

## Report Bid Opportunity List in the Equal Opportunity Compliance (EOC) System

The Bid Opportunity List is a list of firms that bid on DOT-assisted projects. The prime will report all subs they received quotes from when bidding in EOC. This includes both **DBEs** and **Non-DBEs**.

- Select the **Bidders Opportunity** tab and enter **proposal id** in the proposal id box. Next click **Search**

Home | Subcontractor Contacts | **Bidder Opportunity** | Sub Agreements

Contractor | Bidder Opportunity Proposal Search

Step 1: Sele

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: T2624 \*

- OR -

Proposal Category: Select Contract Category ... \*

Begin Advertise Date: End Advertise Date:

District: ALL

Search

Note: User can also search by using the **proposal category** drop down and the advertise dates to search for a proposal

- Select the **proposal id**(i.e. click on the proposal number)

Search

Showing items 1-0 of 0

Proposal ID	Advertise Date	Description	Summary
<a href="#">T2624</a>	5/13/2016	I-10 (SR 8)	

- Select the **Add Subcontractors** button. **NOTE: If user does not have subcontractors, select the **Submit with No Subcontractor** button**

Contractor | Bidder Opportunity | Create New Bidder Opportunity List

[Back to Proposal Search](#)

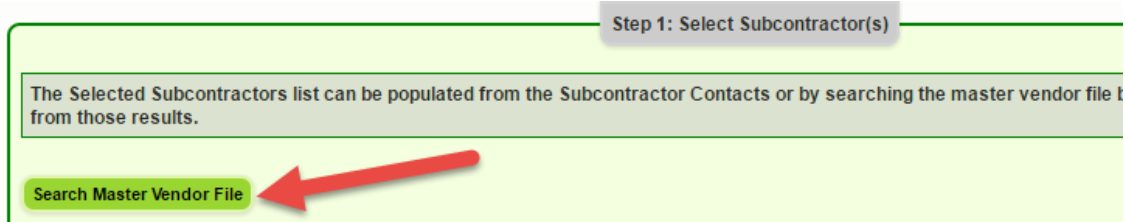
Proposal Summary for Proposal: T2624 - I-10 (SR 8)

Advertisment Date: 5/13/2016  
Total Number of Subs: 0  
Total Number of DBEs: 0

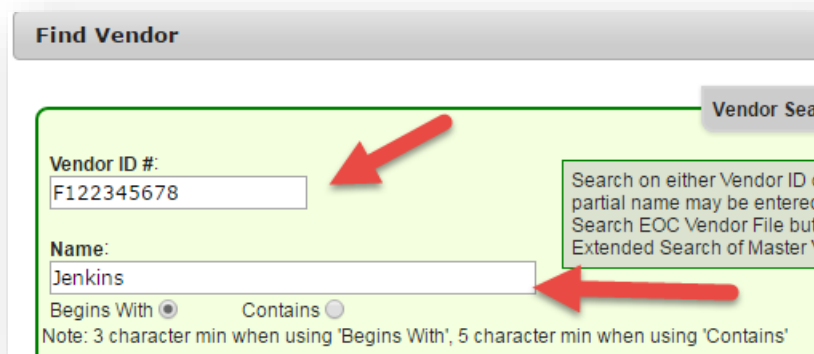
Add Subcontractors

Submit with No Subcontractor

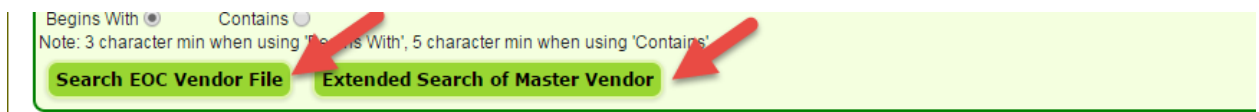
- Select the **Search Master Vendor File** button as shown below



- In the Find Vendor screen, search sub by **Vendor ID** (federal tax id#) **OR Name**. If using the vendor id to search, put an **F** at the beginning of the number



- Select **Search EOC Vendor File** button, if firm does not appear, select the **Extended Search of Master Vendor**

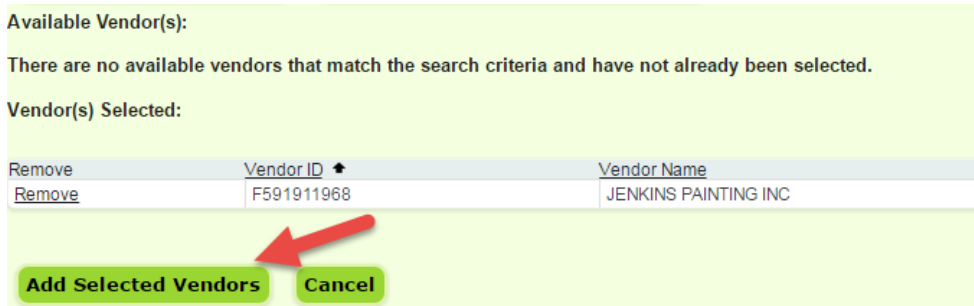


- Next click **Select**

Available Vendor(s): Showing item 1 of 1

Select	Vendor ID ↑	Vendor Name	MBE	DBE
Select	F591911968	JENKINS PAINTING INC	No	Yes

- Click **Add Selected Vendors**



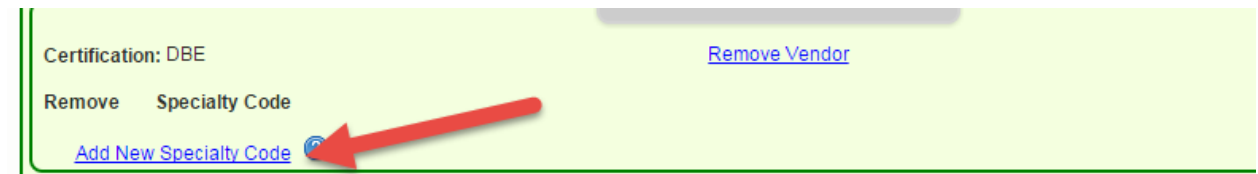
- Select the Sub and click the **plus arrow (+)** to add the Sub. -> (Helpful tip: To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add)



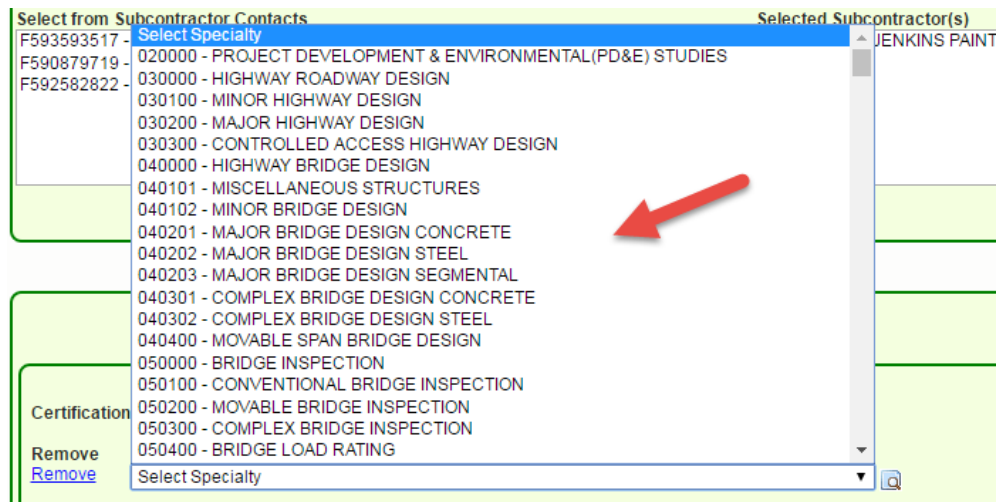
- Click **Continue**



- Select the **Add New Specialty code** link(i.e. work type)





- Pick the specialty code from the list



Note: User can also use the magnifying glass icon to search for the description

Certification: DBE [Remove Vendor](#)

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


[Add New Specialty Code](#) 

**Search for Specialty Area Codes** X

**Specialty Code Search**

Code:  Begins With  Contains

Description:  Begins With  Contains

**Search Specialty Codes** 

Showing items 1-15 of 282

Code	Description
020000	PROJECT DEVELOPMENT & ENVIRONMENTAL(PD&E) STUDIES
030000	HIGHWAY ROADWAY DESIGN
030100	MINOR HIGHWAY DESIGN

➤ Click the **Save and Submit to FDOT** button. However, if user is not ready to submit to FDOT but would like to save, click the **Save Do Not Submit to FDOT**

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

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


[Add New Specialty Code](#) 


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



➤ Click **Ok** when confirmation message displays

Bidder Opportunity List for Proposal: T2624, has been saved and submitted to FDOT.



OK 

➤ Run the **Bidder Opportunity List** report located in the Reports tab to view entries submitted

### Reports

**Report Menu**

**Bidder Opportunity**

- [Bidder Opportunity List Report](#)

**Contract**

- [Contracts Not Reported](#)
- [Contracts Not Reported Active](#)
- [D/W Contracts Not Reported](#)
- [Contract List Report](#)
- [Contract Profile Report](#)
- [Commitment Payment Comparison Report](#)

**DBE Commitments**

#### Report Criteria for the Bidder Opportunity List Report

**Select All / Proposal ID**

Proposal ID

**Report Format**

PDF

Excel

Proposal ID / LAP Agreement ID:  \*

