

## Reporting DBE Prime Commitments in the Equal Opportunity Compliance (EOC) System

**Prime** Contractors/Consultants that are **certified DBEs** are required to report DBE Commitments and Payments for work performed by their own workforces in EOC.

### Examples of Scenarios:

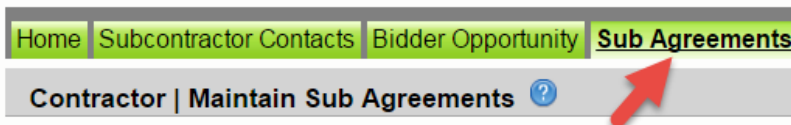
1. **DBE prime self-performs (contract dollar amount is \$100,000):** If DBE prime gets awarded a FDOT contract of \$100,000 and prime does not sub out the work but self-performs on the entire project, then prime would report 100% of the amount as DBE commitment and payments as they get paid.

2. **DBE prime subs out some of the work (contract dollar amount is \$100,000):** However, if the DBE prime does sub out \$40,000 to a **DBE/MBE** sub and \$60,000 is self-performed by the prime, then the prime will need to report the \$60,000 as a DBE commitment and payments as they get paid. The prime will also need to report the \$40,000 for the DBE/MBE sub.

3. **DBE prime subs out some of the work to non-DBE/MBE (contract dollar amount is \$100,000):** However, if the DBE prime does sub out \$40,000 to a **non-DBE/MBE** sub and \$60,000 is self-performed by the DBE prime, the prime will only need to report the \$60,000 as a DBE commitment and payments as they get paid.

**NOTE:** User needs to **first** setup up the PRIME in the Sub Agreements tab as follows:

- Select the **Sub Agreements** tab



- Enter the **contract ID** in the contract ID box & click the **Get Contracts** button

The screenshot shows the 'Contractor | Maintain Sub Agreements' page. It features a 'Contract ID' input field containing 'T3516' and a 'Get Contracts' button. A red arrow points to the input field, and another red arrow points to the 'Get Contracts' button. There is also a 'Select Contract' button and a 'Select a Contract' label.

- Select the **contract ID** and click the **Add New Sub Agreement** button

The screenshot shows a table with the following data:

| Contract ID           | Description           | Lead Project | Execution Date | Status             |
|-----------------------|-----------------------|--------------|----------------|--------------------|
| <a href="#">T3516</a> | SR 85 (GOVERNMENT ST) | 42874115201  | 5/26/2016      | OPEN FOR REPORTING |

Below the table, there is a header 'Sub Agreements for Contract: T3516' and a 'Sort By' section with radio buttons for 'Sub Name', 'Tier', and 'Hired By'. A red arrow points to the 'Add New Sub Agreement' button.

- Click the **Tier** option in the drop down box and select **PRIME**. Next click **Save**

Tier: **PRIME** (dropdown menu open showing options: PRIME, SUB TIER 1, SUB TIER 2, SUB TIER 3, SUB TIER 4, SUB TIER 5)

Sub: ANDERSON COLUMBIA COMPANY

Hired By: \*\* Prime \*\*

Sub Vendor ID: F592871935

Hired By Vendor ID: \*\* Prime \*\*

Prime Vendor: **Select Hired By** (button)

Delete

**Save** (button) **Reset** (button)

Florida Department of Transportation, Office of Information Systems  
 Contact Help, Email Service Desk, or call 1-866-655-4257 (HELP)

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- ✚ **NOTE: After the Prime is setup in the Sub agreements, proceed to the DBE Commitment tab to report the DBE commitment ->**

### DBE Commitments

- Click on the **DBE Commitments** tab

Home | Subcontractor Contacts | Bidder Opportunity | Sub Agreements | **DBE Commitments** | S

Contractor | DBE Commitments ?

- Enter contract number in the contract id box and select **Get contracts** button

Contractor | DBE Commitments ?

Step 1: Select Contract

Contract ID:  -OR- Select a Contract Category:

Show Contracts Having Commitments:

**Get Contracts** (button)

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

| Contract ID           | Description | Lead Project | Execution Date | Status             |
|-----------------------|-------------|--------------|----------------|--------------------|
| <a href="#">T3564</a> | SR 8 (I-10) | 43273615201  | 3/2/2016       | OPEN FOR REPORTING |

- Select the Sub (i.e. click on the **sub name**)

Step 2: Select Sub Agreement for Contract: T3564

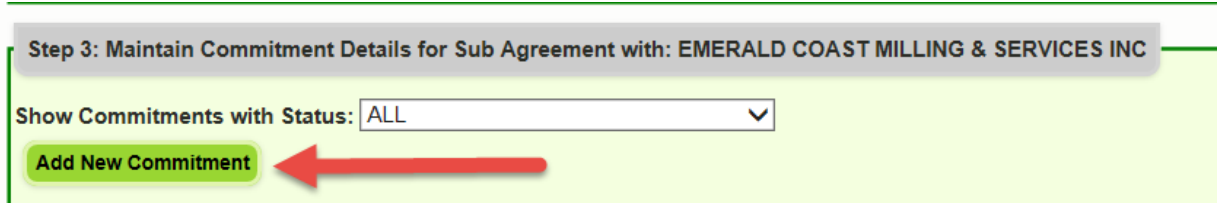
| Sub Name   | Sub Vendor ID |
|--|---------------|
| <a href="#">EMERALD COAST MILLING &amp; SERVICES INC</a> | F331162421    |

- Click the **Add New Commitment** button




Step 3: Maintain Commitment Details for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC

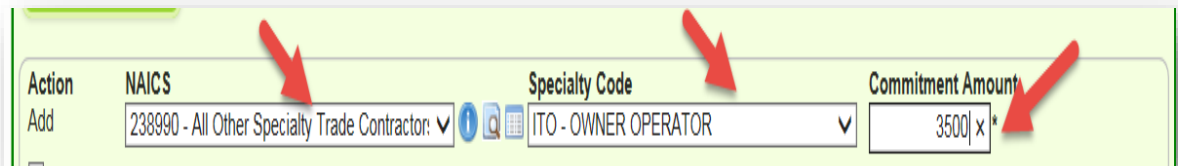
Show Commitments with Status: ALL

**Add New Commitment**



- Select the **NAICS code**, **Specialty code** and enter **Commitment dollar amount**. (Note: The NAICS code displayed is what the DBE firm is certified to do)

| Action | NAICS  | Specialty Code       | Commitment Amount |
|--------|--|----------------------|-------------------|
| Add    | 238990 - All Other Specialty Trade Contractor:    | ITO - OWNER OPERATOR | 3500*             |



- Select the **Submit** checkbox

| Action                          | NAICS  | Specialty Code                  | Commitment Amount |
|---------------------------------|--|---------------------------------|-------------------|
| Add                             | 238990 - All Other Specialty Trade Contractor:    | ITO - OWNER OPERATOR            | 3500*             |
| <input type="checkbox"/> Delete | Submit Date: N/A   | Date Reported: N/A              | Status: IN-WORK   |
|                                 | <b>Submit: <input checked="" type="checkbox"/></b>   | Contract Category: CONSTRUCTION | DBE Credit: N/A   |



- Click the **Save** button when the confirmation is displayed, click **OK**

**Save** **Reset**

Commitments for Contract: T3564, have been saved.



**OK**

