

EOC (Equal Opportunity Compliance) Quick Reference/Tips

EOC Access

Prime Contractors/Consultants: Submit (1) EOC access form, (2) AUA form and (3) complete computer security awareness CBT.

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

Local Agency & MPOs: Submit (1) EOC local agency form, (2) AUA form and (3) view and complete computer security awareness CBT.

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

FDOT Employees (DCCM, Regular RCS and Report Users): Submit the AARF (Automated Access Request Form) and select EOC role.

Link to EOC Application

<https://fdotwp1.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/LogIn?ReturnUrl=%2fEqualOpportunityCompliance%2fAdmin%2fAdminHome.aspx>

The EOC Training

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



Tip: A user cannot have two different roles in EOC at the same time such contractor & RCS. The only exception is **Super RCS** who is both a regular RCS and LAP RCS in EOC.

EOC Password Resets

If user password has been revoked, it means password needs to be reset. EOC Password resets should be sent to the **FDOT Service Desk & CO Security**.

Email address to the FDOT/CO security is fdot.servicedesk@dot.state.fl.us & co.security@dot.state.fl.us

Tip: EOC passwords are RACF/Mainframe based; therefore, only FDOT security can reset them. EOC Passwords expire every 65 days. When contacting the FDOT/CO security for resets, provide them with your userid and ask them to reset your **mainframe** password.

**NO SHARING OF EOC USERIDS AND
PASSWORDS. IT IS AGAINST FDOT
SECURITY POLICY.**

Legend

AUA: Acceptable Use Agreement

CBT: Computer Based Training

RCS: Resident Compliance Specialist

DCCM: District Contract Compliance Manager

LAP: Local Agency Project

DBE COMMITMENTS - Anticipated DBE Participation (reference graphic 1.3 on graphics page)

How to Submit Commitments

How to Submit with DBEs

- ✦ Select **DBE Commitment** tab->
- ✦ Enter contract# in contract box->
- ✦ Click **Get Contracts** button->
- ✦ Select the name of the Sub->
- ✦ Click **Add New Commitment** ->
- ✦ Enter NAICS code/ Specialty code & DBE Commitment amount->
- ✦ Select the **Submit** box and **Save**->

NAICS: Select NAICS | Specialty Code: Select Specialty | Commitment Amount: [input field]

Submit Date: N/A | Date Reported: N/A | Status: IN-WORK | DBE Credit: N/A

Submit: | Contract Category: CONSTRUCTION

No DBEs to Submit

- ✦ Select **DBE Commitment** tab->
- ✦ Enter contract# ->
- ✦ Click **Get Contracts** button->
- ✦ Select Sub for contract->
- ✦ Select the **Submit with Zero DBE Commitments** button->

There are NO Sub Agreements for the Selected Contract

Submit with Zero DBE Commitments

Local Agency Contract Availability in EOC

EOC is an Enterprise application that pulls Local Agency data from an application called **GAP**.

The following information needs to be present in **GAP** in order for a LAP project to be available in EOC:

- ❖ **Local Agency Contract number**
- ❖ **Prime Name and Federal Tax id #**
- ❖ **Local Agency Contract Execution date**
- ❖ **Contract dollar Amount**

Tip: This information needs to be entered by the **Local Agency** in **GAP**. If any of this data is missing in **GAP**, then the local agency project will not be available in EOC for the prime to report commitments and payments.

TIP: Submission of **DBE commitments** is only **APPLICABLE** to **DBE Subcontractors** and **Subconsultants**.

~First setup the DBE Sub in the **sub agreements** tab prior to reporting DBE commitments in EOC.

~Contractors/Consultants that are DBEs are required to report DBE commitments & payments for themselves as the Prime in EOC

*If Contractor/Consultant is not using DBEs on the project, they are required to indicate in EOC by selecting the **Submit with Zero DBE Commitments** button.*



Revise DBE Commitment already submitted

Note: Prime can create a new commitment record with a **negative same amount** to zero it out and start over. E.g., if you have a record with a commitment of \$500, create a negative **\$-500** commitment to zero out. OR, create a new commitment record with **+/-** dollar amount (the difference) to adjust the original entry. Stay consistent with the **NAICS** and **Specialty** codes.

PAYMENTS (reference graphic 1.4 on graphics page)

Payments in EOC

All DBE payments must be reported by contractors/consultants in EOC soon as payments are made to subs & prime.

Remember: Payments are required for both **DBE and MBE** subs. If prime contractor has subs that are neither a DBE nor MBE, it is entirely optional to the contractor to report.

Payment Submission

- ✚ Click **Sub payments** tab->
- ✚ Select **Add New Sub Payment**->
- ✚ Enter contract# ->
- ✚ Click **Get Contracts** button->
- ✚ Select Sub ->
- ✚ Enter *payment summary* information->
- ✚ Select **Add Payment Detail** if sub is **DBE** -> (**only applicable to DBE subs for DBE credit**)

Revise/Delete a Payment

- ✚ Click **Sub payment** tab->
- ✚ Select **Maintain Sub Payment**->
- ✚ Enter contract# & select **Get contracts** button->
- ✚ Select sub ->
- ✚ Revise *total payment amount* and click **add payment detail** to revise **DBE credit amount** if sub is a DBE->

Note: You can also create a new payment record with +/- dollar amount (the difference) to adjust the original entry. Stay consistent with the **NAICS and Specialty** codes.

Release Retainage

Retainage is released when a final payment is made. If your retainage total *to date* is worth \$300; to release it, do the following:

- ✚ Select **Sub Payments**->
- ✚ Select **Add New Sub Payments**->
- ✚ In the **payment summary**, for **retainage amount**, enter a **negative amount \$-300**->
- ✚ In **total payment amount**, enter **positive amount \$+300** -> Enter **Payment detail** to get DBE credit for the payment.

Payment Warnings

DBE commitments **must** be entered **before** DBE payments. The **NAICs** code used on the commitment **must match** the NAICs code used on the payment. This applies to *DBE subs* as well as *DBE primes*.

Warnings

Warning: Commitment Amount needs to be entered

You must first enter a Commitment amount equal to or greater than this payment for the following NAICS :

Action Required:

NAICS: 238990 - All Other Specialty Trade Contractors

Commitment Credit Amount to Date: \$0.00 Payment Credit Amount to Date: \$3,000.00 Over Payment Amount: \$3,000.00

Commitment Status	Specialty Code	Commitment Credit Amount	Last Updated Timestamp	Submit
TOTAL COMMITMENT AMOUNT TO SUBMIT		\$3,000.00		

Back to commitment screen

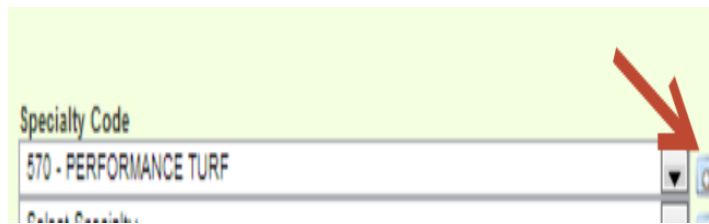
MyFlorida.com



BIDDER OPPORTUNITY LIST (reference graphic 1.2 on graphics page)

Tip: The purpose of the Subcontractor Contacts is for the Bidder Opportunity list. It is like address book that can be reused in the future as it stores your subs and their work types that you initially setup and those that you later add.

Tip: The **Magnifying glass** in the Bidder Opportunity section in EOC enables user to search specialty code (work type) by description if they do not know the codes.



After Submission of Bidder Opportunity

Users can view what they have submitted for their bidders list by running the **Bidder Opportunity report** located in the reports tab in EOC.

Bidder Opportunity List Submission

Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

Note: All new Primes submitting a Bid will need to apply for the EOC userid and password. The Bidder Opportunity list submission in EOC closes after **90 days** from contract execution. This means that EOC will not allow user to submit their bidder opportunity after 90 days from the time the contract was executed. The sooner you submit the better!

Code	Description
020000	PROJECT DEVELOPMENT & ENVIRONMENTAL(PO&E) STUDIES
030000	HIGHWAY ROADWAY DESIGN
030100	MINOR HIGHWAY DESIGN
030200	MAJOR HIGHWAY DESIGN
030300	CONTROLLED ACCESS HIGHWAY DESIGN
040000	HIGHWAY BRIDGE DESIGN
040101	MISCELLANEOUS STRUCTURES
040102	MINOR BRIDGE DESIGN
040201	MAJOR BRIDGE DESIGN CONCRETE
040202	MAJOR BRIDGE DESIGN STEEL
040203	MAJOR BRIDGE DESIGN SEGMENTAL
040301	COMPLEX BRIDGE DESIGN CONCRETE
040302	COMPLEX BRIDGE DESIGN STEEL
040400	MOVABLE SPAN BRIDGE DESIGN
050000	BRIDGE INSPECTION

NOTE: If you don't have your login information during submission of letter of interest, proceed with submitting your letter. As soon as you receive your EOC userid and password, please submit your Bidders list in EOC ASAP.

Tip: The Work types displayed in the Bidder Opportunity tab pulls ALL codes from the specialty code table. At this point, EOC does not look at whether sub is certified in a specific code.

You can add subs from the Bidder Opportunity section to setup your Sub Agreements in EOC.

GRAPHICS EOC REFERENCE PAGE

1.2 EOC LOGIN PAGE

EQUAL OPPORTUNITY COMPLIANCE

FDOT Disclaimer

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

Account Information

For more information about EOC
[Help](#)

[I do not have a User Id](#) [Change Password](#)

User ID:

Password:

1.2 BIDDER OPPORTUNITY SCREEN

Contractor | Bidder Opportunity Proposal Search

Step 1: Select a Proposal

Enter a Proposal ID OR Select a Proposal Category and select any of the optional fields (Start Dates, End Dates, District) to search the available Proposals.

Proposal ID / LAP Agreement ID:

- OR -

Proposal Category:

Begin Advertise Date: End Advertise Date:

District:

To Edit an Existing list, choose selection criteria and select proposal from list.

Show Me:

Proposals with Un-Submitted Bidder Opportunity List

All Proposals

You do not have any existing Bidder Opportunity Lists based on the criteria selected.

1.3 DBE COMMITMENTS SCREEN

Contractor | DBE Commitments

Step 1: Select Contract

Step 2: Select Sub Agreement for Contract: E4M59

Step 3: Maintain Commitment Details for Sub Agreement with: COMPLETE HIGHWAY IDENTITY INC

Show Commitments with Status:

Action	NAICS	Specialty Code	Commitment Amount
No Change	<input type="text" value="237310 - Highway, Street, and Bridge Con"/>	<input type="text" value="700 - HIGHWAY SIGNING"/>	<input type="text" value="\$121,805.51"/>
<input type="checkbox"/> Delete	Submit Date: 11/30/2012 Date Reported: 12/4/2012	Status: READY TO INCLUDE INTO REPORT	DBE Credit: \$121,805.51
Submit: <input checked="" type="checkbox"/> Contract Category: <input type="text" value="CONSTRUCTION"/>			

1.4 PAYMENT SCREEN

Contractor | Add New Sub Payments

Step 1: Select Contract

Step 2: Select Sub Agreement for Contract: E4M59

Step 3: Add New Payment Information for Sub Agreement with: COMPLETE HIGHWAY IDENTITY INC

Contract ID: E4M59 Sub: COMPLETE HIGHWAY IDENTITY INC Tier: SUB TIER 1 Hired By: COMMUNITY ASPHALT CORP.

Payment Summary

Payment Date: Work Performed Begin Date: Work Performed End Date:

Work Complete Date: Zero Dollar Payment Payment Type:

Total Payment Amount: Zero Payment Reason:

Retainage Amount:

 [Select SIM Pay Estimate](#)