list of reports are displayed



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

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

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

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

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

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

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

- ✓ Enter Contract ID
- ✓ Click Submit

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

- ✓ Enter Contract ID
- ✓ Click Submit

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

- ✓ Enter contract ID
- ✓ Click Submit

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

- ✓ Click Submit

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

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

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

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

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

- ✓ Enter Contract ID
- ✓ Click Submit

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

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