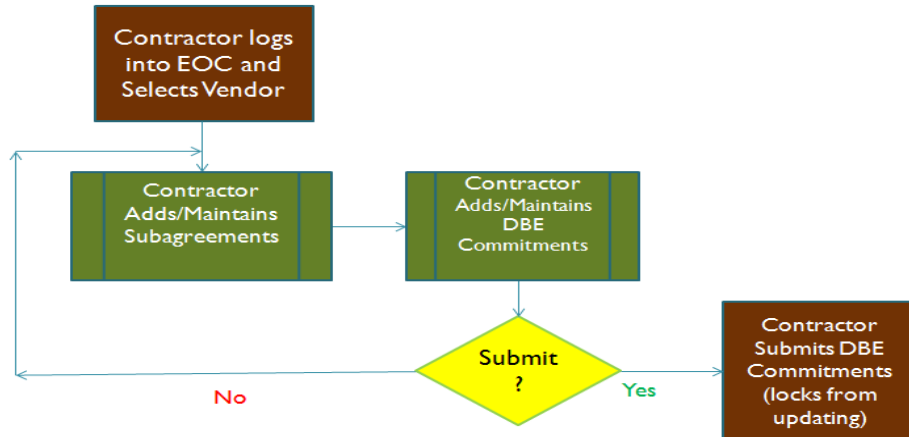
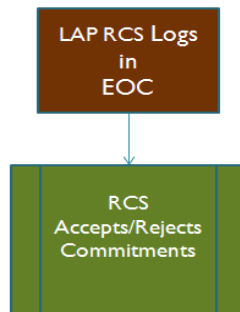


## EOC BUSINESS FLOW OVERVIEW

### Business Flow – Contractor/Consultant enters in DBE Commitments

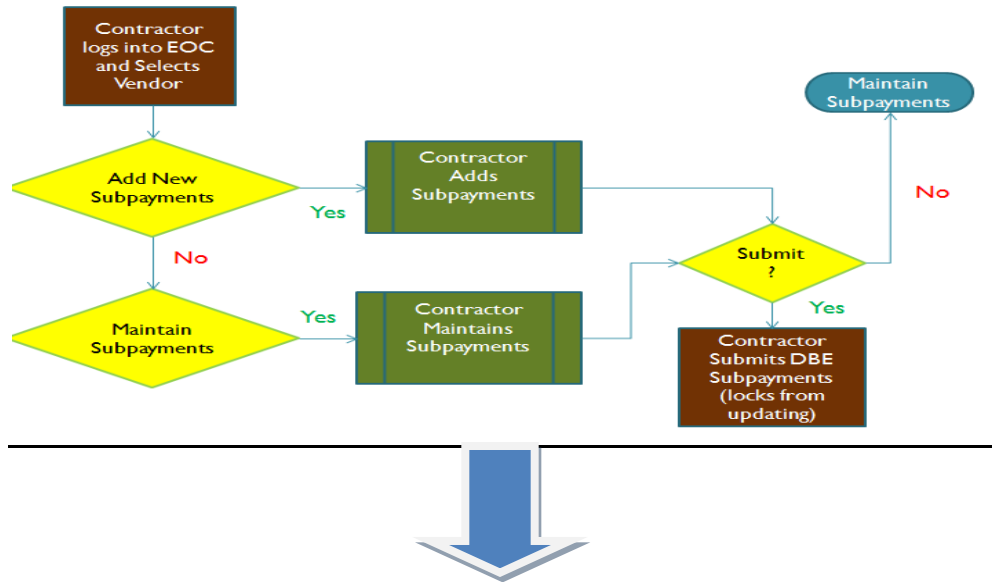


### Business Flow – LAP RCS Reviews Commitments

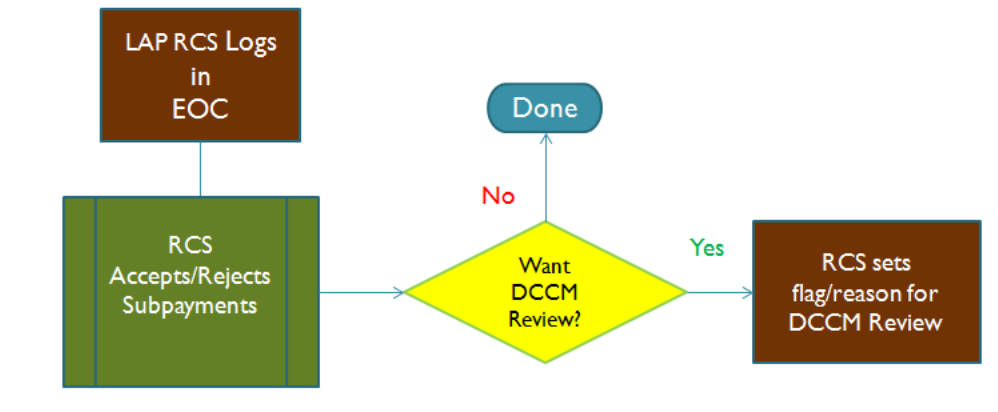


## LAP RCS Interface

### Business Flow – Contractor makes subpayments



### Business Flow – RCS Reviews Subpayments



## LAP RCS Interface

### LAP RCS LOGIN

- Log in with your RACF/mainframe user ID and password issued by FDOT Service desk

**LAP RCS Role:** The role of the LAP Resident Compliance Specialist in EOC is to review the DBE Commitments and Payments entries that the Prime Contractor and Consultant have reported in EOC.

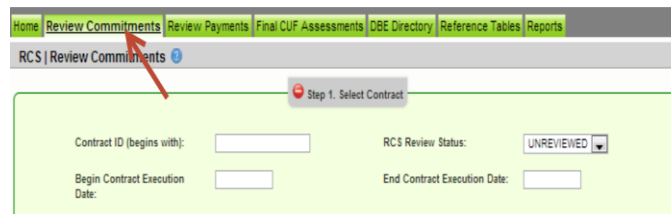
### RCS HOME PAGE

- Once LAP RCS logs into EOC, the home page is displayed with a dashboard. Please note that the LAP RCSs **will see all the DBE commitments and payments that are associated / tied to their local agency.**


### RCS REVIEW COMMITMENTS

**Note:** Once the Prime Contractor submits the DBE commitments for a particular contract, this contract will appear under the Review Commitments tab

- To review commitments, click on the click **Review Commitments** tab



- Enter contract id and click the **Get Contracts** button. Contract will appear on the list as shown




Contract ID	Agency	Prime Vendor Name	Agreement ID	Summary
11-2931-05	4285011900	FLORIDA SAFETY CONTRACTORS, INC	AG001	

**Note:** On the RCS Review status dropdown (**All**-lists all the contracts assigned to RCS; **Accepted**-lists the contracts that have been accepted; **Rejected** lists contracts that have been rejected by RCS; **Unreviewed**-contracts that have not been reviewed by RCS.

- Click the desired contract#


## LAP RCS Interface

Contract ID	Applicable Commitments	Lead Project	Prime Vendor Name	Lap Agreement ID	Summary
<a href="#">11-2931-DS</a>	1	42553115801	FLORIDA SAFETY CONTRACTORS, INC	AQD97	

**Note:** The summary icon at the contract level displays contract information such as federal funding %, execution date and other key information about the contract.

Contract ID	Applicable Commitments	Lead Project	Prime Vendor Name	Lap Agreement ID	Summary
<a href="#">11-2931-DS</a>	1	42553115801	FLORIDA SAFETY CONTRACTORS, INC	AQD97	



- After the contract is selected, the DBE Sub for the contract is displayed, select the Sub you would like to review by clicking on it.

Step 2. Select SubAgreement for Contract: 11-2931-DS					
Sub Name	Applicable Commitments	Sub Vendor ID	Tier	Hired By	Summary
<a href="#">JENKINS PAINTING INC</a>	1	F591911968	SUB TIER 1	FLORIDA SAFETY CONTRACTORS, INC	

- After selecting the DBE Sub, the sub information is displayed. **Click the Accept or Reject** checkbox to accept or reject the commitment. (**Note: the *Accept All Commitments* button will check the Accept box for all commitments.**)

Mark all Un-Reviewed Commitments Accepted

<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Un-Reviewed	NAICS: 238990 - All Other Specialty Trade Contractors Specialty Code: 550 - FENCING	DBE Credit Amount: \$7,000.00 Commitment Amount: \$7,000.00	Date Submitted: 8/21/2012 RCS Review Date:	Commitment Status: SUBMITTED BY PRIME VENDOR	<a href="#">Details</a>
--	--	--	--	---	-------------------------


Florida Department of Transportation, Office of Information Systems  
Contact Help: email [fdot.servicedesk@dot.state.fl.us](mailto:fdot.servicedesk@dot.state.fl.us) or call 1-866-955-4357(HELP)  
[Internet Privacy Policy, Disclaimers & Credits](#)


- If Commitment was rejected, put in a **reject reason** from drop down as shown below

Step 3. Accept or Reject Commitments for JENKINS PAINTING INC

Mark all Un-Reviewed Commitments Accepted

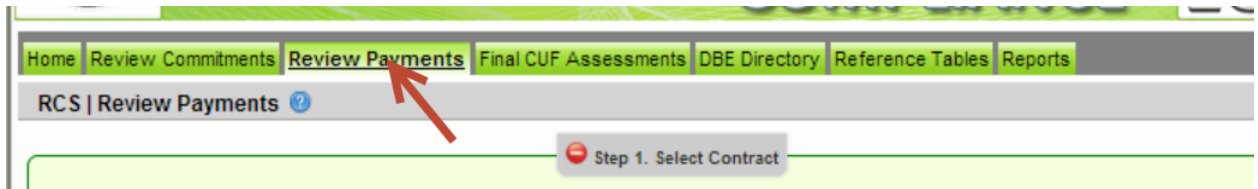
<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Un-Reviewed	NAICS: 238990 - All Other Specialty Trade Contractors Specialty Code: 550 - FENCING	DBE Credit Amount: \$7,000.00 Commitment Amount: \$7,000.00	Date Submitted: 8/21/2012 RCS Review Date:	Commitment Status: SUBMITTED BY PRIME VENDOR	<a href="#">Details</a>
--	--	--	--	---	-------------------------

- Click the **Save** button when done.
- A confirmation page is displayed indicating all the DBE commitments have been reviewed and accepted by RCS

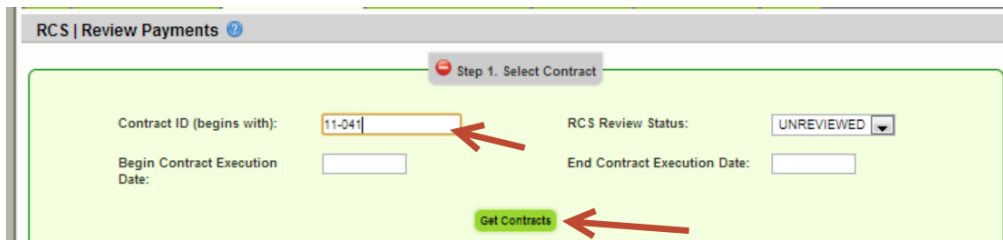
Save successful. Commitments reviewed.

## RCS REVIEW PAYMENTS

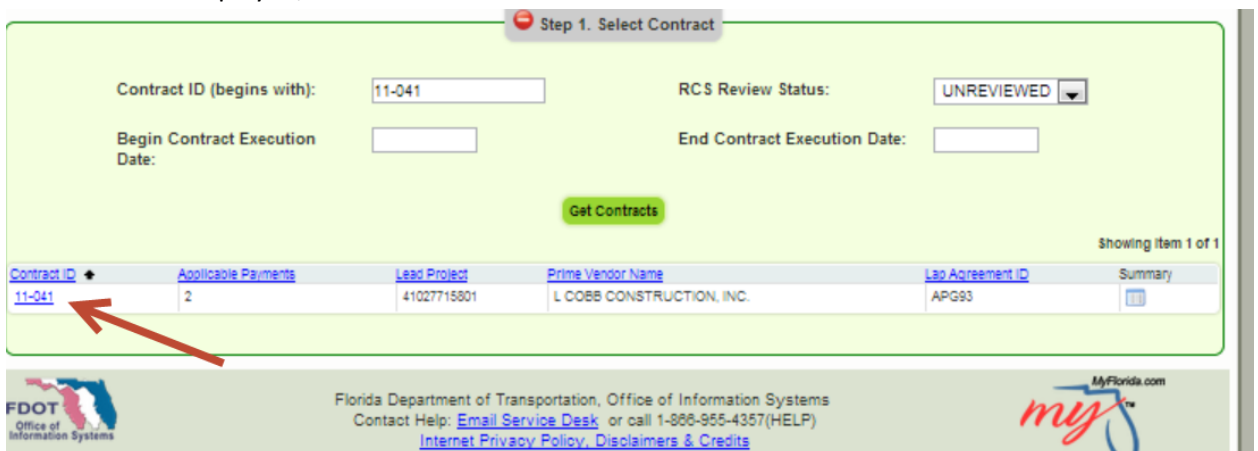
- Click the **Review Payment** tab



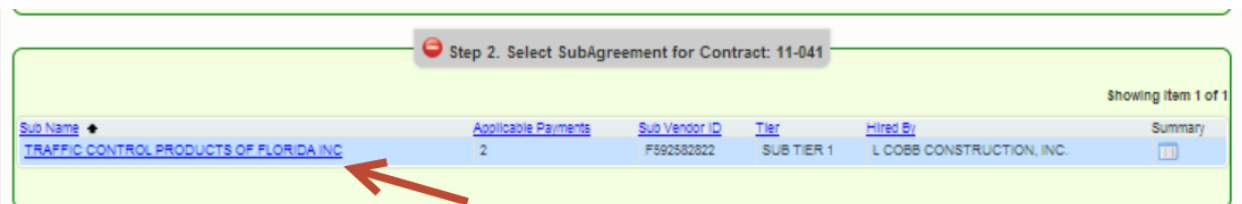
- Enter the *contract ID* and click the **Get Contracts** button as shown below



- The contract is displayed, click the desired contract



- The sub agreement screen is displayed. Select the sub agreement by clicking on it



- To accept a payment, click the **Accept** button. **Note:** To reject a payment, click the **reject** button and you will need to give a reason for rejecting

## LAP RCS Interface

Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select ...	Details
<input type="radio"/> Un-Reviewed					

**Note: If you need payment to be reviewed by DCCM (District Contract Compliance Manager), click the Request DCCM Review check box and select the review reason**

Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input checked="" type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select ...	Details
<input type="radio"/> Un-Reviewed					

Save Reset

- Click the **Save** button when done

Mark all Un-Reviewed Payments Accepted

<input checked="" type="radio"/> Accept	NAICS: 541330 - Engineering Services	Work Performed: 6/26/2012 - 6/27/2012	DBE Credit Amount: \$1.00	<input type="checkbox"/> Request DCCM Review	Payment Status: SUBMITTED BY PRIME VENDOR
<input type="radio"/> Reject	Specialty Code: 070200 - LIGHTING	Pay Date: 6/28/2012	Date Submitted: 7/12/2012	Review Reason: Select ...	Details
<input type="radio"/> Un-Reviewed					

Save Reset

- A confirmation message is received that contract has been saved. Click **Ok**.

Payment Reviews for Contract: 11-041, have been saved.

OK

## PROCESS CUF ADJUSTMENTS

**Note:** The rule for the FINAL CUF assessment to be entered is as follows in EOC:

1. Contract must be completed
2. A final payment record has to be entered for that particular sub and NAICS

After these two conditions are met, LAP RCS will be able to process CUF in EOC

To process CUF, perform the following steps:

- Click the **Process CUF adjustment** tab, a list of contract(s) is displayed

## LAP RCS Interface



- Select the contract by clicking on it and the Sub is displayed, click on the Sub



- The perform CUF assessment section is displayed. Click the desired checkbox -**Met CUF** or **Did not Meet CUF**



## REPORTS


The Report Menu will display different reports (Bidder Opportunity, DBE commitments and other reports).

Click the Reports tab and a list of reports are displayed.



- 1) **Bidder Opportunity List Report:** User can view what they have submitted for their bidders list. The report shows information such as subs listed on the bidders list and their specialty area.

## LAP RCS Interface



Bidder Opportunity List Report

Prime Vendor: [REDACTED]	
Bidder Opportunity List Not Submitted	
Proposal ID: [REDACTED]	
Sub Vendor ID	Sub Vendor Name
	Specialty Area
[REDACTED]	JENKINS PAINTING INC
	515 - PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
	56X - BRIDGE PAINTING (INCLUDES 561, 562)

To run the report, complete the following steps:

- ✓ Select Contract Category and Proposal ID
- ✓ Click Submit

- 2) **Contracts Not Reported:** User can view the firm's contracts that have not been reported to the Executive board and federal highway. The Report displays information such as contract ID, prime, financial project #, Fed% , contract amounts and date information

Contract	Prime	Primary Project	Fed %	LTD Reported Contract Amount	Contract Amount Not Yet Reported	DBE Credit Not Yet Reported	Exection Date	Completed Date
[REDACTED]	[REDACTED]	428714-1-72-01		\$0.00	\$38,200.00	\$0.00	06/03/2010	06/30/2010
[REDACTED]	[REDACTED]	421656-1-52-01	100.00%	\$2,219,385.97	-\$48,682.05	\$477,113.50	12/08/2010	04/25/2012
[REDACTED]	[REDACTED]	227921-2-52-01	100.00%	\$1,666,445.18	\$82,847.34	\$4,702.21	05/24/2011	10/12/2012

To run the report, complete the following steps:

- ✓ Select District
- ✓ Select the Funding Type(specifies whether it a federal or state project)
- ✓ Click Submit

- 3) **Contract List Report:** User can view their list of contracts that have executed or been released or granted notice to proceed or even completed.

Contract Category: 'CONST' District : ALL									
Contract	Prime ID	Prime Name	Primary Project	Awarded Amount	Execution Date	NTP Date	Date Completed	Fed %	
[REDACTED]	[REDACTED]	[REDACTED] Inc.	427651-1-52-01	\$3,091,087.65	10/12/2012	11/13/2012		100.00%	

To run the report, complete the following steps:

- ✓ Select the Contract Category
- ✓ Select Contract Status



## LAP RCS Interface

- ✓ Select Funding Type
- ✓ Select Date to use selection
- ✓ Select Dates
- ✓ Click Submit

**3).Contract Profile Report:** This report allows you to view the contract details for a specific contract. It gives detailed information such as general contract information, contract amounts, DBE commitments and DBE subpayment.

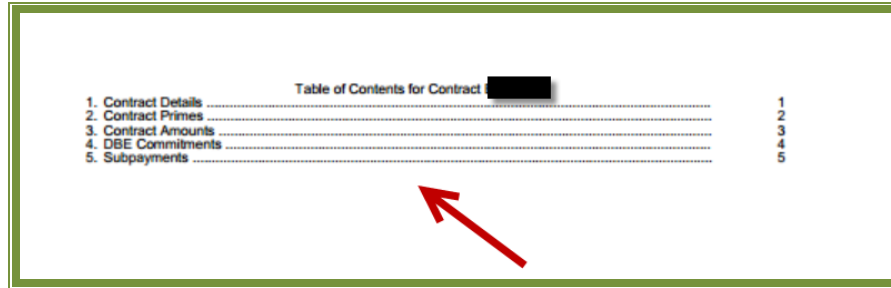


Table of Contents for Contract [REDACTED]		
1. Contract Details .....		1
2. Contract Primes .....		2
3. Contract Amounts .....		3
4. DBE Commitments .....		4
5. Subpayments .....		5

To run the report, complete the following steps:

- ✓ Enter Contract ID
- ✓ Click Submit

**4) Commitment Payment Comparison Report:** User can compare Payments & DBE Commitments that have been submitted in EOC for a specific contract. It compares the two and lists the difference.

Total DBE Commitment Credit		Total DBE Payment Credit Amount			
\$52,722.75		\$15,580.45			
SUB AGREEMENT TOTALS					
Sub	TIER	Hired By	DBE Commitment Credit Amount	DBE Payment Credit Amount	Difference
HIGH TECH STRIPING INC	01	[REDACTED]	\$52,722.75	\$15,580.45	\$37,142.30
NAICS TOTALS					
NAICS			DBE Commitment Credit	DBE Payment Credit	Difference
Sub: [REDACTED] HIGH TECH STRIPING INC	Tier: 01	Hired By: [REDACTED]			
237310-Highway, Street, and Bridge Construction			\$0.00		\$0.00
238990-All Other Specialty Trade Contractors			\$52,722.75	\$15,580.45	\$37,142.30

## LAP RCS Interface

To run the report, complete the following steps:

- ✓ Enter Contract ID
- ✓ Click Submit

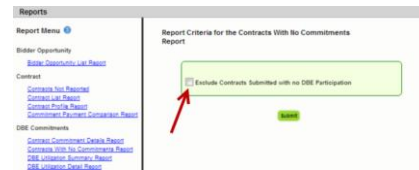
**4)Contract Commitment Details Report:** Enables user to view the commitment details with work type & DBE % for a specific contract. This is similar to the *DBE Anticipated statement*.

NAICS Description	Specialty Code	Date Submitted	Commitment Amount	DBE Credit Amount	% Of Contract	Date Reported	Current Status
Sub: [REDACTED]				Tier - 01			
237310 - Highway, Street, and Bridge Construction	336 - ASPHALT RUBBER BINDER	12/13/2012	\$2,000.00	\$2,000.00	0.29%		ACCEPTED
238990 - All Other Specialty Trade Contractors	705 - OBJECT MARKERS AND DELINEATORS	3/1/2012	\$52,722.75	\$52,722.75	6.17%	3/1/2012	READY
<b>Sub Total</b>			<b>\$54,722.75</b>	<b>\$54,722.75</b>	<b>6.41%</b>		
<b>Contract Total</b>			<b>\$54,722.75</b>	<b>\$54,722.75</b>	<b>6.41%</b>		

To run the report, complete the following steps:

- ✓ Enter contract ID
- ✓ Click Submit

**6)Contracts with No Commitments Report:** Enables user to view the contracts that do not have any DBE participation. **Note:** If user checks this box, it will exclude contracts that the prime has indicated there would be no DBE participation



- ✓ To run the report: Click Submit

**7)DBE Utilization Summary Report:** Enables user to view the DBE utilization summary, it lists the contract amount, DBE credit, DBE% and completion date for the firms contracts.

Amount	DBE Credit	DBE %	Completion Date
\$504,665.81	\$25,361.00	5.03%	
\$0.00	\$3,609.90	> 100%	
\$0.00	\$34,945.32	> 100%	1/3/2012
\$1,615,801.98	\$130,750.50	8.09%	
<b>\$2,120,467.79</b>	<b>\$194,666.72</b>	<b>9.18%</b>	

To run the report, complete the following steps:

- ✓ Select Contract Category
- ✓ Fill in Report Begin Date and End Date
- ✓ Fill in Fund type
- ✓ Click Submit button

## LAP RCS Interface

**8)DBE Utilization Detail Report:** Enables user to view the DBE utilization in detail outlining the NAICs, Specialty codes, DBE credit, and DBE %.

NAICS	Specialty Area	DBE Credit	DBE %	Reported
	Contract Dollars: \$504,665.81	\$25,361.00	5.03%	
F262717557 - HIGHWAY STRIPING INC	Tier: 01		5.03%	
237310 - Highway, Street, and Bridge Construction	OTHR - Other Specialty Code	\$25,361.00		11/19/2012
	Contract Dollars: \$0.00	\$3,609.90	> 100%	
F201154043 - QUALITY CONSTRUCTION PERFORMANCE INC	Tier: 01		> 100%	
238990 - All Other Specialty Trade Contractors	PAYADJ - Adjustment to match subpayments amount	\$3,609.90		11/09/2012

To run the report, complete the following steps:

- ✓ Select Contract Category
- ✓ Fill in Report Begin Date and End Date
- ✓ Fill in Fund type
- ✓ Click Submit button

**9) Closed Contract Sub Payments Report:** Enables user to view contracts that have been closed for a specific time period. It outlines information such as contract ID, district, execution date, contract amount and federal %, DBE credit amounts.

Contract ID	District	Contract Category	Execution Date	Federal %	Contract Award Amount	Current Contract Amount	Current Federal Contract Amount	Current State Contract Amount	Dbe Credit Amount	Federal DBE Credit Amount	State DBE Credit Amount
	01	CONST	02/26/2010	0.00%	\$929,836.00	\$867,344.78	\$0.00	\$867,344.78	\$0.00	\$0.00	\$0.00

To run the report, complete the following steps:

- ✓ Fill in Begin and End release dates
- ✓ Click Submit button

**10)Contract Sub Payment Details Report:** Enables user to view subpayment for a specific contract. User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.

NAICS Description	Specialty Area	Credit Amount	Date Submitted	Date Reported	Current Status
DBE Credit: \$28,938.96	Tier: 01    Hired By: [REDACTED]				
Payment Date: 10/22/2012    Service From: 09/17/2012    Service To: 10/21/2012    Work Complete: [REDACTED]					Final Payment: N
Total Payment Amount: \$10,730.00    Retainage Amount: \$0.00    Zero Payment Reason: [REDACTED]					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$0.00	11/05/2012	11/05/2012	SUBMITTED
Payment Date: 09/20/2012    Service From: 07/16/2012    Service To: 08/19/2012    Work Complete: [REDACTED]					Final Payment: N
Total Payment Amount: \$2,935.28    Retainage Amount: \$0.00    Zero Payment Reason: [REDACTED]					
237310-Highway, Street, and Bridge Construction	700-HIGHWAY SIGNING	\$2,935.28	10/22/2012	10/22/2012	READY
Payment Date: 08/29/2012    Service From: 07/01/2012    Service To: 07/31/2012    Work Complete: [REDACTED]					Final Payment: N
Total Payment Amount: \$10,827.42    Retainage Amount: \$0.00    Zero Payment Reason: [REDACTED]					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$10,827.42	08/29/2012	08/29/2012	READY
Payment Date: 07/19/2012    Service From: 06/01/2012    Service To: 06/30/2012    Work Complete: [REDACTED]					Final Payment: N
Total Payment Amount: \$5,465.35    Retainage Amount: \$0.00    Zero Payment Reason: [REDACTED]					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$5,465.35	07/19/2012	07/19/2012	READY
Payment Date: 04/05/2012    Service From: 02/01/2012    Service To: 02/29/2012    Work Complete: [REDACTED]					Final Payment: N
Total Payment Amount: \$9,710.91    Retainage Amount: \$0.00    Zero Payment Reason: [REDACTED]					
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$9,710.91	04/05/2012	04/05/2012	READY

To run the report, complete the following steps:

## LAP RCS Interface

- ✓ Enter Contract ID
- ✓ Enter begin & end dates(optional)
- ✓ Click Submit

**11) Certification History Report:** Enables user to view certification information for a specific firm.

User can run the Certification History report for a specific sub to see the NAICS that the sub is certified in and when their certification was removed.

<u>NAICS</u>	<u>Certification Status</u>	<u>Certification Begin Date</u>	<u>Certification End Date</u>
Vendor Overall Certification Status: CERT    Begin Date: 01/26/2005    End Date: 01/03/2011			
238990	CERT	01/26/2005	01/03/2011
Vendor Overall Certification Status: REMOVED    Begin Date: 01/04/2011    End Date: 05/02/2011			
238990	REMOVED	01/04/2011	05/02/2011
Vendor Overall Certification Status: CERT    Begin Date: 05/03/2011    End Date: .			
238990	CERT	05/03/2011	.

To run the report, complete the following steps:

- ✓ Enter Vendor ID(e.g. F000000000) or Vendor Name
- ✓ Click Submit

**Note:** If you have any questions regarding EOC, please contact EOO help @ [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us)