



# **EOC GUIDE FOR PROFESSIONAL SERVICES PROJECT MANAGER**

07/17/2014

## Table of Contents

<b>1 EOC Overview .....</b>	<b>3</b>
<b>2 Request EOC Access.....</b>	<b>3</b>
<b>3 Monitoring Role.....</b>	<b>4</b>
3.1 DBE Commitments.....	4-5
3.2 DBE/MBE Payments .....	6-7
<b>4 Other Useful EOC Reports .....</b>	<b>7</b>
<b>5 EOC Resources .....</b>	<b>8</b>
<b>6 Appendix A: EOC FAQs.....</b>	<b>8</b>

## 1 EOC Overview

**EOC** is a web-based application that provides an integrated system to assist in managing the DBE (Disadvantaged Business Enterprise) 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 **Bidders Opportunity List, DBE Commitments** and **DBE/MBE Payments**.

## 2 Request EOC Access

FDOT project manager must submit an Automated Access Request Form (AARF) located on the FDOT security site in order to gain access to the EOC system. The FDOT PM will select the **Report user** role in AARF.

- EOC - INTERNAL ONLY Equal Opportunity Compliance
- EOC – (DCCM, RCS, Report) ←
- EOC – (LAP-RCS)
- EOC – (PRIME Only)

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

**Request Addendums**

**Supplemental Information**

User ID: MP909NC  
User Name: Nonhlanhla Chikoti

**EOC – (DCCM, RCS, Report)**  
*(DCCM, RCS, Report) Equal Opportunity Compliance - Equal Opportunity Office system to manage the (DBE) Disadvantage Business Enterprise. This item requires additional information. District and Roles MUST be selected. This should NOT be selected for EOC PRIME users.*

Effective Date: 2/24/2014

Select Permission Items Below:

- District Contract Compliance Manager(DCCM)
- Resident Compliance Specialist(RCS)
- Report User ←
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District CO
- District SM
- District TP

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

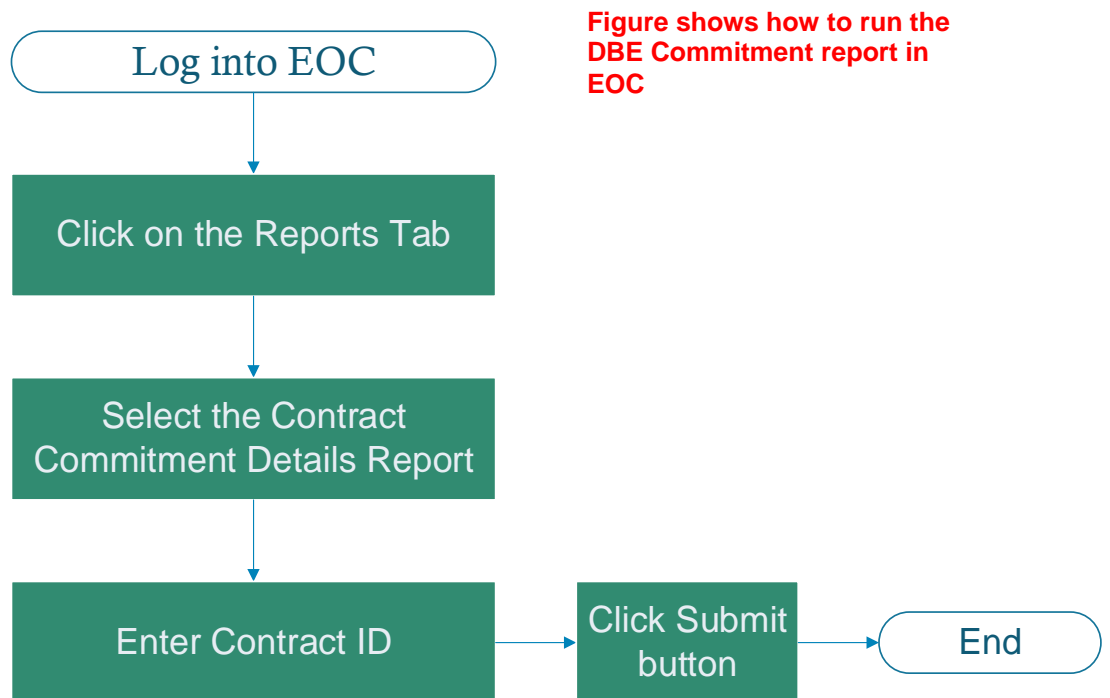
### 3 Monitoring Role

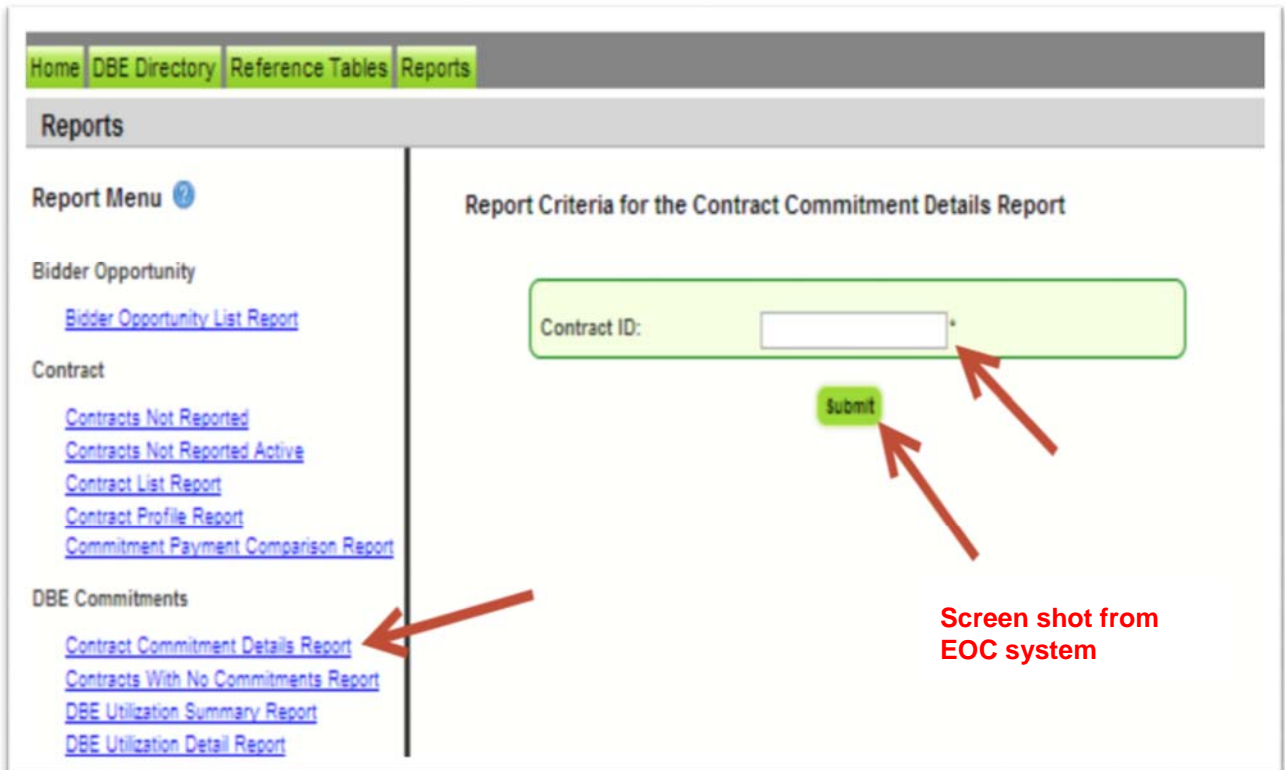
The FDOT professional services PM will monitor contracts in EOC to ensure that the Prime Consultant submits their **DBE Commitments and Payments** timely.

#### 3.1 DBE Commitments:

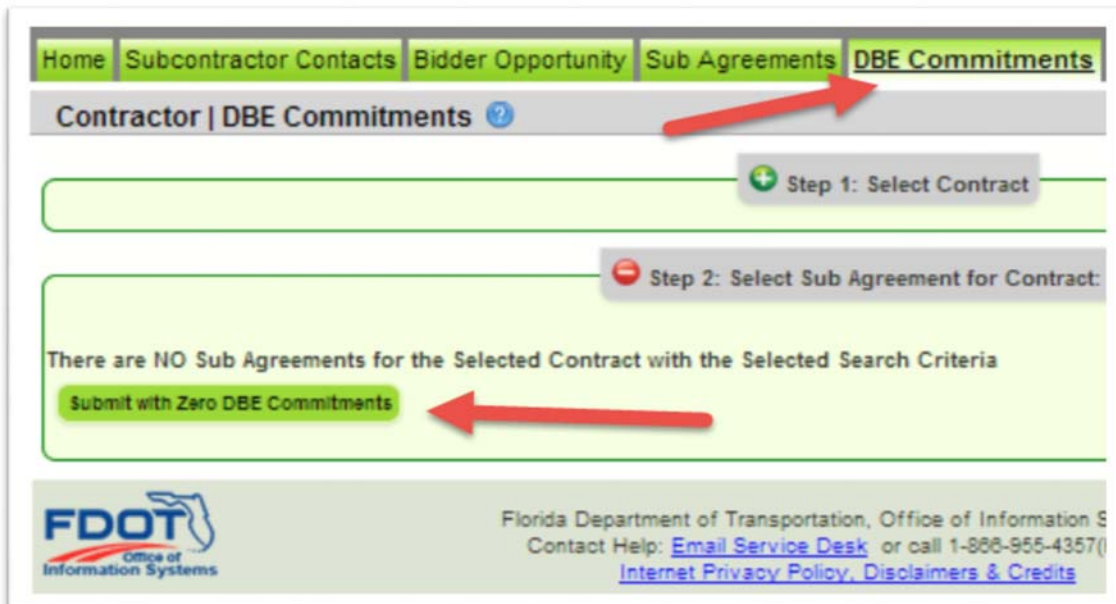
The FDOT PM will run the **Contract Commitment details** report to determine if consultant has reported their subconsultant DBE Commitment(s) in the EOC system as listed on the DBE Participation statement (Form No. 375-030-21).

#### How to Run the Commitment Details Report





**Note:** If Consultant does not have any DBE Subs on the project, they need to indicate in EOC by selecting the **Submit with Zero DBE Commitments** button under the DBE Commitment tab in EOC. Furthermore, if the Prime Consultant is a DBE, they are required to report DBE Commitments and Payments in EOC for the work performed with their own workforces.

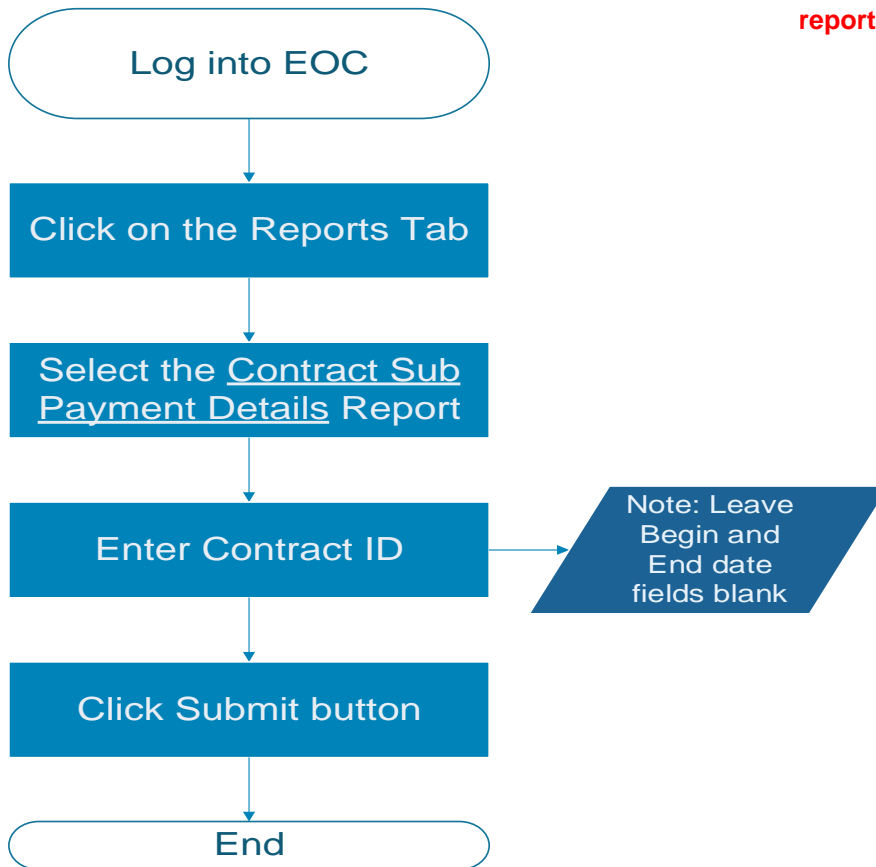


### 3.2 DBE/MBE Payments:

FDOT PM will run the **Contract Sub Payment Detail** report to determine if consultant has reported their DBE/MBE subconsultant payments in EOC.

#### Run the Sub Payment Details Report

Figure shows how to run the subpayment report in EOC



**Note:** Prime consultants using **DBE and MBE** subs need to report their payments into the EOC system.

The screenshot shows a web interface for generating reports. On the left is a 'Report Menu' with categories: Bidder Opportunity, Contract, DBE Commitments, and Sub Payment. Under 'Contract', the 'Contract Sub Payment Details Report' is highlighted with a red arrow. The main area is titled 'Report Criteria for the Contract Sub Payment Details Report' and contains a form with three input fields: 'Contract ID' (containing 'C9882'), 'Begin Date', and 'End Date'. A red arrow points to the 'Contract ID' field. Below the form is a green 'Submit' button, also pointed to by a red arrow. To the right of the button, red text reads 'Screen shot from EOC system'.

#### 4. 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 Comparison 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.

## 5. EOC Resources

**EOC Consultant CBT Training ->**

<http://wbt.dot.state.fl.us/ois/EOComplianceCBT/EOCCBT.htm>

**EOC Prime Consultant User manual ->**

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

**EOC Application site ->**

<https://www3.dot.state.fl.us/EqualOpportunityCompliance>

**EOC Information page website ->**

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

**EOC Helpdesk->** [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us)

## 6. 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](mailto:fdot.servicedesk@dot.state.fl.us) or call 866-955-4357.**

Q. I need assistance regarding EOC, who do I contact?

**Answer: Contact the EOC help desk at [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us)**

Q. When should DBE commitments and payments be reported in EOC?

**Answer: For regular consultant contracts, prime consultants need to report the DBE commitments into the EOC system as soon as the contract is executed. For task work order driven contracts, the prime will report their DBE commitment when the task work order is issued. Once the DBE/MBE subs are paid, payments should be reported into the EOC system.**