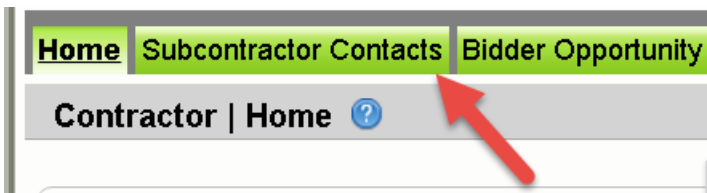


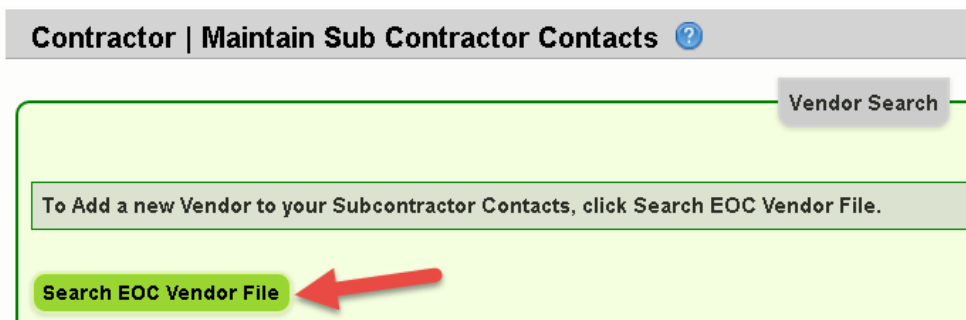
Subcontractor Contacts in the Equal Opportunity Compliance (EOC) System

This section provides the user with information on how to set up the **subcontractor contacts** for subs that will be used for the **bidder's opportunity list**. The subcontractor contact list is like an "address book". It can be reused for other bids in the future, and the user will not have to set it up again.

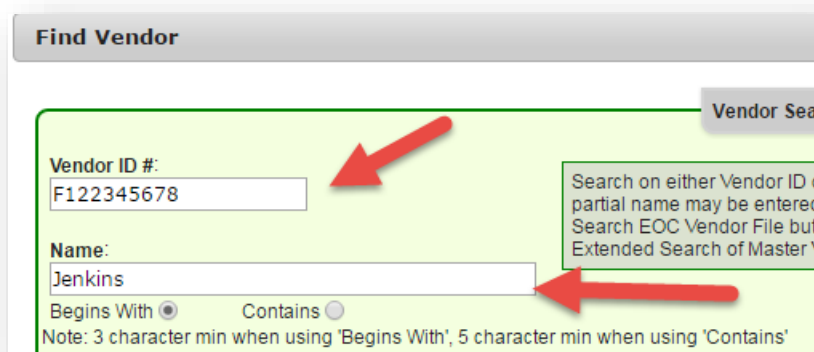
- Click on the **Subcontractor Contacts** tab



- Select the **Search EOC Vendor File** button



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



The screenshot shows the 'Find Vendor' search form. It has two input fields: 'Vendor ID #' with the value 'F122345678' and 'Name' with the value 'Jenkins'. There are radio buttons for 'Begins With' (selected) and 'Contains'. A note at the bottom says 'Note: 3 character min when using 'Begins With', 5 character min when using 'Contains''. A red arrow points to the 'Vendor ID #' field, and another red arrow points to the 'Name' field. A tooltip on the right says 'Search on either Vendor ID or partial name may be entered. Search EOC Vendor File button Extended Search of Master V'.

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

Begins With Contains
Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

Search EOC Vendor File **Extended Search of Master Vendor**

- Click **Select**

Available Vendor(s): Showing item 1 of 1

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

- Select **Add Selected Vendors** button

Vendor ID #:

Name:

Begins With Contains
Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

Search EOC Vendor File **Extended Search of Master Vendor**

Available Vendor(s):

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

Vendor(s) Selected: Showing item 1 of 1


Remove	Vendor ID	Vendor Name	MBE	DBE
Remove	F591911968	JENKINS PAINTING INC	No	Yes

Add Selected Vendors **Cancel**

- Select the **Add New Specialty code** link(i.e. this is work type the sub will perform)

Certification: DBE [Remove Vendor](#)


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


[Add New Specialty Code](#) 

- Click on the **magnifying glass** icon

Certification: DBE [Remove Vendor](#)

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

Click the search icon to select a Specialty Area Code --> 

[Add New Specialty Code](#) 

- Select the code or search by description (Note: if you use the description box to search, type in the word and select search specialty codes button)

Search for Specialty Area Codes

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
030200	MAJOR HIGHWAY DESIGN
030300	CONTROLLED ACCESS HIGHWAY DESIGN
040000	HIGHWAY BRIDGE DESIGN

- NOTE: if the user cannot locate the specialty code, the user can type **other** in the description box and click the **search specialty code** button and select the code

Search for Specialty Area Codes

Specialty Code Search

Code: Begins With Contains

Description: Begins With Contains

Search Specialty Codes

Showing items 1-12 of 12

Code	Description
238210	ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRA
238290	Other Building Equipment Contractors
315280	Other Cut and Sew Apparel Manufacturing
315990	Apparel Accessories and Other Apparel Manufacturing
541490	Other Specialized Design Services
541519	OTHER COMPUTER RELATED SERVICES
541618	OTHER MANAGEMENT CONSULTING SERVICES
541690	OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES
561439	OTHER BUSINESS SERVICE CENTERS (INCLUDING COPY SHOPS)
661790	OTHER SERVICES TO BUILDINGS AND DWELLINGS

- Select the **Save** button

Remove Specialty Code

Remove 030000 - HIGHWAY ROADWAY DESIGN

Remove 238210 - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRA

[Add New Specialty Code](#) ?

Save **Reset**

- Click ok

Contact modifications have been saved.

OK