<u>Report Bid Opportunity List in the Equal Opportunity Compliance</u> (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 Searc. 🔞	
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 *	Note: User <u>can also</u> search by
Begin Advertise Date: End Advertise Date:	using the proposal category
	drop down and the advertise
District: ALL V	proposal
	ртороза
Search	

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

	Searc	ch	
		:	Showing items 1-0 of 0
Proposal ID +	Advertise Date	Description	Summary
<u>T2624</u>	5/13/2016	I-10 (SR 8)	
	•		

Select the Add Subcontractors button. NOTE: If user <u>does not</u> have subcontractors, select the Submit with No Subcontractor button

		Proposal Summary for Proposal: T2624 - I-10 (SR 8)
dvertisement Date: otal Number of Subs:	5/13/2016 0	

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

		Vendor Sea
Vendor ID #:		
F122345678	_	Search on either Vendor ID (partial name may be entered
		Search EOC Vendor File but
Name:		Extended Search of Master
Jenkins		

Select Search EOC Vendor File button, if firm <u>does not</u> appear, select the Extended Search of Master Vendor

Begins With Cont Note: 3 character min when	tains () using "legus With', 5 character min when using 'Contains'	
Search EOC Vendor F	File Extended Search of Master Vendor	

> Next click Select

Available Vendor(s):						
			Sho	owing item 1 of 1		
Select	Vendor ID +	Vendor Name	MBE	DBE		
Select	F591911968	JENKINS PAINTING INC	No	Yes		

Click Add Selected Vendors

Available Vendor(s):

There are no available vendors that match the search criteria and have not already been selected.

Vendor(s) Selected:		
Remove	Vendor ID +	Vendor Name
Remove	F591911968	JENKINS PAINTING INC
Add Selected Vendo	rs Cancel	

Select the <u>Sub</u> 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)

Select from Subcontractor Contacts		elected Subcontractor(s)
F593593517 - CDS MANUFACTURING INC		
F590879719 - INGRAM SIGNALIZATION INC		
F591911968 - JENKINS PAINTING INC		
F592582822 - TRAFFIC CONTROL PRODUCTS OF FLORIDA IN	C	
	-	· · · · · · · · · · · · · · · · · · ·

Click Continue



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

Certification: DBE	Remove Vendor
Remove Specialty Code	
Add New Specialty Code	

Pick the specialty code from the list

I	Select from Su	bcontractor Contacts	Selected Sul	bcg	ontractor(s)
I	F593593517 -	Select Specialty		-	JENKINS PAINT
I	F590879719 -	020000 - PROJECT DEVELOPMENT & ENVIRONMENTAL (PD&E) STUDIES			
I	F592582822 -	030000 - HIGHWAY ROADWAY DESIGN			
I		030100 - MINOR HIGHWAY DESIGN			
I		030200 - MAJOR HIGHWAY DESIGN			
I		030300 - CONTROLLED ACCESS HIGHWAY DESIGN			
I		040000 - HIGHWAY BRIDGE DESIGN			
I		040101 - MISCELLANEOUS STRUCTURES			
I		040102 - MINOR BRIDGE DESIGN			
l		040201 - MAJOR BRIDGE DESIGN CONCRETE			
		040202 - MAJOR BRIDGE DESIGN STEEL			
		040203 - MAJOR BRIDGE DESIGN SEGMENTAL			
1		040301 - COMPLEX BRIDGE DESIGN CONCRETE			
I		040302 - COMPLEX BRIDGE DESIGN STEEL			
I		040400 - MOVABLE SPAN BRIDGE DESIGN			
I		050000 - BRIDGE INSPECTION			
I	[050100 - CONVENTIONAL BRIDGE INSPECTION			
I	Cartification	050200 - MOVABLE BRIDGE INSPECTION			
I	Certification	050300 - COMPLEX BRIDGE INSPECTION			
I	Pomovo	050400 - BRIDGE LOAD RATING		+	
I	Remove	Palast Presidty		-	
I	Itemove	Select Specialty		<u> </u>	Q

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

tification: DBE			Remove \	/endor	
nove Special nove Select	ty Code Specialty				
Add New Specia	Ity Code				
			_		
Search for	Specialty Area Codes	•		×	:
		Specialty Code Search			
Code:		Begins With 🔘	Contains 🖲		
Description:		Begins With 🔘	Contains 🖲		
	X 5	earch Specialty Codes	4		
			Sho	owing items 1-15 of 282	
-					
Code +)escription				
Code	Description PROJECT DEVELOPMENT & EN	IVIRONMENTAL(PD&E) STUDI	ES		
Code ◆	Description PROJECT DEVELOPMENT & EN HIGHWAY ROADWAY DESIGN	I√IRONMENTAL(PD&E) STUDI	ES		

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				
Certificatio	n: DBE	Remove Vendor				
Remove Specialty Code Remove 020000 - PROJECT DEVELOPMENT & ENVIRONMENTAL(PD&E) STUDIES						
Add New Specialty Code						
Save and S	ubmit to FDOT Save and Do Not Submit to FDOT	Reset				

> Click **Ok** when confirmation message displays



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

Reports	
Report Menu 🕲	Report Criteria for the Bidder Opportunity List Report
Bidder Opportunity	
Bidder Opportunity List Report	Select All / Proposal ID Report Format
Contract	Proposal ID
Contracts Not Reported	
Contracts Not Reported Active D/W Contracts Not Reported	Proposal ID / LAP Agreement ID: T2624 *
Contract List Report	
Commitment Payment Comparison Report	
DBE Commitments	Submit