

## RCS Interface

### LOGIN

- Log in with your RACF/mainframe user ID and password
- **Note:** If you don't have a userid and password assigned, please fill out an AARF request through this link: <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>
- **Note: For LAP RCS that do not have access to AARF form, please have your LAP administrator initiate the AARF for you.**

### RCS HOME PAGE

- Once RCS logs into EOC, the home page is displayed with a dashboard. The dashboard has information letting RCS know number of contracts with commitments and subpayment that need to be reviewed. These have been submitted by the Prime Contractor/Consultant. **Note: the contract needs to be assigned to RCS in order for them to see it on their dashboard. As for LAP RCSs, they will see all the contract submissions that are associated / tied to their local agency.**



### RCS REVIEW COMMITMENTS

**Note: Contract needs to be assigned to RCS in order for RCS to review commitments.**

- To review commitments, click on the link with the contract that needs to be reviewed for payments or commitments. You can also click **Review Commitments** tab



Note: If you click the **Review commitments** tab, contract that needs to be reviewed will appear on the list.



- You can also enter contract id, or select the RCS review status to view the contract you would need to review commitments for. You can use the begin and end dates too.

## RCS Interface

**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.

- After selecting the appropriate status(e.g. All), click the **Get Contracts** button

- A list of all the contracts assigned to RCS are displayed

Contract #	Status	Financial Project #	Prime Vendor	LAP Agreement
<a href="#">E6F61 (12)</a>	OPEN	249581-1-52-01	COMMUNITY CONDOTTE DE MOYA JV	NA

**Note:** The summary Icon at the contract level displays contract information

Contract ID	Applicable Commitments	Lead Project	Prime Vendor Name	Lap Agreement ID	Showing item Summary
<a href="#">T1456</a>	1	41608715201	ITRAN PARTNERS INC.		

- Click the desired contract#

Contract #	Status	Financial Project #	Prime Vendor	LAP Agreement
<a href="#">E6F61 (12)</a>	OPEN	249581-1-52-01	COMMUNITY CONDOTTE DE MOYA JV	NA

- A list of sub agreements for the contract is displayed, select the desired Sub agreement you would like to review

Sub Name	Subcontractor id #	Tier	Hired By
<a href="#">AMERICAN EMPIRE BUILDERS INC (1)</a>	F752851152	01	COMMUNITY CONDOTTE DE MOYA JV
<a href="#">BARREIRO CONSTRUCTION CORPORATION (1)</a>	F263878167	01	COMMUNITY CONDOTTE DE MOYA JV
<a href="#">BCC ENGINEERING INC (1)</a>	F550540100	01	COMMUNITY CONDOTTE DE MOYA JV
<a href="#">BONN J CONTRACTING INC OF FLORIDA (1)</a>	F593093579	01	COMMUNITY CONDOTTE DE MOYA JV
<a href="#">FREEDOM PIPELINE CORP (1)</a>	F552851115	01	COMMUNITY CONDOTTE DE MOYA JV

- After selecting the desired Sub agreement, 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.**)

## RCS Interface

**Mark all Un-Reviewed Commitments Accepted**

<input type="radio"/> Accept <input checked="" type="radio"/> <b>Un-Reviewed</b>	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	Details <input type="button" value=""/>
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- 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"/> <b>Reject</b> Select ... <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	Details <input type="button" value=""/>
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- 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

**EQUAL OPPORTUNITY COMPLIANCE**

Welcome Raymond Freeman

- Enter the *contract ID* or you can click on the *RCS review status* drop down to view contracts that need to be reviewed

**Step 1. Select Contract**

Contract ID (begins with): 
 RCS Review Status:

Begin Contract Execution Date: 
 End Contract Execution Date:

Showing item 1 of 1

- Click the **Get Contracts** button
- A list of contracts is displayed. Click the desired contract

## RCS Interface

Contract ID	Applicable Payments	Lead Project	Prime Vendor Name	Lap Agreement ID	Summary
<a href="#">T2418</a>	1	42340815201	HUBBARD CONSTRUCTION CO.		

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

Step 2. Select SubAgreement for Contract: T1456

Sub Name	Applicable Payments	Sub Vendor ID	Tier
<a href="#">JENKINS PAINTING INC</a>	1	F591911968	SUB TIER 1

- 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

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: <input type="text" value="Select ..."/>	<a href="#">Details</a>
<input type="radio"/> Un-Reviewed					

**Note: If you need payment to be reviewed by DCCM, click the Request DCCM Review checkbox 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: <input type="text" value="Select ..."/>	<a href="#">Details</a>
<input type="radio"/> Un-Reviewed					

- 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: <input type="text" value="Select ..."/>	<a href="#">Details</a>
<input type="radio"/> Un-Reviewed					

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



**PROCESS CUF ADJUSTMENTS**

- Click the **Process CUF adjustment** tab, a list of contract(s) is displayed
- Select the contract by clicking on it and a list of subagreemnts are displayed

Home | Review Commitments | Review Payments | **Process CUF Adjustments** | DBE Directory | Reports | Help

Step 1. Select Contract

Contract #	Financial Project #	Prime Vendor	LAP Agreement	CUF Status	View Summary
<a href="#">E1J50</a>	429775-1-52-01	CONE & GRAHAM INC	N/A		

Step 2. Select Subagreement

Sub Name	Subvendor Id #	Tier	Hired By	Work Completed	Final Payment	All CUF Entered
<a href="#">DIAMOND C TRANSPORT INC</a>	F593469578	01	CONE & GRAHAM INC	-	-	
<a href="#">JASONS HAULING INC</a>	F593219239	01	CONE & GRAHAM INC	-	-	

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

Step 3. Perform CUF Assessments for CAL-TECH TESTING INC

Met CUF	Did Not Meet CUF	NAICS	Outstanding Commitments	Outstanding Payments	DBE Commitment Credit Amount	DBE Payment Credit Amount
<input type="checkbox"/>	<input type="checkbox"/>	541330 - Engineering Services	\$0.00	\$4,000.00	\$4,200.00	\$0.00

## RCS Interface

### 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.

The screenshot shows the 'Bidder Opportunity List Report' interface. It includes the 'EOC' logo and the title 'Bidder Opportunity List Report'. Below the title, there are fields for 'Prime Vendor' and 'Proposal ID', both of which are redacted. A green banner indicates 'Bidder Opportunity List Not Submitted'. The main table has the following columns: Sub Vendor ID, Sub Vendor Name, and Specialty Area. The data row shows 'JENKINS PAINTING INC' with two specialty areas: '515 - PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING' and '56X - BRIDGE PAINTING (INCLUDES 561, 562)'. A red arrow points to the 'Reports' tab in the navigation menu above.

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

The screenshot shows the 'Contracts Not Reported' report interface. It displays a table with the following columns: Contract, Prime, Primary Project, Fed %, LTD Reported Contract Amount, Contract Amount Not Yet Reported, DBE Credit Not Yet Reported, Execution Date, and Completed Date. The data rows are as follows:

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

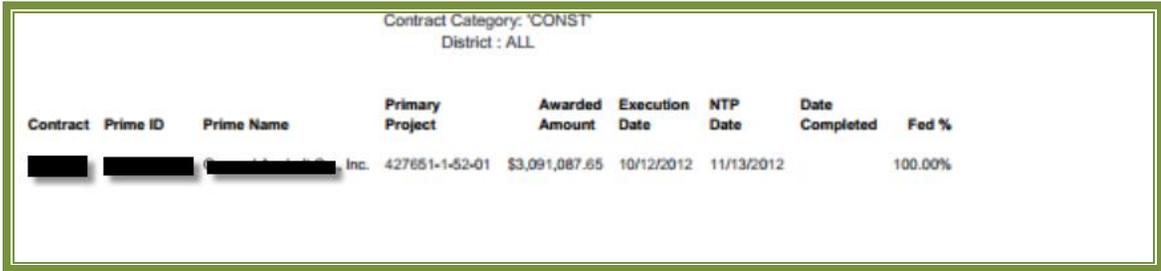
A red arrow points to the 'LTD Reported Contract Amount' column in the third row.

To run the report, complete the following steps:

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

## RCS Interface

- 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	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
- ✓ 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.

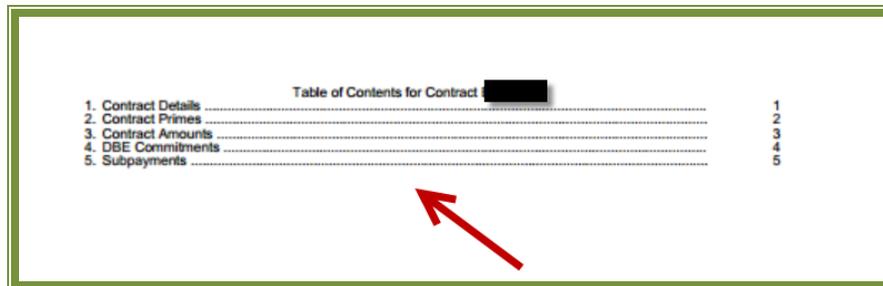


Table of Contents for Contract [REDACTED]	
1. Contract Details .....	1
2. Contract Primes .....	2
3. Contract Amounts .....	3
4. DBE Commitments .....	4
5. Subpayments .....	5

To run the report, complete the following steps:

- ✓ Enter Contract ID
- ✓ Click Submit

## RCS Interface

**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

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] [REDACTED] Tier - 01							
237310 - Highway, Street, and Bridge Construction	336 - ASPHALT RUBBER BINDER	12/13/2012	\$2,000.00		0.23%		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

## RCS Interface

**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%	11/3/2012
\$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

**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 subawards amount	\$3,609.90		11/28/2012

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	\$887,344.78	\$0.00	\$887,344.78	\$0.00	\$0.00	\$0.00

To run the report, complete the following steps:

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

## RCS Interface

**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					
Payment Date: 10/22/2012 Service From: 09/17/2012 Service To: 10/21/2012 Work Complete:   Final Payment: N					
Total Payment Amount: \$10,730.00 Retainage Amount: \$0.00 Zero Payment Reason:					
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:   Final Payment: N					
Total Payment Amount: \$2,935.28 Retainage Amount: \$0.00 Zero Payment Reason:					
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:   Final Payment: N					
Total Payment Amount: \$10,827.42 Retainage Amount: \$0.00 Zero Payment Reason:					
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:   Final Payment: N					
Total Payment Amount: \$5,465.35 Retainage Amount: \$0.00 Zero Payment Reason:					
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:   Final Payment: N					
Total Payment Amount: \$9,710.91 Retainage Amount: \$0.00 Zero Payment Reason:					
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:

- ✓ 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.

NAICS	Certification Status	Certification Begin Date	Certification End Date
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)