LOCAL AGENCY COMPLIANCE EOC GUIDE

http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm

EQUAL OPPORTUNTY OFFICE

INTRODUCING EOC

Equal Opportunity Compliance (EOC) system is a web based application developed to manage DBE/MBE reporting and ensure compliance. This application is used statewide by FDOT Prime Contractors/Consultants to:
- Submit Bidders Opportunity List
- Report DBE Commitments/DBE Participation
- Report DBE/MBE Payments
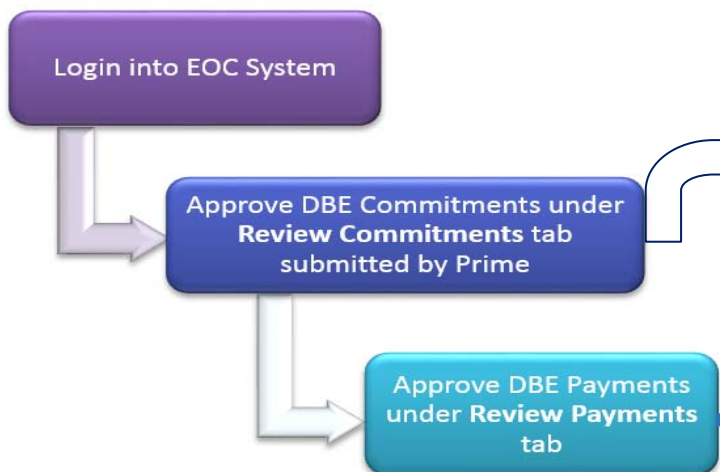- Run Adhoc Reports

LOCAL AGENCY CONTRACT AVAILABILTY IN EOC

EOC pulls Local Agency contracts information from the **LAPIT** application. The following key information needs to be entered by the **local agency** in **LAPIT** under the Local Agency Contracts tab:
1) Local Agency Contract Number with the PRIME
2) PRIME Name and PRIME Federal Tax ID number
3) Local Agency Contract Execution Date with the PRIME
4) Current Contract Dollar Amount with the PRIME
Note: Once this information is in LAPIT, then the local agency contract will be available in EOC the next day.

LAP RESIDENT COMPLIANCE SPECIALIST ROLE

The role of the **Local Agency RCS (Resident Compliance Specialist)** in EOC is to review the DBE Commitments and DBE Payments entries reported by the Prime Contractor on **Local Agency** contracts. Below are the steps outlined for LAP RCS to ensure compliance. Users are assigned to a local agency by the EOC administrator; therefore, users will see all projects associated to that local agency. Only approve projects you are responsible for respectively.

OBTAIN EOC ACCESS

Local Agency users need to fill out **2** forms and complete the Computer Security CBT; send forms to:
EOOHelp@dot.state.fl.us.
1. **EOC Local Agency Access form**
2. **Computer Security form**
3. **Computer Security Awareness CBT (send certificate)**

Forms are located at link–>
http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm

EOC TECH SUPPORT

Users that need EOC assistance can contact the EOO helpdesk at **EOOHelp@dot.state.fl.us**

EOC TRAINING INFORMATION

1) EOC LAP RCS Computer Based Training (CBT)
http://wbt.dot.state.fl.us/ois/EOComplianceCBT/LAPRCS.htm
2) Step by Step LAP RCS user manual
http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm

The LAP RCS should ensure that the Prime Contractors/Consultants consistently use the same **NAICS codes** for both DBE Commitments and Payments submissions. A mismatch in the NAICS codes between DBE Commitments and Payments creates inaccurate data entries.

Login into EOC System

Approve DBE Commitments under **Review Commitments** tab submitted by Prime

DBE PRIMES
Prime Contractors/Consultants that are **DBEs** are required to report DBE Commitments/Payments for themselves as the Prime in EOC.

Approve DBE Payments under **Review Payments** tab

Make sure Prime has reported the **DBE Payment detail** in the payment section for you to see the DBE payment. **Note**: **If a zero payment is reported by the Prime, there is nothing for the RCS to review.**

Rules for Final CUF Adjustments
1) Contract must be completed
2) A final payment record has to be reported by the **Prime** for the particular Sub and NAICS code.

Other Useful Information

Contract Commitment Details Report

To print out the Anticipated DBE Participation in EOC for a specific contract, you should run the **Contract Commitment Details** report located in the Reports tab.

NOTE: If Prime selects **Submit with Zero DBE Commitments**, message received when report is run **is Contract submitted with Zero Participation.**

Report Criteria for the Contract Commitment Details Report

Contract ID: T1552 *

Submit

ERROR:

Contract Submitted with Zero Participation.

Contract Profile Report

Run this report to view the entire profile of a specific contract; it includes both DBE Commitment and DBE Payment information.

NOTE: If Prime selects **Submit with Zero DBE Commitments**, a message in this report will display as "Contract Submitted with No DBE Participation" in the DBE Commitment page.

Florida Department of Transportation
Contract DBE Commitment Details
Contract : T1552
Prime : CONTI CORPORATION   DBE Credit :
CONTRACT SUBMITTED WITH NO DBE PARTICIPATION

Contract Sub Payment Details Report

Run this report if you need to view **Sub payments** submitted by the Prime in EOC for a specific contract.
In your search criteria you can narrow it by dates reported or you can leave the dates blank.

Contract ID: *
Begin Date:
End Date:

Commitment Payment Comparison Report

Run this report if you need a quick snapshot comparison between the **DBE Commitments** and **Payments** submitted and the difference between the two.

DBE Commitment Credit Amount	DBE Payment Credit Amount	Difference
		$.00
$143,846.00	$128,884.50	$14,961.50

Primes not Using DBEs on the Project

Prime Contractors/Consultants that are not using DBEs need to select the **Submit with Zero DBE Commitments** button in EOC under the DBE Commitments tab.

Submit with Zero DBE Commitments

NOTE: If Prime selects this option, there is no data for the LAP RCS to review and approve. Verification should be done by running **Contract profile** report or **Contract Commitment details** report.

Contracts Not Reported

Run this report to view a list of contracts that the Prime Contractor/Consultant **HAS NOT** reported their DBE participation and contract dollar amounts. Your role is to contact the Prime Contractor to report their DBE Participation in EOC accordingly for local agency projects.

COMPLIANCE