



RESIDENT COMPLIANCE EOC GUIDE

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

EQUAL OPPORTUNITY 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 (for both DBE and non-DBEs Subs)
- ✚ Report DBE Commitments/DBE Participation (DBEs)
- ✚ Report DBE/MBE Payments
- ✚ Run Adhoc Reports

CONTRACT ASSIGNMENT IN EOC

A contract needs to be assigned to the RCS in order for the RCS to review DBE Commitments and Payments. The District Contract Compliance Manager (DCCM) is responsible for contract assignments in EOC for **federal** funded contracts.

RESIDENT COMPLIANCE SPECIALIST ROLE

The role of the Resident Compliance Specialist in EOC is to review the DBE Commitments and DBE Payments entries reported by Prime Contractor. Once the RCS logs into EOC, a list of **federal** contracts with DBE Commitments/DBE Subpayments submissions are displayed on the dashboard. **Note:** If RCS cannot see a DBE Payment, make sure Prime Contractor has reported the **DBE Payment detail** in the payment section in EOC. If the Contractor reports **ZERO** DBE payments, this will **NOT** show up for the RCS to review under the DBE Payments tab. If RCS cannot see a DBE Commitment, make sure Prime Contractor has **submitted** the Commitment accordingly (i.e. not in working status). Below are the steps outlined for the RCS to ensure compliance on **Federal** contracts. On State contracts, compliance & monitoring is done by running reports such as the Contract Profile report in EOC.

OBTAIN EOC ACCESS

Resident Compliance Specialists (RCS) need to submit the Automated Access Request form (AARF) for EOC access. Users will need to submit an access change in AARF and select the EOC RCS role. If you need assistance with AARF, contact your security coordinator in your respective districts.

AARF is located at link->

<http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

EOC TECH SUPPORT

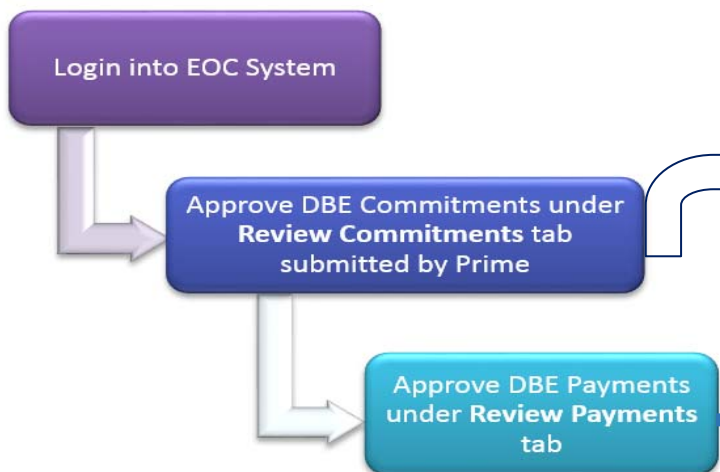
Users that need EOC technical assistance can contact the EOO helpdesk at EOOHelp@dot.state.fl.us

EOC TRAINING INFORMATION

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



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



DBE PRIMES

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

Make sure Prime has reported the **DBE Payment detail** in the payment section for you to see the 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 entered 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
\$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 **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 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 **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 federal and state construction projects for your

respective district(s).

COMPLIANCE