A GUIDE TO STATE FUNDED MAINTENANCE CONTRACTS

04/27/2015

Table of Contents

1 EOC Overview 3

2 EOC Access 3

3 Monitoring Role 4

4 DBE Commitments 5

4.1 Approach 5

4.2 DBE Commitment Submission Release 6

4.2.1 Commitment Release Flowchart 7

Screenshot from EOC System 8

4.2.2 Contract Profile Report Flowchart 9

4.3 Work Document Driven Contracts 10

5 Payments 11

5.1 Payment Submission Monitoring Flowchart 11

6 Report Change Orders on Contract Amounts 12

6.1 Report Contract Amount Flowchart 13

Screenshot from EOC System 14

7 Other Useful EOC Reports 15

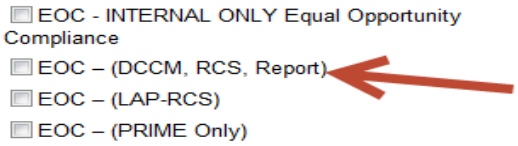
8 Appendix A: EOC FAQs 15

1 EOC Overview

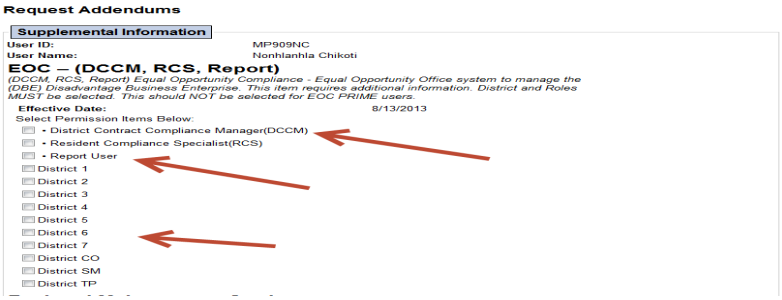
EOC is a web-based application that will provide an integrated system to assist in the managing of the DBE (Disadvantaged Business Enterprise) program, OJT (On the Job Training) program and Contract compliance. EOC was made available to the public for use on **October 3rd, 2012**. This application is used statewide by FDOT Contractors and Consultants to collect, review, and report DBE commitments and Payments. In addition, the new application provides Bid Opportunity lists and other important DBE program information. The EOC system is designed to be tab driven. Only contracts that were executed after October 1, 2013 will be applicable to this process.

2 EOC Access for FDOT Maintenance Personnel

FDOT users must submit an AARF (Automated Access Request form) which is located on the FDOT security site in order to gain access to the EOC system. If the user already has a RACF account they must submit an access change to add the EOC role. There are two different types of maintenance roles; one to monitor contracts (**Maintenance Compliance Specialist**) and one to review and submit contracts and DBE commitments for reporting (**District Maintenance Contracts Administrator**. If the user is monitoring contracts, select the EOC role for **Report User**. If the user is releasing contracts, select the EOC role for **DCCM**.



Next, click continue until you get to the *Request Addendums* page. Select the actual role as shown below:



The link to the AARF application is: http://webapp02.dot.state.fl.us/AutomatedAccessRequest/Default.aspx

3 MONITORING ROLE

The **Maintenance Compliance Specialist** will monitor contracts in EOC to ensure that the Prime Contractor submits their DBE commitments in a timely manner.

3.1 Contracts Not Reported

To identify those maintenance contracts that have not been submitted, refer to **figure 3.1** as shown below:

Monitoring Role: Contracts Not Reported

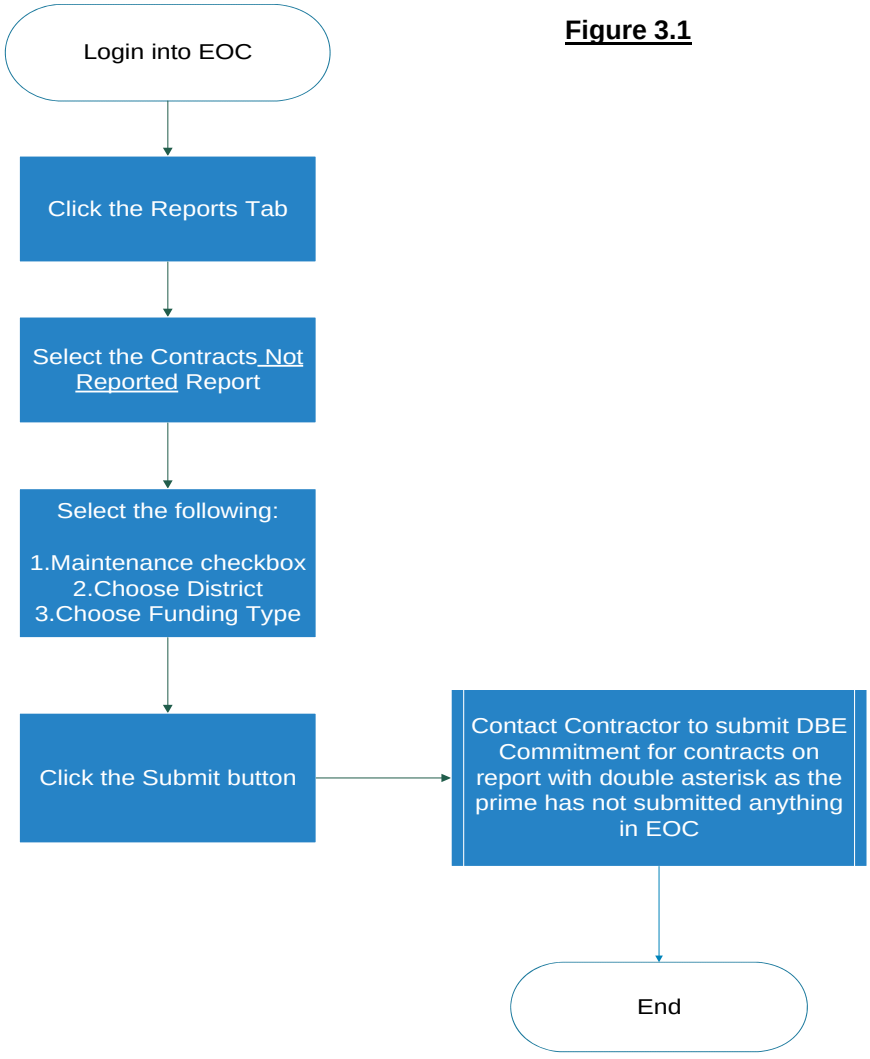


Figure 3.1

3.2 Interpretation of Contracts Not Reported Report

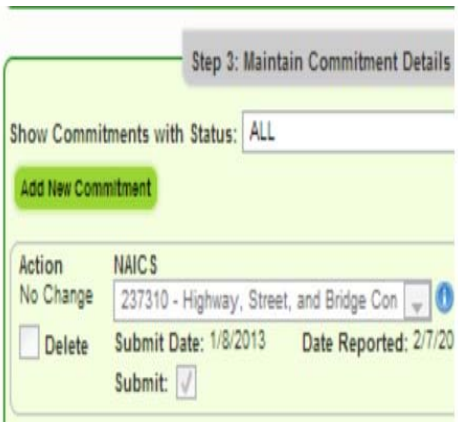
On this report, the double asterisk means that the prime contractor has not submitted anything into EOC for that contract. These contractors need to be contacted to remind them of their responsibilities related to entering information into EOC. You can save this report and email it to those monitoring the contract.

The single asterisk means that the prime contractor has submitted 0% DBE participation on this contract. The reviewer can either submit this contract to be included into the DBE Report or contact the prime contractor to ensure that the submittal is accurate. Large dollar contracts with 0% DBE participation will adversely affect for your district on the monthly DBE Report. In these cases, you may want to inform district management.

A contract with no asterisk means that the contractor has submitted DBE participation and the contract is ready to be submitted for the monthly DBE Report. You can review the overall contract information by clicking on the "Contract Profile Report". This report will give you basic information about the contract as well as commitments and payments entered by the prime contractor. If a DBE commitment is in the 'working' status, this means that the prime is still working on this contract and has not officially submitted the commitment to the Department.

4 DBE Commitments

Prime Contractors on a project are required to report the Anticipated DBE participation by submitting the DBE commitments for ALL their DBE subcontractors in the EOC system.



4.1 Approach

- The **Maintenance Compliance Specialist** will contact the Contractor to determine if they are familiar with the new EOC system. If they are familiar with the new system, ask them to enter their DBE Commitments for their state funded maintenance contract.
- If there are questions as to whether or not they are required to enter this EOC data, please direct the Contractor to read the Standard Specifications 7-24 "**Disadvantaged Business Enterprise Program**". If the Contractor is planning on a zero (0%) DBE commitment, they must still submit with *Zero DBE Utilization* into the new EOC system.

- If your contractor has not previously used the new EOC system, please direct the Contractor to fill out the EOC access form for their userid and password located below:

  http://www.dot.state.fl.us/equalopportunityoffice/EOC%20HELP/Contractors%20and%20Consultants%20New%20users%20EOC%2010-25-12.pdf

- For information on how to use the EOC system, please direct the Contractor to the EOC Computer Based Training, the link is provided below:
  http://wbt.dot.state.fl.us/ois/EOComplianceCBT/index.htm
- If the Contractor has further difficulty, they can contact the EOC help desk @ EOOHelp@dot.state.fl.us .

4.2 DBE Commitment Release/ Submission

The **District Maintenance Contracts Administrator** will be releasing/submitting maintenance contracts that will be included in the DBE report presented at the monthly Performance Review Meeting. The contract will be removed from the dashboard report and will be included in the monthly DBE Report.

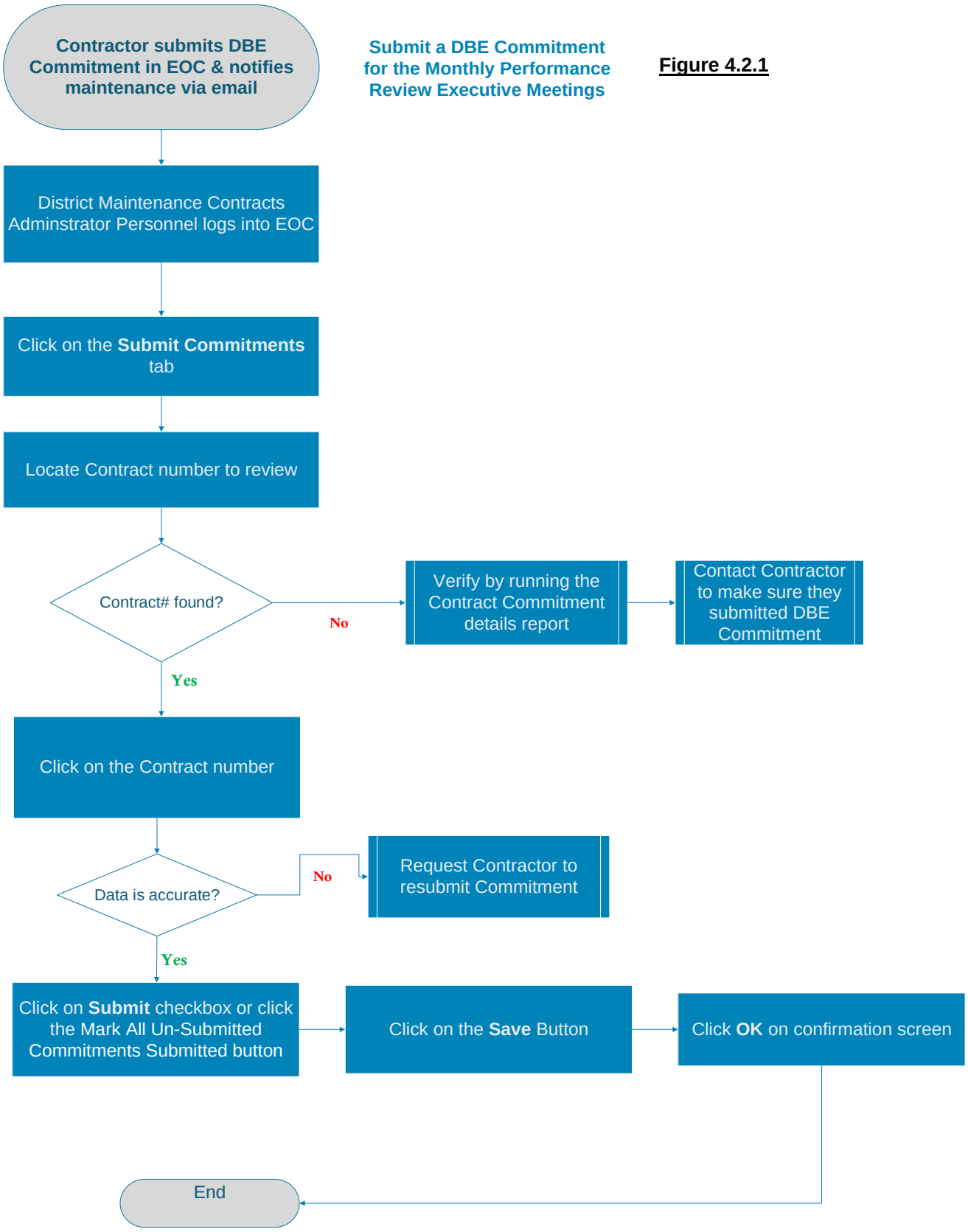
You may request that your Contractor inform you via e-mail that they have entered their DBE commitments.

Once the Contractor's DBE Commitment has been properly entered into the new EOC system, the District Maintenance Contracts Administrator will then "release" the DBE commitment to be included in Central office's DBE Performance Review Report. See flowchart (**Figure 4.2.1 on page 7**)

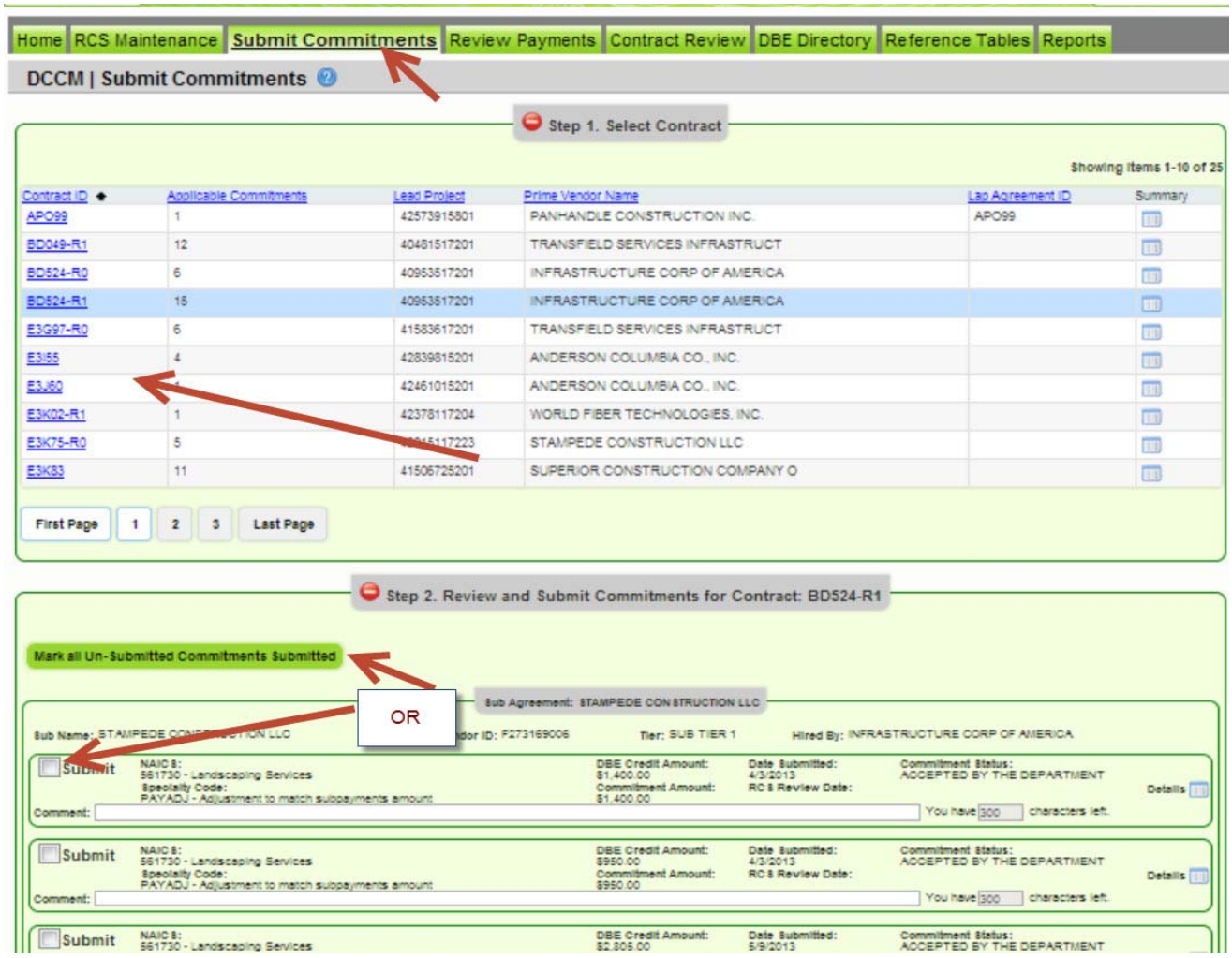
The flowchart below outlines how to "release" the DBE Commitment to be included in Performance DBE report

Submit a DBE Commitment for the Monthly Performance Review Executive Meetings

Figure 4.2.1



Screenshot from EOC system for Maintenance Release (ref figure 4.2.1)

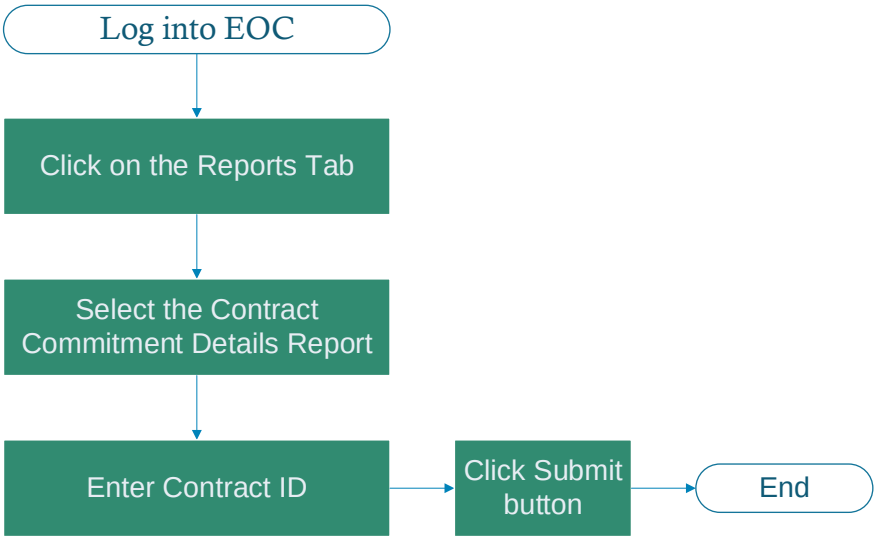


You can run the following reports to verify that the DBE commitments have been entered:

- **Contract Commitment Details Report(figure 4.2.2)**

How to Run the Commitment Details Report

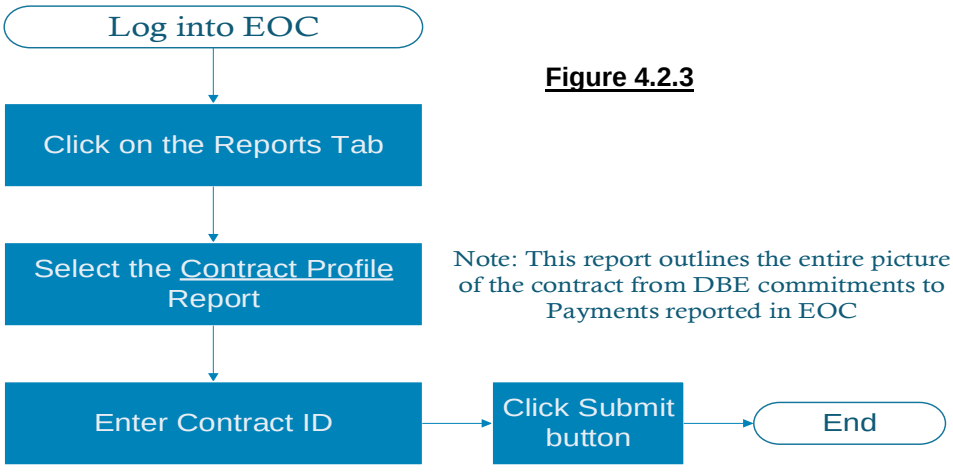
Figure 4.2.2



- **Contract Profile Report(Figure 4.2.3)**

How to Run the Profile Report

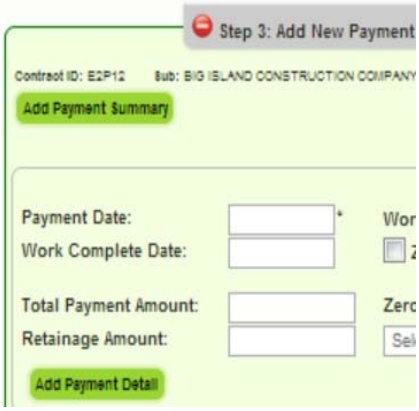
Figure 4.2.3



Note: This report outlines the entire picture of the contract from DBE commitments to Payments reported in EOC

4.3 Work Document Driven Contracts

DBE credit for work document driven contracts, where the Department does not guarantee the quantities of work to be performed will be based on payments reported. Contractors will report DBE credit based on payments for each task work order in EOC and will not be required to enter DBE commitments.



5 Payments

Throughout the Contract, the Prime contractor will be required to report actual payments to all subcontractors that are DBEs and MBEs through the EOC system. The Contractor is required to report monthly payments in EOC made to the subcontractors. This will include actual payments, retainage and DBE credits for each work type.

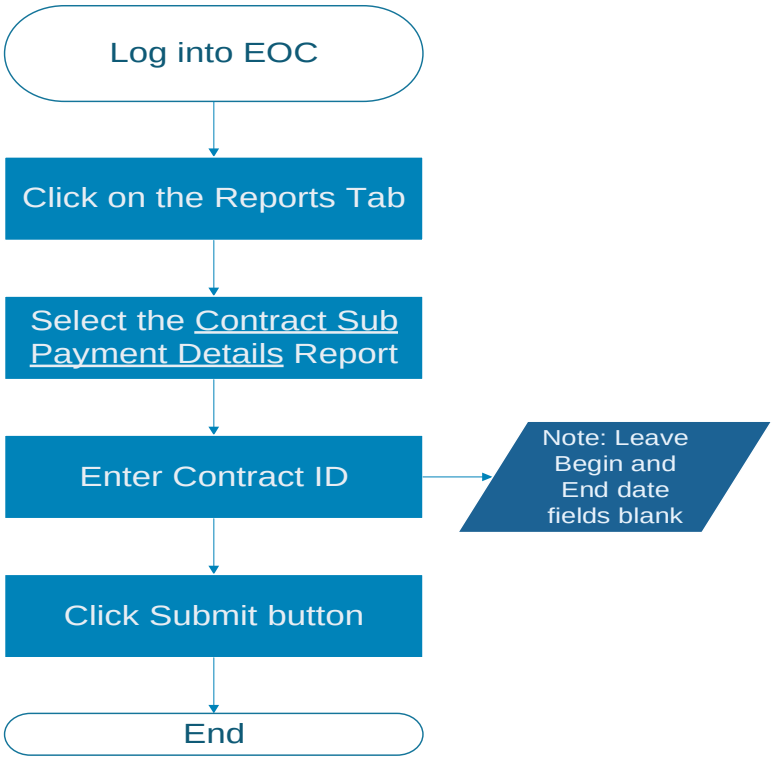
5.1 Payment Submission Monitoring

The **Maintenance Compliance Specialist** will ensure that the Prime Contractor reports payments in a timely manner in EOC. You can run the following reports to monitor payment submission in EOC:

- **Contract Sub Payment Details Report**(see figure 5.11 below on how to run report)

Run the Sub Payment Details Report

Figure 5.11

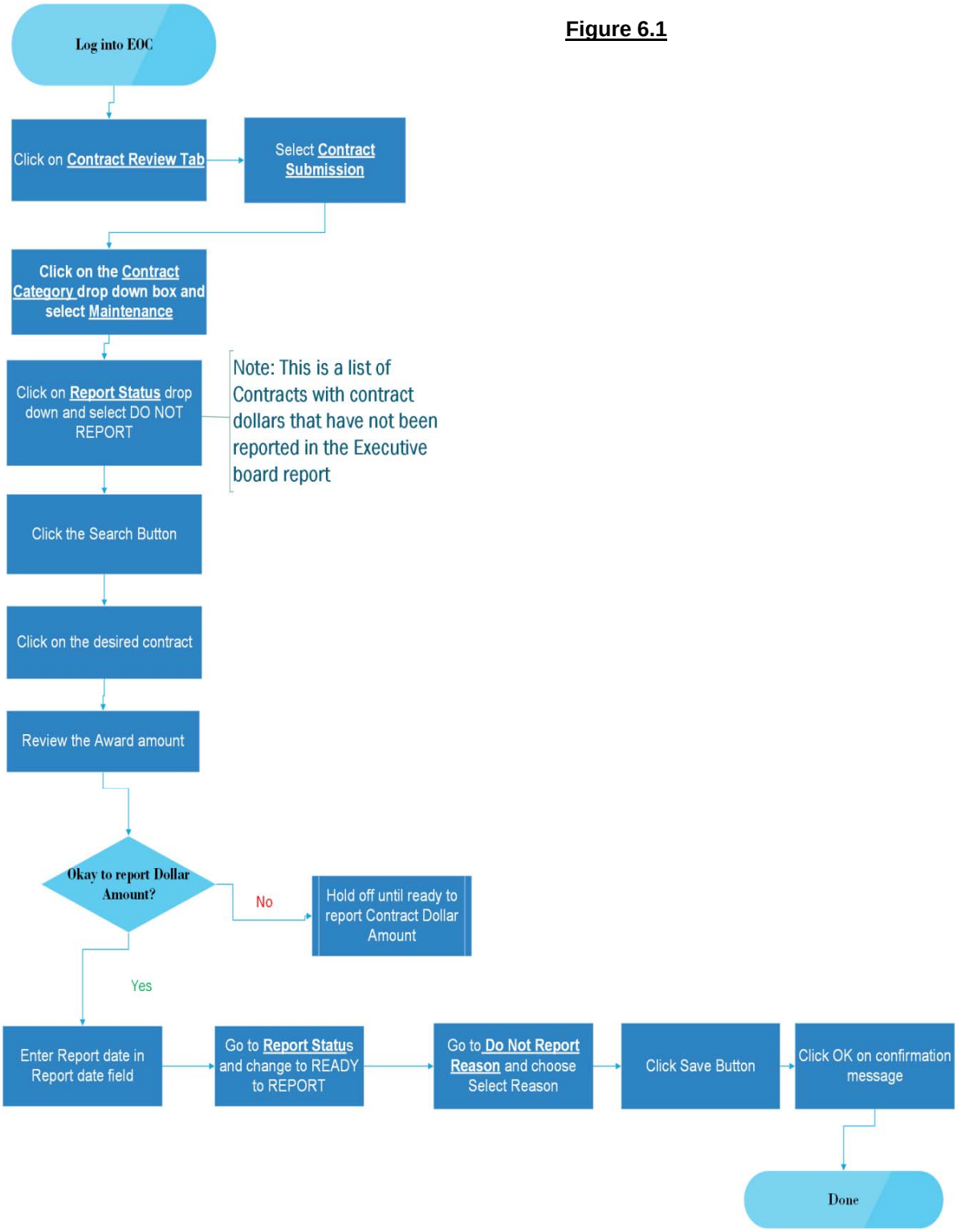


6 Report Change Orders/Supplemental Agreements on Contract Amounts

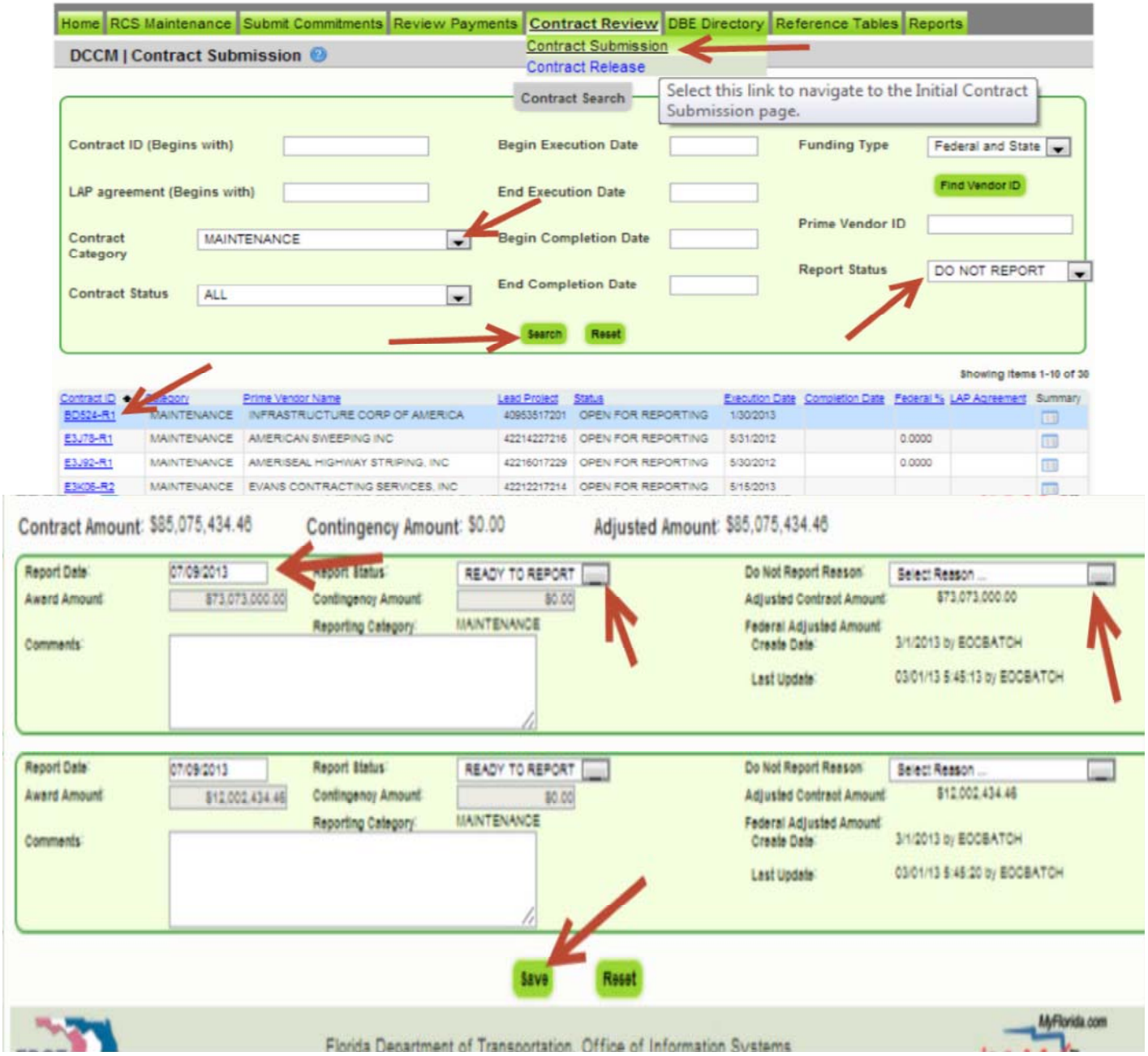
The District Maintenance Contracts Administrator is responsible for reporting additional contract dollars to the performance report, this is accomplished by marking them Ready to Report and providing a Report Date via the Contract Review tab. Contract changes increasing the contract amount by $500,000.00, are to be reported for contracts executed after 10/01/2013. Reference figure 6.1 page 13 on how to release change orders.

Report Change Orders on Contract Amounts

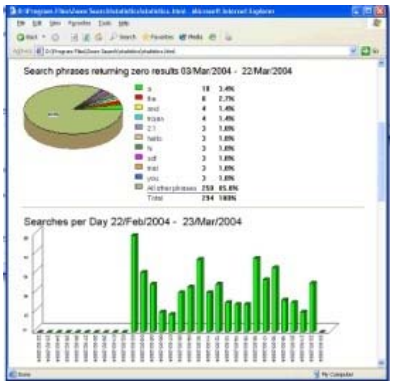
Figure 6.1



Screenshot from EOC system for reporting change orders or supplemental agreements (ref figure 6.1)



7 Other Useful EOC Reports



- **Contracts Not Reported**: This report will provide you with a list of contracts whose Contract dollar amount and DBE credit has not been reported.
- **Commitment Payment Comparision Report**: This report compares Payments & DBE Commitments that have been submitted in EOC for a specific contract.
- **Contract List Report:** This report enables you to view a list of contracts that have executed for a specific period of time.
- **Contracts with No Commitments Report:** This report enables user to view the contracts that do not have any DBE participation submitted.
- **Certification History Report:** This report provides certification information for a specific subcontractor.

8 Appendix A: EOC FAQs

Q. After how many days does the EOC password expire?

Answer: Passwords expire every 65 days. Once your password expires, you will be prompted to change it.

Q.I have forgotten my password, what do I do?

Answer: You will need to contact the FDOT service desk to have your EOC password reset. You can contact them at fdot.servicedesk@dot.state.fl.us or call 866-955-4357.

Q. When I search for a specific contract in the system, it is not pulling up?

Answer: Contracts are available in the EOC after they have been executed. If contract has already been executed and it is still not showing up, make sure the vendor is assigned to the contract.

EOC TECHNICAL ASSISTANCE
FLORIDA DEPARTMENT OF TRANSPORTATION
EQUAL OPPORTUNITY OFFICE
605 SUWANNEE STREET, M.S. 65
TALLAHASSEE, FLORIDA 32399-0450

All EOC technical inquiries should be submitted to the EOC helpdesk at **EOOHelp@dot.state.fl.us**.

For more information regarding EOC, please refer to the following link:
http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm