



EQUAL OPPORTUNITY
COMPLIANCE



EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM PRIME CONTRACTOR/CONSULTANT USER MANUAL



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INTRODUCTION

The Equal Opportunity Compliance (EOC) is a web based application designed to manage the DBE Program and ensure compliance of DBE/MBE reporting. The EOC contractor/consultant module is for **Prime contractors and consultants** statewide to report their **Bidder Opportunity List, DBE Commitments, and DBE/MBE Subpayments**. The Prime contractor/consultant is responsible for DBE/MBE reporting on **Construction, Maintenance, Professional Services and Local agency contracts**.

Once the Prime contractor/consultant is awarded a FDOT contract, the diagram below provides a quick snapshot of the sequence of steps they are required to perform in order to be compliant in EOC.



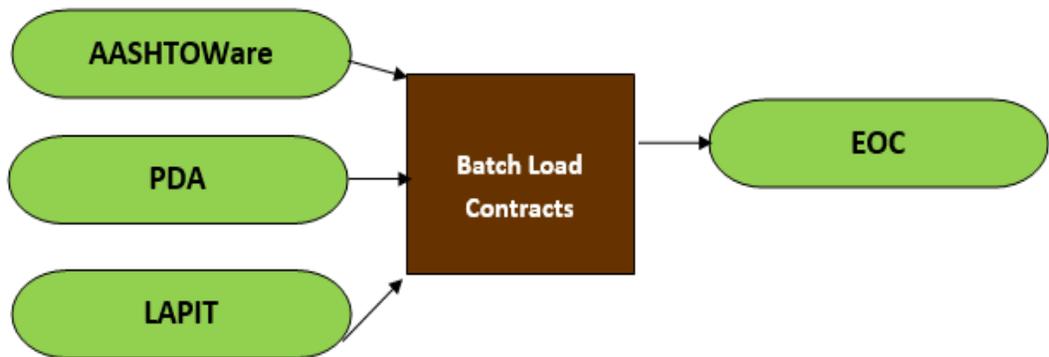
The purpose of this manual is to provide information for **contractor/consultant** users on how to use the EOC system in submitting Bidders Opportunity List, DBE Commitments and DBE/MBE Payments. Items discussed in the manual include:

- **Brief overview of how contracts get into EOC**
- **Request EOC Access**
- **Create Bidders opportunity list & Subcontractor list**
- **Create Sub agreements**
- **Create DBE commitments(i.e. Anticipated DBE Participation)**
- **Report DBE/MBE payments (new payments, revise existing payments, retainage etc.)**
- **Report DBE commitments and payments with 60% material supplier code**
- **Local Agency contracts**
- **Run Adhoc EOC reports**

1. BUSINESS FLOW OF CONTRACTS IN EOC

Contracts in EOC get imported into the application by batch programs that run nightly. These batch jobs add and update contracts from the following three enterprise applications which are **AASHTOWare**, **PDA** and **LAPIT**.

- **AASHTOWare:** source for Construction/Maintenance contracts
- **PDA:** source for Professional Service contracts
- **LAPIT:** source for Local Agency contracts



2. EOC ACCESS

Prime contractors/consultants that need to apply for a EOC **new account** will need to **complete 3 items**:

- (1) EOC access form
- (2) User Agreement form
- (3) View the computer security awareness CBT and send certificate

The forms can be accessed at the link below:

<https://www.fdot.gov/equalopportunity/eoc.shtm>

Please complete the items and send to EOOHelp@dot.state.fl.us.

Note: All Prime Contractors and Consultants are required to complete the Computer Security Awareness Training course **annually**. This is applicable to users that have an existing EOC account.

3. BIDDER OPPORTUNITY LIST

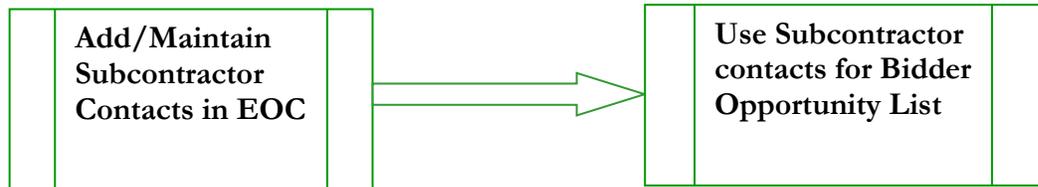
Bidder Opportunity List is a list of vendors that you often get quotes for your bidding. Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

NOTE: The Bidder Opportunity submission in EOC closes after **90 days from contract execution**, this means that EOC will not allow users to submit their Bidder Opportunity after 90 days from the time the contract was executed.

Before setting up your bidder's opportunity list, your first step is to setup your **Subcontractor contacts** list. The **Subcontractor contact** list is more like a black book or address book that enables the user to setup their Subcontractors or Sub-consultants for their Bidders list.

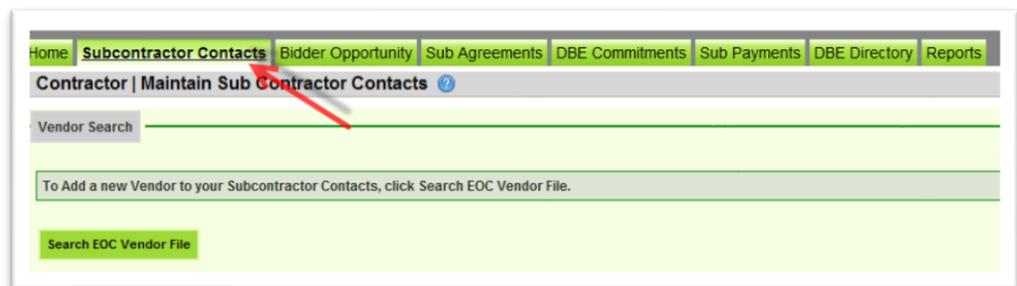
NOTE: Once you setup your subcontractor contact list, you can reuse it for other bids in the future. You don't have to set them up again.

3.1 SET UP SUBCONTRACTOR CONTACTS

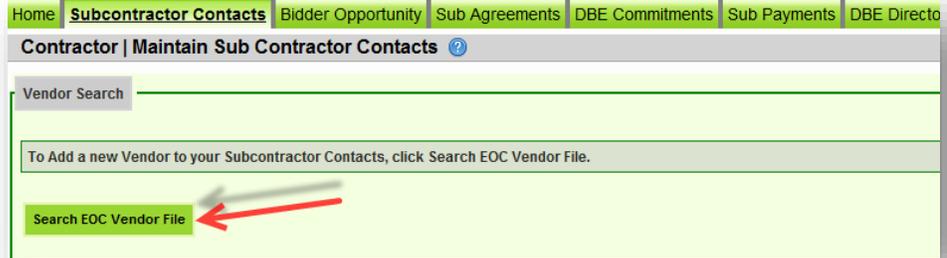


To setup your Subcontractor Contacts, perform the following steps:

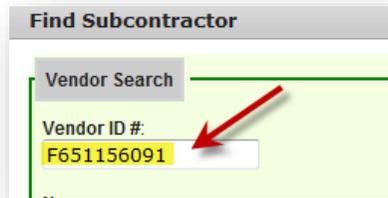
- Click the **Subcontractor Contacts** tab



- Select **Search EOC Vendor File** button



- Enter either the Vendor ID or Vendor Name. When searching by Vendor ID; put an **F** at the beginning of the vendor id# (e.g. **F123456789**)



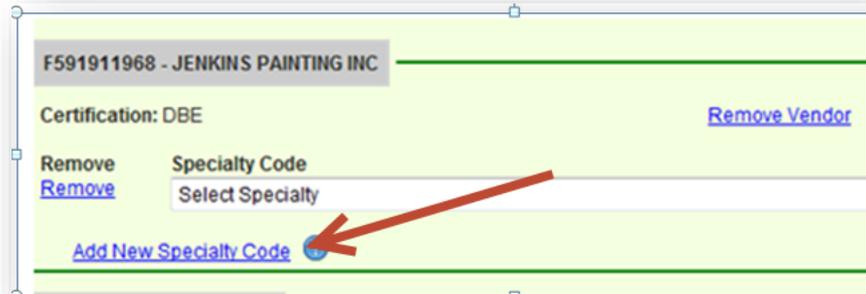
- Next, click the **Search EOC Vendor File** button or **Extended Search of Master Vendor** button
- Click **Select** beside the desired firm



- Select the **Add Selected Vendors** button



- To add the Specialty Code (type of work), Select the **Add New Specialty code** link, choose the desired Specialty code from the drop down box.



- Click the **Save** button when done

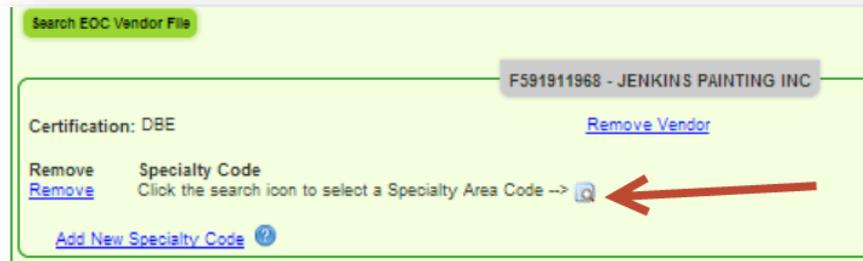


- You will get a notification that your contacts have been added. Click **Ok** when done.

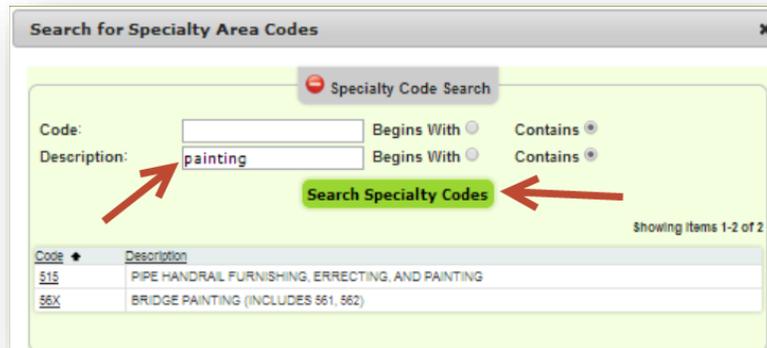


NOTE: You can also select the specialty code by clicking the *magnifying glass* to search the code by description.

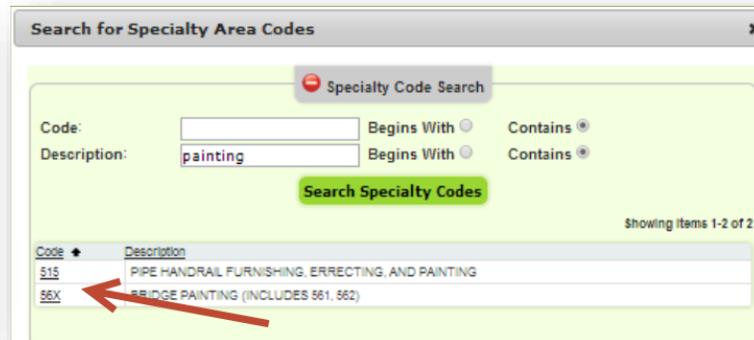
- ❖ **Side note:** To use the Magnifying glass to select the specialty code, perform the following steps->
 - Select the magnifying glass icon



- Enter description in the description box. Next, click the **Search Specialty codes** button.



- Select the desired code when it populates.

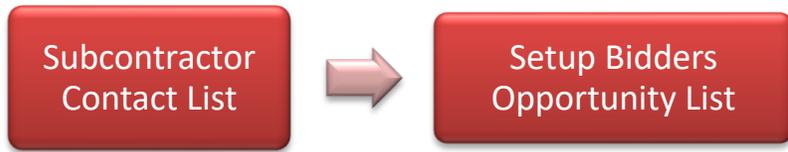


- Click the **Save** button when done.



3.2 SET UP BIDDERS OPPORTUNITY LIST

After setting up your **Subcontractor Contacts list**, you can proceed to the Bidders List tab. This section will show you how to report your Bidder opportunity list.



- Enter **proposal Id** in the proposal id box. You can also search by using proposal category drop down to select the Contract category, advertise dates and district fields.

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 (Required):

- OR -

Proposal Category (Required): CONSTRUCTION

Begin Advertise Date:

End Advertise Date:

District: ALL

- Next, click the **Search** button
- A set of proposal Ids is displayed, **click** on the desired proposal Id

proposal ID	Advertise Date	Description
A1234	9/26/2010	description
D4180	6/22/2005	SR-736/Davie
E1C13	2/28/2001	SR 45 (US 41)
E1C30	4/26/2001	MINI-REHAB (
E1C34	4/26/2001	SCOUR COUN

First Page 1 2 3 4 5

- Select the **Add Subcontractors** button on the proposal summary screen.

Proposal Summary for Proposal: A1234 - description

Advertisement Date:	9/26/2010
Total Number of Subs:	0
Total Number of DBEs:	0

Add Subcontractors ?

Submit with No Subcontractor

NOTE: If you don't have Subcontractors, select the **Submit with No Subcontractor** button.

- After selecting **Add Subcontractors** button, you will notice that the Subcontractors that you setup in your **Subcontractor Contacts** tab page will be displayed.

Home | Bidder Opportunity | Sub Agreements | DBE Commitments | Sub Payments | DBE Directory | Subcontractor Contacts | Reports

Contractor | Bidder Opportunity | Create New Bidder Opportunity List

[Back to Proposal Search](#)

Proposal Summary for Proposal: E1B86 - Highlands County

Advertisement Date:	11/23/2000
Total Number of Subs:	0
Total Number of DBEs:	0

Add Subcontractors ?

Submit with No Subcontractor

Step 1: Select Subcontractor(s)

The Selected Subcontractors list can be populated from the Subcontractor Contacts or by searching the master vendor file by Vendor ID or Name and selecting from those results.

Search Master Vendor File

Select from Subcontractor Contacts

F593685527 - ANGCO INC	<input type="button" value="+"/> <input type="button" value="-"/>	Selected Subcontractor(s)
F591911968 - JENKINS PAINTING INC		

- Select the desired sub and click the **plus** arrow () to add it. -> **(Helpful tip: To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add)**

Select from Subcontractor Contacts

F200531542 - PAUL PATRICK ELECTRIC INC	<input type="button" value="+"/> <input type="button" value="-"/>	Selected Subcontractor(s)

Continue **Reset**

- Click the **Continue** button

- Click the **Save and Submit to FDOT** button when done and ready to submit to FDOT. However, if you are not ready to submit to FDOT but would like to save, click the **Save Do Not Submit to FDOT**.

- Click **Ok** when confirmation message displays.



NOTE: If you clicked the **Save Do Not Submit to FDOT**, the proposal will still appear in your unsubmitted list. You can make edits to it.

Proposal ID	Advertise Date	Description
E1D83	10/2/2003	US 27

- To view and print your Bidders List submission, you can run the **Bidder Opportunity List Report** located in the Reports tab.

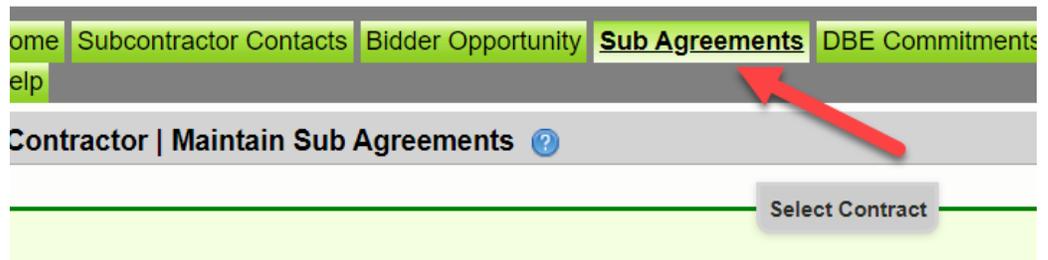
4.0 SETUP SUBAGREEMENTS

The **Sub agreement tab** in EOC is where the subcontractor(s)/subconsultants(s)/DBE primes are setup in preparation for DBE commitments, DBE/MBE payments reporting. The diagram below outlines the basic process flow of steps the user needs to accurately do their reporting in EOC.



To setup your Sub agreements, perform the following steps:

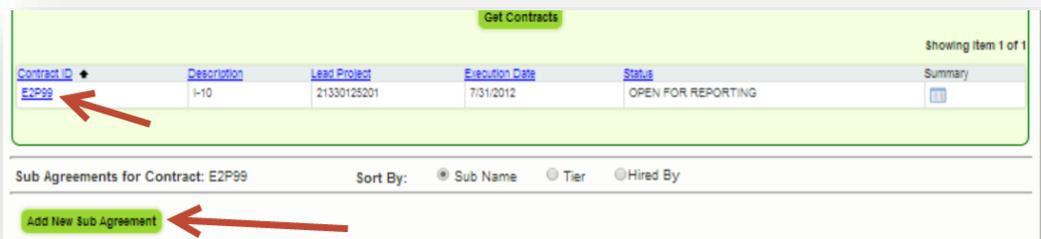
- Select the **Sub Agreements** tab



- Enter the **contract Id** in the contract id box



- Click the **Get Contracts** button
- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop-down box

NOTE: Tier level defaults to 1st tier; select the tier level by selecting the **drop-down** arrow on the tier level. 1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc.). Select **Prime** when the **prime is a DBE** as they have to set themselves as a Sub for DBE reporting.

- Next, click **Select Sub** button to add your Sub

- You can search by either the Vendor ID # or the Name of the desired Sub. If the Vendor ID is used, it must be fully entered beginning with an **F** at beginning. (A partial name may be entered and either *Begins With* or *Contains* must be selected).

- Click on the **EOC Vendor File** search button. If firm doesn't populate, then click on the **Extended Search of Master Vendor** button

- Choose the vendor by clicking **Select**

Available Vendor(s):

Select	Vendor ID ↑	Vendor Name
Select	F650469324	A2 GROUP INC

- Click the **Save** button when done



5.0 DBE COMMITMENTS IN EOC

After the **Sub agreements** have been setup, proceed to reporting your DBE commitments. DBE Commitments must be entered **before** DBE payments for a DBE firm with a particular NAICS code in EOC. A DBE commitment is the DBE subcontract amount of work performed by DBEs. Prime contractors/consultants that are **certified DBEs** are required to report DBE Commitments and Payments for work performed by their own workforces in EOC. This applies to amendment(s) dollars received. **Failure to timely input DBE commitment information into the EOC system will adversely impact the DBE commitment letter grade(s) for your firm. DBE Letter Grades are based on what the Prime reports under the DBE commitment tab.**

NOTE: DBE Commitment reporting is only applicable to **DBE Subs and DBE Primes**.



5.1 REPORT A DBE COMMITMENT

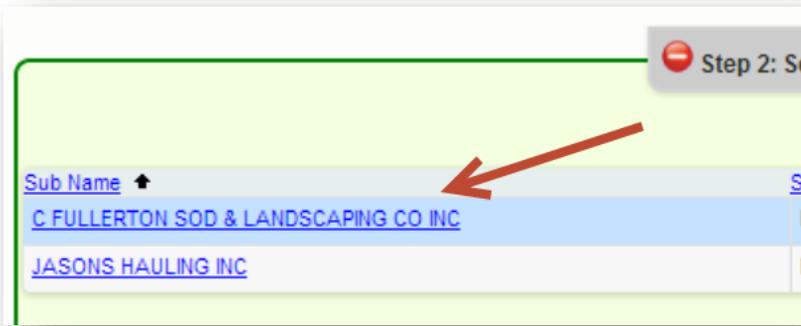
- ❖ To report a DBE Commitment, perform the steps below:
 - Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).



- Enter **Contract id** in the contract id box (you can also use contract category to locate your contract). Next, click **Get Contracts** button.



- Select **Sub** by clicking on the name



- Click the **Add New Commitment** button.

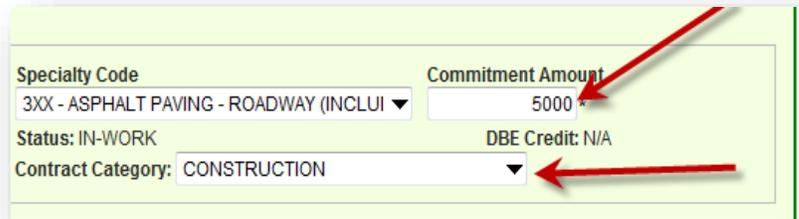


- Select the work type Sub is performing by picking **NAICS** from the NAICS dropdown and **Specialty code** from the Specialty code drop down.



NOTE: The **NAICS** is the work type the firm is certified to do work. If you don't know the type of work that the Sub is performing on the project, please contact your project manager as you will need it for DBE Commitments and DBE Payment reporting.

- Next, enter the **commitment amount** in the commitment box and select the contract category to choose the type of contract.



- Select the **Submit** checkbox

Add New Commitment

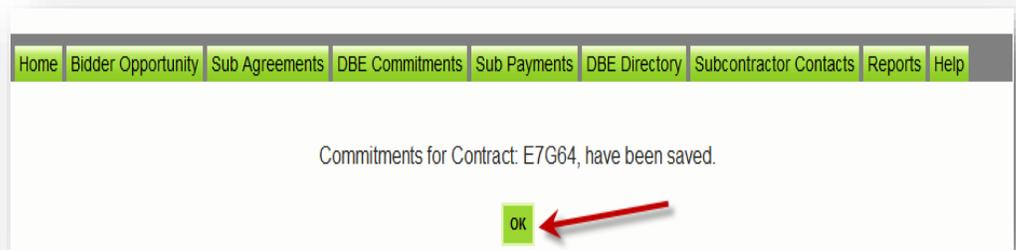
Action	NAICS	Specialty Code	Commitment Amount	Details
No Change	238990 - All Other Specialty Trade Contractor	530 - RIPRAP	\$3,000.00 *	
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: UNSUBMITTED BY PRIME VENDOR	DBE Credit: \$3,000.00
	Submit: <input type="checkbox"/>		Contract Category: CONSTRUCTION	

Required fields are marked with *

- Click **Save** button



- Click **OK** when confirmation that sub has been saved is displayed



- To view or print out the DBE commitments you have submitted, proceed to the report section and run the **Contract Commitment details** report.

Reports

Report Menu

- Bidder Opportunity
 - [Bidder Opportunity List Report](#)
- Contract
 - [Contracts Not Reported](#)
 - [Contracts Not Reported Active](#)
 - [Contract List Report](#)
 - [Contract Profile Report](#)
 - [Commitment Payment Comparison Report](#)
- DBE Commitments
 - [Contract Commitment Details Report](#)

Report Criteria for the Contract Commitment Details Report

Contract ID: *

Good Job! You have just reported your DBE commitment(s)



5.2 REVISE A DBE COMMITMENT

If you need to increase or decrease an existing **DBE commitment** that has already been submitted, user will need to create a **new commitment with an adjustment amount (i.e. difference)**. Also if the DBE is no longer on the project, then user will have to create new commitment with a **negative amount** to zero out the DBE commitment.



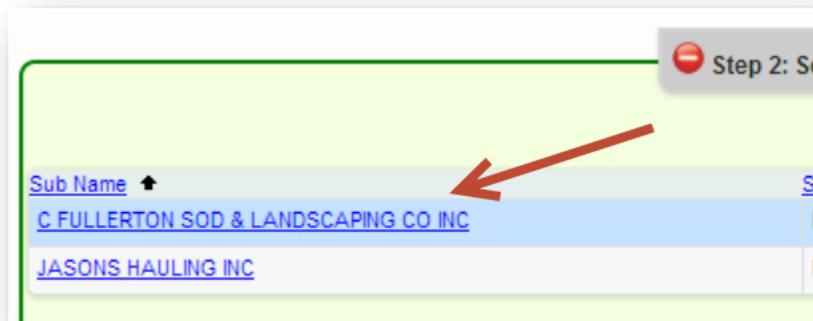
- ❖ To revise a DBE commitment, perform the steps below:
- Click on the **DBE Commitments** tab



- Enter **Contract id** in the contract id box. Next, Click **Get Contracts** button



- Select **Sub**



- Click the **Add New Commitment** button

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>		DBE Credit: \$80,000.00
		Contract Category: CONSTRUCTION	

- Select the same **NAICS** and **Specialty** code as the record being adjusted so changes are reflected correctly. Next, enter the **adjusting DBE Commitment amount**. (E.g. Amount will be negative if you need to void (cancel) it out; if you need to decrease/increase it, enter difference.)

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	-80,000*
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input type="checkbox"/>		DBE Credit: N/A
		Contract Category: CONSTRUCTION	

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>		DBE Credit: \$80,000.00
		Contract Category: TRK - TRUCKING FIRMS	

- Select the **Submit** checkbox and click **Save**

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	-80,000*
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input checked="" type="checkbox"/>		DBE Credit: N/A
		Contract Category: CONSTRUCTION	

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
<input type="checkbox"/> Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>		DBE Credit: \$80,000.00
		Contract Category: CONSTRUCTION	

Save **Reset**

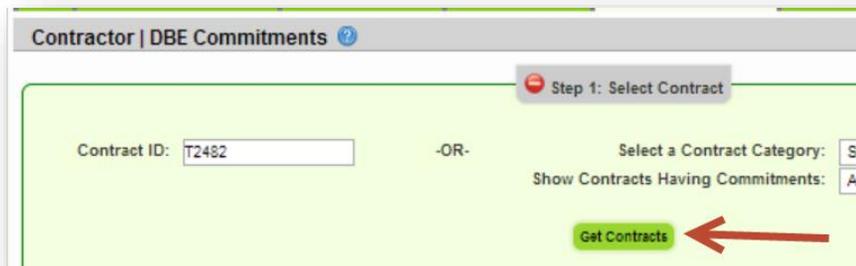
5.3 REPORT ZERO DBE UTILIZATION

If prime **is NOT** using any DBE subcontractors/sub-consultants on your project, they are required to indicate in EOC by selecting the **Submit with Zero DBE commitment** button in EOC. See below steps:

- Click the **DBE Commitments** tab and enter contract id in the contract box



- Next, Click **Get Contracts** button

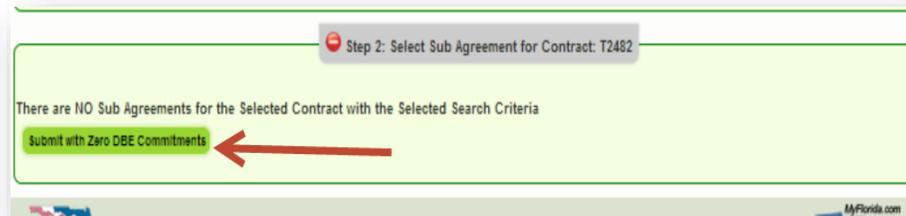


- Select the contract id by clicking on it



Contract ID	Description	Lead Project	Execution Date	Status	Summary
T2482	SR 9A (I-295)	20916875001	8/7/2013	OPEN FOR REPORTING	

- Next, select the **Submit with Zero DBE Commitments** button as shown below



- Confirmation that sub has been saved is displayed, Click **OK**

NOTE: If you get DBE Subs on the project in future, you can always setup your sub agreements and then report your DBE Commitment.

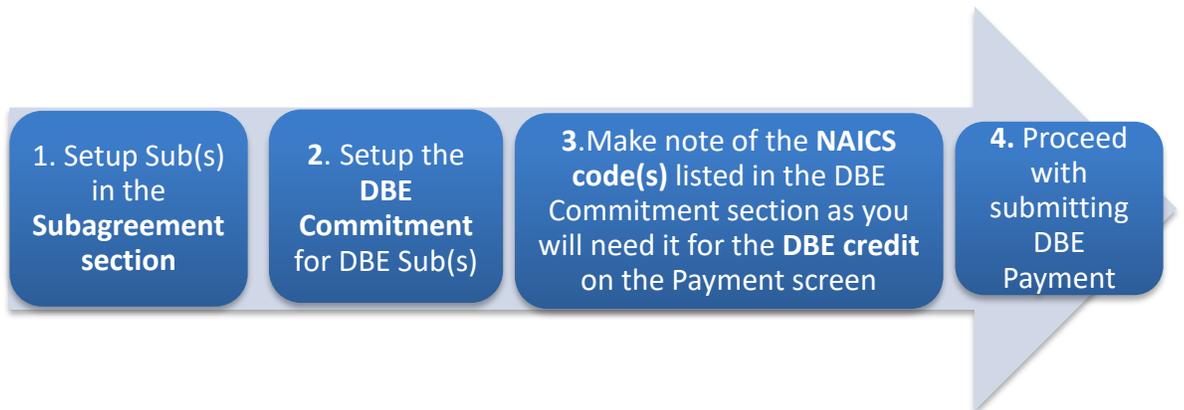
6.0 PAYMENTS

Once the prime pays their subcontractor(s)/subconsultants(s), they need report the payment(s) accordingly in EOC. Payment reporting in EOC is for **DBE and MBE subcontractor(s)/subconsultants(s)**.

6.1 REPORT A DBE SUBPAYMENT

DBE commitments must be entered **before** DBE payments for a DBE firm with a particular **NAICS** code in EOC. Below is a set of instructions that will guide you on how to report your DBE sub payments.

DBE Payment Housekeeping



- Select the **Sub payments** tab
- Select **Add New Sub payments**



- Enter **Contract ID** in the contract id box (OR, you can also use Contract Category drop down to search)

- Click the **Get Contracts** Button



- Select **Contract id** by clicking on it

Add New Sub Payments

Step 1: Select Contract

Contract ID: E7G64 -OR- Select a Contract Category: Select Contract Category ...

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

Showing item 1 of 1

NOTE: The summary icon shown below gives a summary of the contract

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T4036	SR 845 (Powerline Rd) - Broward Co Line to Glades	22981215201	8/11/2004	OPEN FOR REPORTING	

Showing item 1 of 1

- Click on the name of the Sub

Sub Name	JENKINS PAINTING INC
--------------------------	----------------------

- The Payment Summary screen is displayed as shown below. Enter the details in the Payment summary.

- ❖ Below is a description of the payment fields. The fields with the asterisk* are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Next, click the **Add Payment Detail** button to add the **NAICS/Specialty codes** and **DBE credit amount**. Payment detail is where you claim the DBE credit on the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit**, in most cases it is the same as the total payment amount.



Make sure to use the **same NAICS and Specialty code** for both your **DBE commitments and DBE payments** reporting. **Tip:** Run the Contract Commitment details report to view the NAICS reported for the DBE Commitment.

- Click **Save** button when done



- A confirmation that payment has been saved will be received. Click **Ok**.



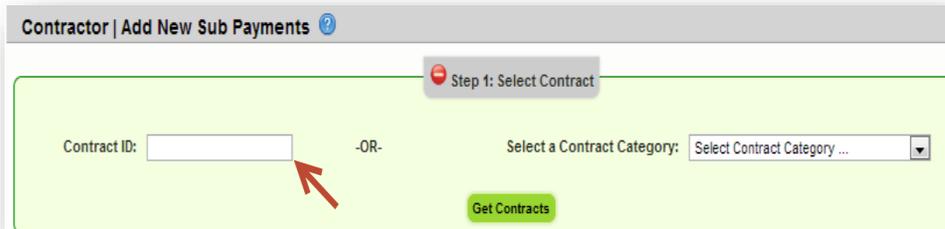
6.2 REPORT A NON-DBE SUBPAYMENT (MBE Sub only)

Once the prime pays their MBE **subcontractor(s)/subconsultants(s)**, they need report the subpayment(s) in EOC. Below is a set of instructions that will guide you on how to report your MBE Sub Payments.

- Select the **Sub payments** tab
- Choose **Add New Sub payments** option



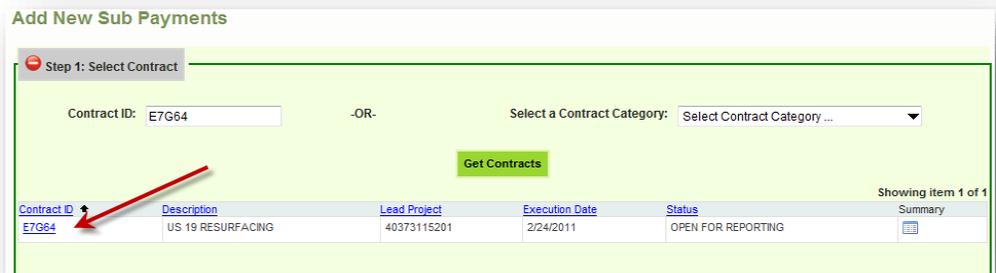
- Enter **Contract ID** in the contract id box (OR you can also use Contract Category drop down to search)



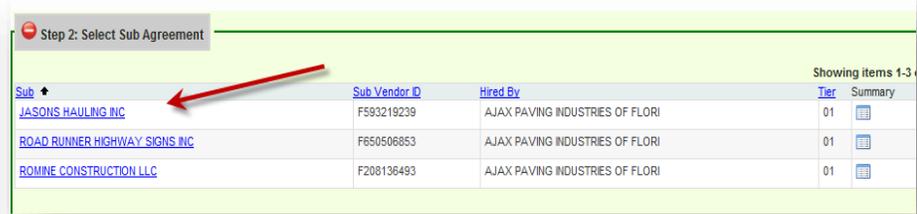
- Click the **Get Contracts** button



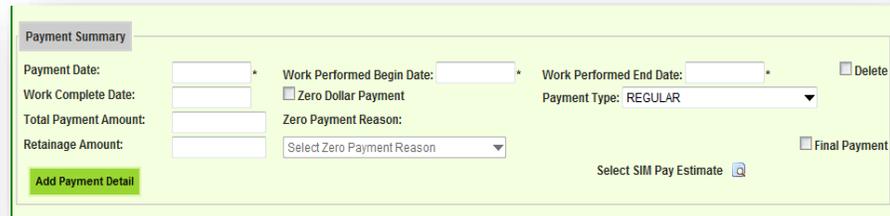
- Click on the **Contract id**



- Select the desired **Sub**



- The Payment Summary screen will display as below. Enter the details in the Payment summary.



- ❖ Below is a description of the payment fields. The fields with the asterisk* are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Click **Save** button when done
- A confirmation that payment has been saved will be received. Click **Ok**.



6.3 REVISE AN EXISTING DBE SUBPAYMENT

There are two ways a payment can be adjusted, one way is by using the **maintain option** and the second way is by **creating a new payment**.

Option 1: Using the Maintain Sub Payment

- Select the **Sub payments** tab
- Choose the **Maintain Sub payment**



- Enter **Contract id**, click **Get Contracts** and **select contract id**

The screenshot shows the 'Contractor | Maintain Sub Payments' page. The 'Step 1: Select Contract' section includes a 'Contract ID' field with the value 'T1588', an '-OR-' separator, and a 'Select a Contract Category' dropdown menu. A 'Get Contracts' button is visible. A table below shows one contract item with the following details:

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T1588	SR 93 (I-75)	41304225201	8/18/2014	OPEN FOR REPORTING	

- Click the Sub name

The screenshot shows the 'Step 2: Select Sub Agreement for Contract: T1588' page. It displays a table with the following data:

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING INDUSTRIES OF FLORI	01	
CONSOLIDATED PRODUCTIONS GROUP INC	F651045359	AJAX PAVING INDUSTRIES OF FLORI	01	

- Select the **payment date** of the record that you would like to make revisions/adjustments

Step 3: Select Payment Summary for Sub

Payment Date	Payment Amount	Retainage	Work Complete	Final Pa
12/7/2011	\$1,254.86	\$32.18		No
12/7/2011	\$873.91	\$22.41		No
12/7/2011	\$1,814.44	\$46.52		No
2/15/2012	\$1,814.44	\$46.52		No
8/10/2012	\$10,958.26	\$280.98		No

- The **Maintain Payment** Information screen is displayed.

Step 4: Maintain Payment Information for Payment Summary on: 11/3/2014

Contract ID: T1588 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INC

Before changes are made

Payment Summary

Payment Date: 11/3/2014 * Work Performed Begin Date: 10/1/2014 * Work Performed End Date: 10/10/2014 * Delete
 Work Complete Date: Zero Dollar Payment
 Payment Type: REGULAR
 Total Payment Amount: \$5,000.00 Zero Payment Reason: Final Payment
 Retainage Amount: Select Zero Payment Reason:
 Select SIM Pay Estimate

Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS: 238990 - All Other Specialty Trade Contrac Specialty Code: 102 - MAINTENANCE OF TRAFFIC DBE Credit Amount: \$5,000.00 * Details
 Comment: You have 300 characters left.

- To make changes to this record, e.g. to void this record, user will need to :
 - 1) **Clear out total payment amount**
 - 2) **Click *Add payment detail* to create a record with a **negative amount****; this will void the existing payment detail. See screenshots below-

AFTER

- Click the **Save** button



- Payment has now been voided (zeroed out)



Florida Department of Transportation
Contract DBE Payment Details
Contract : T1588
Prime : AJAX PAVING INDUSTRIES OF FLORI

NAICS Description	Specialty Area	DBE Credit Amount	Date Submitted	Date Reported	Current Status
C FULLERTON SOD & LANDSCAPING CO INC - F592654296	Tier: 01 Hired By: AJAX PAVING INDUSTRIES OF FLORI	DBE Credit: \$0.00			
Payment Date: 11/03/2014 Service From: 10/01/2014 Service To: 10/10/2014 Work Complete: Date Updated: 12/08/2014 Final Payment: N					
Total Payment Amount: \$0.00 Retainage Amount: Zero Payment Reason:					
238990-All Other Specialty Trade Contractors	102-MAINTENANCE OF TRAFFIC	\$5,000.00	12/08/2014	12/08/2014	READY
		-\$5,000.00	12/08/2014	12/08/2014	READY

- To print out the revisions you have submitted, you can run the **Contract Sub Payment Details** report located in the Report tab.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)
[Contracts Not Reported Active](#)
[Contract List Report](#)
[Contract Profile Report](#)
[Commitment Payment Comparison Report](#)

DBE Commitments

[Contract Commitment Details Report](#)
[Contracts With No Commitments Report](#)
[DBE Utilization Summary Report](#)
[DBE Utilization Detail Report](#)

Sub Payment

[Closed Contract Sub Payments Report](#)
[Contract Sub Payment Details Report](#)

Vendor

[Certification History Report](#)

Report Criteria for the Contract Sub Payment Details Report

Contract ID:

Begin Date:

End Date:

Option 2: Using the Add New Payment Option

- User can create a **new payment** of a **negative amount** to zero out an existing payment. If there is an existing payment of \$7,000 and user needs to delete it, user will create a new payment of **negative -\$7,000**.
- Create a **new payment** of **negative (-\$7,000)** for **total payment amount** and **negative (-7,000)** for the **payment detail** as shown below. This will zero out the payment.

Contractor | Add New Sub Payments

Step 1: Select Contract

Contract ID: T1588 -OR- Select a Contract Category: Select Contract Category ...

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T1588	SR 93 (L-75)	41304225201	8/18/2014	OPEN FOR REPORTING	

Showing item 1 of 1

Step 2: Select Sub Agreement for Contract: T1588

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING INDUSTRIES OF FLORI	01	
CONSOLIDATED PRODUCTIONS GROUP INC	F651045359	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-2 of 2

Step 3: Add New Payment Information for Sub Agreement with: C FULLERTON SOD & LANDSCAPING CO INC

Contract ID: T1588 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Add Payment Summary

Payment Summary

Payment Date: 12/08/2014 Work Performed Begin Date: 12/01/2014 Work Performed End Date: 12/05/2014 Delete

Work Complete Date: Zero Dollar Payment Type: REGULAR

Total Payment Amount: -7000 No Payment Final Payment

Retainage Amount: Select Zero

Select SIM Pay Estimate

Comment: You have 300 characters left.

Add Payment Detail

Payment Detail

Delete Submit NAICS: 238990 - All Other Specialty Trade Contrac Specialty Code: ITO - OWNER OPERATOR DBE Credit Amount: -7000

Comment: You have 300 characters left.

Save Reset

➤ The two payments of a **positive \$7,000** and a **negative \$-7,000** will zero out

C FULLERTON SOD & LANDSCAPING CO INC - F592654296 Tier: 01 Hired By: AJAX PAVING INDUSTRIES OF FLORI											
DBE Credit:	\$0.00										
Payment Date:	12/08/2014	Service From:	12/01/2014					ated:	12/08/2014	Final Payment:	N
Total Payment Amount:	\$7,000.00	Retainage Amount:						Zero Payment Reason:			
238990-All Other Specialty Trade Contractors		ITO-OWNER OPERATOR				\$7,000.00	12/08/2014	12/08/2014	READY		
Payment Date:	12/08/2014	Service From:	12/01/2014	Service To:	12/05/2014	Work Complete:		Date Updated:	12/08/2014	Final Payment:	N
Total Payment Amount:	-\$7,000.00	Retainage Amount:						Zero Payment Reason:			
238990-All Other Specialty Trade Contractors		ITO-OWNER OPERATOR				-\$7,000.00	12/08/2014	12/08/2014	READY		
Payment Date:	11/03/2014	Service From:	10/01/2014	Service To:	10/10/2014	Work Complete:		Date Updated:	12/08/2014	Final Payment:	N

Both the positive and negative payments zero out

6.4 REVISE AN EXISTING NON-DBE SUBPAYMENT

To revise a payment to a Non-DBE Sub you can use the delete checkbox. The steps below will assist you on how to delete a payment:

- Select the **Sub payments** tab
- Choose the **Maintain Sub payment**



- Enter **Contract ID**, click **Get contracts** and select **contract id number**



- Click the **Sub** name



- Select the **payment date** of the record to be adjusted

Step 3: Select Payment Summary for Sub Agreement with: SMITH FENCE COMPANY INC.

Showing item 1 of 1

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
12/8/2014	\$6,000.00			No	No	12/1/2014	12/4/2014

- Click on the **Delete** checkbox as shown below in the payment summary

Step 4: Maintain Payment Information for Payment Summary on: 12/8/2014

Contract ID: T1588 Sub: SMITH FENCE COMPANY INC. Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Payment Summary

Payment Date: 12/8/2014 * Work Performed Begin Date: 12/1/2014 * Work Performed End Date: 12/4/2014 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$6,000.00 Zero Payment Reason: Final Payment

Retainage Amount: Select Zero Payment Reason

Comment: Enter Comment You have 300 characters left.

Required fields are marked with *

Note: The Delete function only works when sub is a non-DBE and payment does not have a payment detail attached.

- Click **Save** button when done



6.5 RELEASE RETAINAGE FOR FINAL SUBPAYMENT

Retainage is the amount withheld from the sub. Retainage is entered in the retainage field as part of a payment entry. Retainage is released when user is making a **FINAL payment**.

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 1/1/2013 * Work Performed Begin Date: 1/2/2013 * Work Performed End Date: 1/9/2013 *
Work Complete Date: Zero Dollar Payment Payment Type: REGULAR
Total Payment Amount: 5000 Zero Payment Reason:
Retainage Amount: 52.00 Select Zero Payment Reason: Final Pay
Add Payment Detail Select SIM Pay Estimate

❖ To release your retainage, perform the following steps:

➤ Go to **Subpayments** and Select **New Payment**



➤ Enter your **contract id** in the contract id box

Step 1: Select Contract

Contract ID: E7G64 -OR- Select a Contract Category:

Get Contracts

➤ Select the **Sub**

Step 2: Select Sub Agreement for Contract:

Sub Name *	Sub Vendor ID	Hired By
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING II
JASONS HAULING INC	F593219239	AJAX PAVING II

- In the **retainage amount** box, enter the **retainage to date** as a **negative amount**. Next, enter the **positive amount** of the retainage in the **total payment amount** box as shown below:

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 01/01/2013 * Work Performed Begin Date: 01/03/2013 * Work Performed End Date: 01/04/2013 *
 Work Complete Date: Zero Dollar Payment Payment Type: REGULAR
 Total Payment Amount: 52 Zero Payment Reason:
 Retainage Amount: -52 Select Zero Payment Reason:

- Next, enter **work complete date** and mark the **final payment** check box

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 01/01/2013 * Work Performed Begin Date: 01/03/2013 * Work Performed End Date: 01/04/2013 * Del
 Work Complete Date: 01/10/2013 Zero Dollar Payment Payment Type: REGULAR
 Total Payment Amount: 52 Zero Payment Reason:
 Retainage Amount: -52 Select Zero Payment Reason: Final Payment
 Select SIM Pay Estimate

Add Payment Detail

- To get **DBE credit** for the retainage, click on the **Add Payment Detail** button and enter **DBE credit amount**. Click **Save**.

Add Payment Detail Select SIM Pay Estimate

Payment Detail

Delete Submit NAICS: 237310 - Highway, Street, and Bridge Constr Specialty Code: 200 - ROCK BASE DBE Credit Amount: 52
 Comment: You have 300 characters left.

NOTE: Once a user submits a final payment for a particular Sub agreement, they will no longer be able to submit further payments. However if they need to submit additional payments, they can **unmark** the final payment checkbox. To do so, they can refer to the next section that outlines on how to uncheck the Final Payment box.

6.6 UNCHECK THE FINAL SUBPAYMENT BOX

The final payment checkbox should be selected when users are submitting their **final** invoice. In instances where users need to **uncheck** the final checkbox, below are the steps outlined:

- Select the **Sub payments** tab
- Select **Maintain Sub payments**



- Enter **Contract ID** in the contract id box and click **Get Contracts** button

The screenshot shows the 'Contractor | Maintain Sub Payments' interface. It is divided into two steps. Step 1, 'Select Contract', has a 'Contract ID' field containing 'ESN05' and a 'Get Contracts' button. Below this is a table with one row: 'ASSET MAINTENANCE'. Step 2, 'Select Sub Agreement for Contract: ESN05', has a table with two rows: 'M.K. GUARDRAIL INC' and 'S. OF OSCEOLA INC./DBA. SEGLER INDUSTRIES'. Red arrows point to the 'ESN05' contract ID and the 'S. OF OSCEOLA INC./DBA. SEGLER INDUSTRIES' sub agreement.

Contract ID	Description	Lead Project	Execution Date	Status	Summary
ESN05	ASSET MAINTENANCE	42383617201	5/18/2009	OPEN FOR REPORTING	

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
M.K. GUARDRAIL INC	P200388101	DBI SERVICES, LLC	01	
S. OF OSCEOLA INC./DBA. SEGLER INDUSTRIES	F683201182	DBI SERVICES, LLC	01	

- Select the **Sub**

The screenshot shows the 'Step 2: Select Sub Agreement' interface. It displays a list of sub names: 'C FULLERTON SOD & LANDSCAPING CO INC' and 'JASONS HAULING INC'. A red arrow points to the 'C FULLERTON SOD & LANDSCAPING CO INC' sub name.

- Locate the payment that has **“Yes”** listed under **Final payment** column

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing Items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Select the **Payment date** accordingly

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing Items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Uncheck the **Final payment** box as shown below and Save

This Payment Summary cannot be edited unless Final Payment is unchecked and Payment Summary is saved.

Payment Date: 8/2/2012 * Work Performed Begin Date: 7/1/2012 * Work Performed End Date: 7/31/2012 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$58,932.88 Zero Payment Reason:

Retainage Amount: \$0.00 Select Zero Payment Reason:

Final Payment

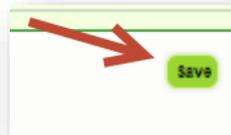
Payment Detail

Delete NAICS 237310 - Highway, Street, and Bridge Con Specialty Code 430 - PIPE CULVERTS DBE Credit Amount \$58,932.88

Submit Comment: CONV You have 298 characters left.

Uncheck

- Click **Save** button when done



7.0 REPORTING DBE PRIME COMMITMENTS & PAYMENTS

PRIME Contractors/Consultants that are **certified DBEs** are required to report DBE commitments and payments for work performed by their own workforces in EOC.

Example:

1. **DBE Prime self-performs (contract dollar amount is \$100,000):** If DBE prime gets awarded a FDOT contract of \$100,000 and **prime does not sub out the work** but **self-performs** on the entire project, then prime **would report 100%** of the amount as DBE commitment and payments as they get paid.
2. **DBE Prime subs out some of the work (contract dollar amount is \$100,000):** However, if the **DBE prime does sub out \$40,000 to a DBE/MBE** sub and **\$60,000 is self-performed** by the prime, **then prime will need to report the \$60,000** as a DBE commitment and payments as they get paid. Prime will also need to report the \$40,000 for the *DBE/MBE* Sub.
3. **DBE Prime subs out some of the work to non-DBE/MBE (contract dollar amount is \$100,000):** However, if the DBE Prime **does sub out \$40,000 to a non-DBE/MBE** sub and **\$60,000 is self-performed** by the DBE prime, then prime will only need to report the \$60,000 as a DBE commitment and payments as they get paid.

7.1 REPORTING DBE Commitment(s) IN EOC

NOTE: User needs to **first** setup up the PRIME in the SUBAGREEMENTS tab as follows:

- Select the **Sub Agreements** tab



- Enter the **contract ID** in the contract id box & Click the **Get Contracts** button



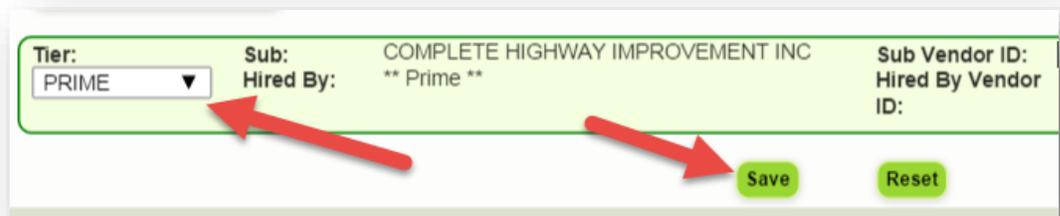
- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop down box and select **PRIME**



- Click the **Save** button



NOTE: After the Prime is setup in the Subagreements, proceed to the DBE Commitment tab to report the DBE commitment ->

- Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).



- Enter **Contract id** in the contract id box ->Next, click **Get Contracts** button.

Contractor | DBE Commitments ?

Step 1: Select Contract

Contract ID: E1J06 -OR- Select a Contract Category: CONSTRUCTION

Show Contracts Having Commitments: ALL

Get Contracts

Showing item

- Select the name of the sub

Step 2: Select Sub Agreement for Contract: E1L82-R0

Sub Name	Sub Vendor ID	Hired By
COMPLETE HIGHWAY IMPROVEMENT INC	F412051311	COMPLETE HIGHWAY IMPROVEMENT INC

- Click **Add New Commitment(1)**, select the **NAICS code(2)** from the NAICS dropdown and **Specialty code(3)** from the specialty code drop down. Next enter **commitment amount(4)** and select the **Submit checkbox(5)**.

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

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	237310 - Highway, Street, and Bridge Const	200 - ROCK BASE	300 *

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

Submit: Contract Category: MAINTENANCE

Save Reset

- Click **Save**

Save Reset

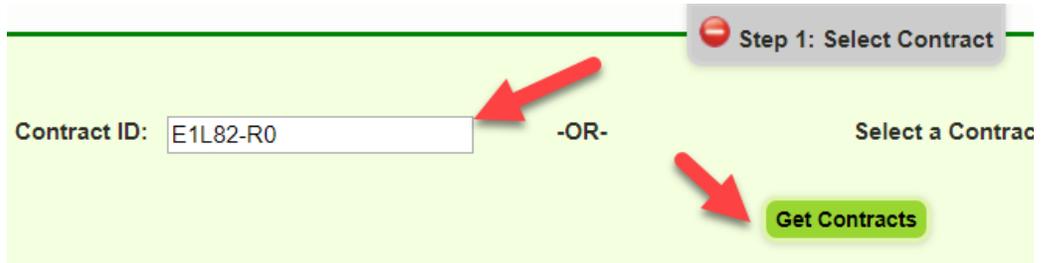
7.2 REPORT PRIME DBE PAYMENT

NOTE: After the DBE commitments are reported, once a payment is received, prime can report the DBE payments.

- Select the **Sub payments** tab and choose **Add New Sub payments**



- Enter **Contract id** in the contract id box and click the **Get Contracts**



- Select the **Contract id** by clicking on it

Contract ID	Description	Lead Project
E1L82-R0	ROADSIDE MOWING	42950717201

- Select the name

The screenshot shows a form titled 'Step 2: Select Sub Agreement for Contract: E1L82-R0'. It displays a table with one row of data. A red arrow points to the 'Sub Name' column.

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
COMPLETE HIGHWAY IMPROVEMENT INC	F412051311	COMPLETE HIGHWAY IMPROVEMENT INC	P	

Showing item 1 of 1

- Enter the details in the payment summary as below:
 - Enter **payment date, work complete** and **end dates**
 - Enter **Total payment** amount
 - Select the **Add Payment Detail** button, add **NAICS/Specialty codes**
 - Enter the **DBE credit amount**

Note: The Payment detail is where you claim the DBE credit for the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit**, in most cases it is the same as the total payment amount.

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

Contract ID: E1L82-R0 Sub: COMPLETE HIGHWAY IMPROVEMENT INC Tier: PRIME Hired By: COMPLETE HIGHWAY IMPROVEMENT INC

Add Payment Summary

Payment Summary

Payment Date: 11/25/2014 * Work Performed Begin Date: 11/03/2014 * Work Performed End Date: 11/07/2014 * Delete

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 3000 Zero Payment Reason: Final Payment

Retainage Amount: Select Zero Payment Reason

Comment: You have 300 characters left.

Add Payment Detail

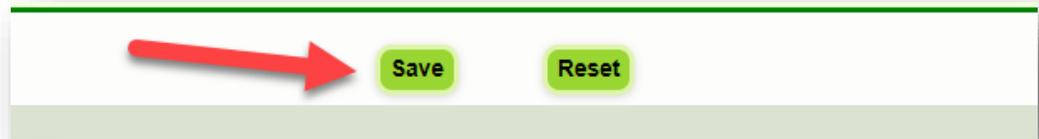
Payment Detail

Delete Submit NAICS: 237310 - Highway, Street, and Bridge Const Specialty Code: 200 - ROCK BASE DBE Credit Amount: 3000 *

Comment: You have 300 characters left.

quired fields are marked with *

- Click **Save**



8.0 REPORTING A DBE PAYMENT WITHOUT A COMMITMENT

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***. If a user puts in a DBE payment first without a commitment, the system will **NOT create a pay adjustment**. Instead, it will direct the user to go to the commitment screen to first put in a commitment for that specific NAICS code.

Below is a sample notification message that the user will see. When user gets this message, it means they need to go to the DBE **commitment tab** and report a commitment equal to or greater than the payment amount to be reported. Ensure to use the **same NAICS** code listed in the commitment tab and payment tab. This will ensure consistency and accuracy in data reporting.

The screenshot shows a 'Warnings' section with a green warning box stating 'Warning: Commitment Amount needs to be entered'. Below this, a blue text prompt reads: 'You must first enter a Commitment amount equal to or greater than this payment for the following NAICS :'. Underneath, it says 'Action Required:' followed by a grey box containing 'NAICS: 238990 - All Other Specialty Trade Contractors'. A summary row shows: 'Commitment Credit Amount to Date: \$0.00', 'Payment Credit Amount to Date: \$3,000.00', and 'Over Payment Amount: \$3,000.00'. A table below this summary has columns for 'Commitment Status', 'Specialty Code', 'Commitment Credit Amount', 'Last Updated Timestamp', and 'Submit'. The table contains one row: 'TOTAL COMMITMENT AMOUNT TO SUBMIT' with a value of '\$3,000.00' in the 'Commitment Credit Amount' column. At the bottom, there is a green button labeled 'Back to commitment screen' and a footer with 'MyFlorida.com'.

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

9.0 CALCULATION OF 60% in EOC FOR DBE SUBS

This is applicable to material supplier codes. For work types/NAICs codes that are material supplier (**specialty code 220**), the prime will get DBE credit of 60%. In the **DBE Commitment** screen, the system **will** calculate the 60% based on what the user inputs for the DBE Commitment amount. However, **on the Payment side, the system does not** calculate the 60%. Therefore, **the user will have to manually put in the 60% in the payment detail for the DBE credit in the payment side.**

9.1 REPORT 60% CODE DBE COMMITMENT

To enter a material supplier DBE Commitment, perform the steps below:

- Click on the **DBE Commitments** tab and enter contract id in the contract box

The screenshot shows the 'Contractor | Add DBE Commitments' interface. At the top, there is a navigation bar with tabs: Home, Bidder Opportunity, Sub Agreements, **DBE Commitments**, Sub Payments, DBE Directory, Subcontractor Contacts, and Reports. A red arrow points to the 'DBE Commitments' tab. Below the navigation bar, the main content area is divided into two steps. Step 1: Select Contract. It includes a 'Contract ID' field with 'BDT74' entered, a '-OR-' separator, and a 'Select a Contract Category' dropdown menu. Below this is a 'Show Contracts Having Commitments' dropdown menu set to 'ALL' and a 'Get Contracts' button. A table below shows one contract entry: Contract ID: BDT74, Description: CENTRAL FLORIDA- Station finishes, Lead Project: 41299435201, Execution Date: 2/24/2012, Status: OPEN FOR REPORTING. Step 2: Select Sub Agreement for Contract: BDT74. It includes a 'Sub Name' dropdown menu with 'JENKINS PAINTING INC' selected, a 'Sub Vendor ID' field with 'F591911960', a 'Hired By' field with 'ARCHER WESTERN CONTRACTORS LLC', and a 'Ter' dropdown menu with '01'. A table below shows one sub agreement entry: Sub Name: JENKINS PAINTING INC, Sub Vendor ID: F591911960, Hired By: ARCHER WESTERN CONTRACTORS LLC, Ter: 01.

- Select **Get Contracts** button
- Click the **Add New Commitment** button

The screenshot shows the 'Step 3: Maintain Commitment Details for Sub Agreement with: ROAD RUNNER HIGHWAY SIGNS INC' interface. It features a green 'Add New Commitment' button with a red arrow pointing to it.

- Select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down. Next, enter **DBE commitment** amount.

The screenshot shows the 'Action' section of the DBE Commitment screen. It includes a table with columns: Action, NAICS, Specialty Code, and Commitment Amount. The 'Add' row shows: Action: Add, NAICS: 423610 - Electrical Apparatus and Equipment, Specialty Code: 220 - MATERIAL SUPPLIER - WHOLESALE, Commitment Amount: 5000*. Below the table, there are fields for 'Submit Date: N/A', 'Date Rejected: N/A', 'Status: IN-WORK', and 'DBE Credit: N/A'. A 'Submit' checkbox is checked. A 'Contract Category' dropdown menu is set to 'CONSTRUCTION'. A red arrow points to the 'Add' button.

NOTE: The EOC system **will** calculate the 60% based off the DBE Commitment amount you put in. For instance, the system calculated the 60% based off the **\$5,000** and now DBE credit is **\$3,000**.

Sub: POWERLOGICS INC - F593113412		Tier - 01		
423610 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers	220 - MATERIAL SUPPLIER - WHOLESALE 1/8/2014	\$5,000.00	\$3,000.00 0.14%	SUBMITTED
Sub Total		\$5,000.00	\$3,000.00 0.14%	

➤ Click **Save** button when done



9.2 REPORT 60% CODE DBE SUBPAYMENT

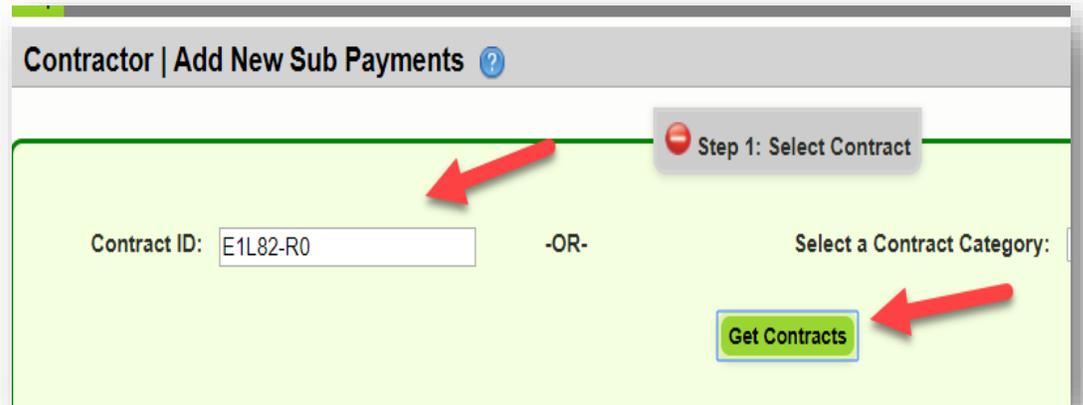
On the payment side, if the user has a material supplier code, the system **does not** calculate the **60%**. Therefore, the user will have to manually put in the **60% in the payment detail** for **DBE credit**.

To obtain the 60% for DBE credit on the payment side, please perform the following steps:

- Select the **Sub payments** tab
- Select the **Add New Sub payments**

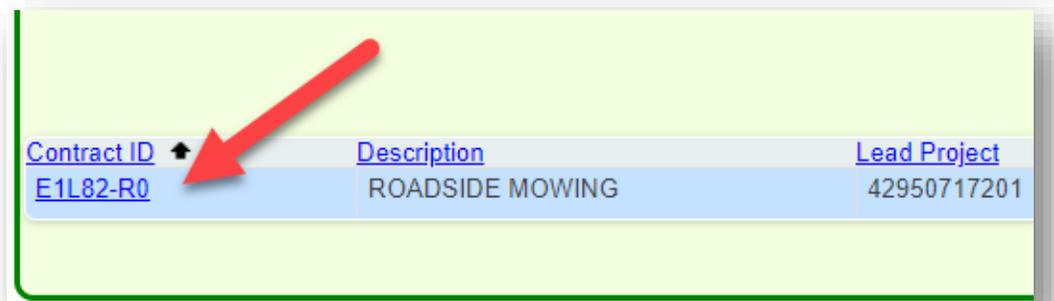


- Enter **Contract ID** in the contract id box and select **Get Contracts**



A screenshot of a web form titled 'Contractor | Add New Sub Payments'. The form has a header 'Step 1: Select Contract'. It contains a text input field for 'Contract ID' with the value 'E1L82-R0', followed by '-OR-' and a dropdown menu for 'Select a Contract Category:'. A green 'Get Contracts' button is located below the dropdown. Red arrows point to the 'Contract ID' field and the 'Get Contracts' button.

- **Select** the contract id by clicking on it



A screenshot of a table with three columns: 'Contract ID', 'Description', and 'Lead Project'. The first row contains the values 'E1L82-R0', 'ROADSIDE MOWING', and '42950717201'. A red arrow points to the 'Contract ID' cell.

Contract ID	Description	Lead Project
E1L82-R0	ROADSIDE MOWING	42950717201

- Click on the **Sub**

Step 2: Select Sub Agreement

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-3

- Enter the **payment amount** in the total payment amount field. Next, select **Add Payment detail** button and then enter the **actual 60% amount** in the DBE credit amount as shown in the diagram below.

Step 3: Add New Payment Information for Sub Agreement with: POWERLOGICS INC

Contract ID: E1J06 Sub: POWERLOGICS INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Add Payment Summary

Payment Date: 01/08/2014 * Work Perform... 013 * Work Performed End Date: 12/05/2013
 Work Complete Date: Zero Dollar Payment Type: REGULAR
 Total Payment Amount: 4000 Zero Payment Reason: Select Zero Payment Reason
 Retainage Amount: Select SIM Pay Estimate

Add Payment Detail

Payment Detail

Delete NAICS 423610 - Electrical Apparatus and Equipment Specialty Code 220 - MATERIAL SUPPLIER - WHOLESALE DBE Credit Amount 2400*
 Submit Comment: You have 300 characters left.

Save Reset

Annotations:
 - Arrow points to Total Payment Amount field: user puts in the actual payment amount
 - Arrow points to Add Payment Detail button
 - Arrow points to DBE Credit Amount field: user needs to manually put in the 60% in the DBE credit

NOTE: For DBE Credit on the Payment side, user has to manually put in the 60% amount in the payment detail section as the system does not automatically calculate it.

- Click **Save** button when done



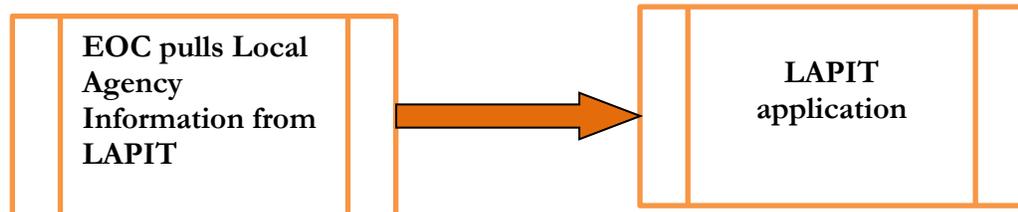
10.0 LOCAL AGENCY CONTRACTS

EOC runs a batch program to pull **Local agency contracts** from an application called **LAPIT**. Certain key information needs to be present in LAPIT for it to appear in EOC. The **local agency** is responsible for inputting the key information into **LAPIT**. This information is:

- ✚ **Local Agency Contract Number**
- ✚ **Prime Name and Federal Tax id Information**
- ✚ **Local Agency Contract Execution date**
- ✚ **Contract Amount**

NOTE: If any of this information is missing in LAPIT, the Local agency agreement will not be available in EOC.

Once this information is entered in LAPIT, then the lap agreement will appear in EOC for the **Prime Contractor/Consultant** to submit their DBE reporting.



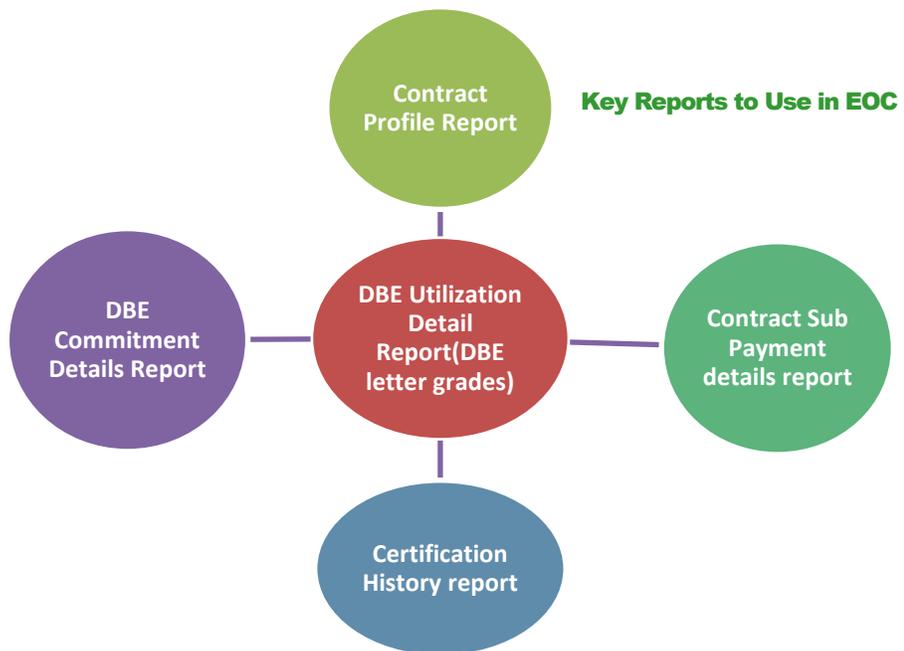
11 REPORTS

Users can run different reports in EOC by selecting the Reports tab. Reports display EOC data that has been submitted by the user.



11.1 KEY REPORTS

Below is a listing of reports that are helpful to the EOC user. These reports will assist user to track their DBE Commitment percentage, DBE payments, DBE grades and overall contract data.



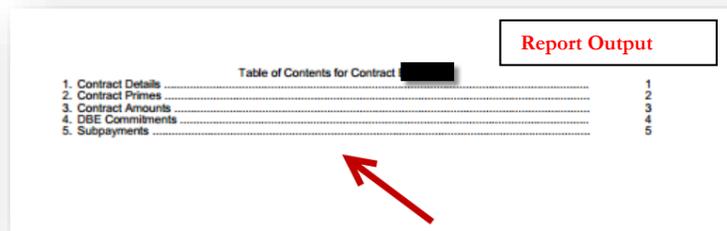
❖ Below are the steps outlined on how to run the different EOC reports:

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



To run the report, complete the following steps:

- Enter Contract ID
- Click Submit



2) Contract Commitment Details Report: The user can view DBE Commitment details such as work type & DBE percentage for a specific contract. This is similar to the DBE Anticipated statement.



To run the report, complete the following steps:

- Enter contract ID
- Click Submit

NAICS Description	Specialty Code	Date Submitted	Commitment Amount	DBE Credit Amount	% Of Contract	Date Reported	Current Status
Sub - Tier - 01							
237310 - Highway, Street, and Bridge Construction	338 - ASPHALT RUBBER BINDER	12/13/02	\$2,000.00	\$2,000.00	0.23%		ACCEPTED
238990 - All Other Specialty Trade Contractors	705 - OBJECT MARKERS AND DELINEATORS	3/1/02	\$52,722.75	\$52,722.75	6.17%	3/1/02	READY
Sub Total			\$54,722.75	\$54,722.75	6.41%		
Contract Total			\$54,722.75	\$54,722.75	6.41%		

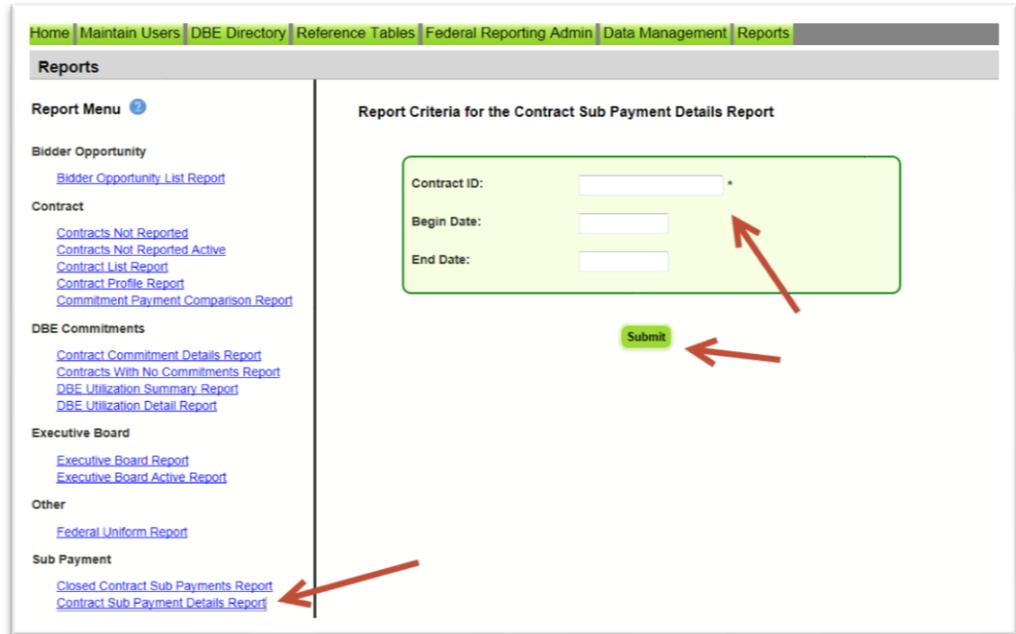
3) DBE Utilization Detail Report: This report provides the user a snap shot of their DBE utilization letter grades. This DBE Utilization report is based off the **DBE Commitments** that are reported in EOC. This is why we strongly encourage our EOC users to submit DBE commitments for their Subs as this will have an impact on their DBE letter grades.

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

IAICS	Specialty Area	Report Output	DBE Credit	DBE %	Reporte
		Contract Dollars: \$504,655.81	\$25,361.00	5.03%	
262717557 - HIGHWAY STRIPING INC	Tier: 01			5.03%	
07310 - Highway, Street, and Bridge Construction	OTHR - Other Specialty Code		\$25,361.00		11/19/20
		Contract Dollars: \$0.00	\$3,609.90	> 100%	
201154043 - QUALITY CONSTRUCTION PERFORMANCE INC	Tier: 01			> 100%	

4) Contract Sub Payment Details Report: User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.



To run the report, complete the following steps:

- Enter Contract ID
- Enter begin & end dates (optional). You can leave the dates blank
- Click Submit

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

5) Certification History Report: User can view certification information for a specific firm to view the NAICS that the sub is certified in and when their certification was removed.

The screenshot shows a web interface with a left sidebar titled 'Reports' and a main content area. The sidebar lists various report categories: Bidder Opportunity, Contract, DBE Commitments, Executive Board, Other, Sub Payment, and Vendor. The 'Vendor' category is expanded, and the 'Certification History Report' link is highlighted with a red arrow. The main content area is titled 'Report Criteria for the Certification History Report' and contains a search form with fields for 'Vendor ID' and 'Vendor Name', a 'Search Vendors' button, and a 'Submit' button. A red arrow points to the 'Search Vendors' button.

To run the report, complete the following steps:

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

NAICS	Certification Status	Certification Begin Date	Certification End Date	Report Output
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		

6) 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.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)

[Contracts Not Reported Active](#)

[Contract List Report](#)

Report Criteria for the Bidder Opportunity List Report

Proposal ID / LAP Agreement ID:

Submit

To run the report, complete the following steps:

- Select Contract Category and Proposal ID
- Click Submit

Bidder Opportunity List Report

Report Output

Sub Vendor ID	Sub Vendor Name	Specialty Area
	JENKINS PAINTING INC	
		515 - PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
		56X - BRIDGE PAINTING (INCLUDES 561, 562)

11.2 Other Useful Reports

❖ Other useful reports listed in the reports tab include:

1) 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.

Commitment Payment Comparison Report

Report Output

Total DBE Commitment Credit	Total DBE Payment Credit Amount	Difference
\$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		\$52,722.75	\$15,580.45	\$37,142.30

NAICS TOTALS			
NAICS	DBE Commitment Credit	DBE Payment Credit	Difference
Sub: HIGH TECH STRIPING INC Tier: 01 Hired By:			
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

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	Execution Date	Completed Date
[REDACTED]	[REDACTED]	428714-1-72-01			\$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


Report Output

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%	

Report Output

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

4) Contracts with No Commitments Report: Enables user to view the contracts that do not have any DBE participation.

Contract	DBE Participation	Execution Date	FED %	Status	Reason	Contract Amount	Contingency Amount	FHWA Report Date	Category
Prime Vendor: A-1 FLORIDA SOD, INC. - F268297774									
E1M27	DBE Participation not yet determined	03/12/2013		Ready		\$65,000.00	\$0.00	11/27/2013	MAINT
Prime Vendor: AIM ENGINEERING & SURVEYING - F661917775									
C6D06	DBE Participation not yet determined	10/23/2013		Do Not Report	POSTPONE	\$1,500,000.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	-\$1,468,428.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	\$73,900.00	\$0.00		CNSLT

To run the report:

- Select the Contract Category, District, funding type
- Click **Submit**

5) 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%	
\$2,120,467.79	\$194,666.72	9.18%	

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

6) Closed Contract Sub Payments Report: User can 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%	\$929,636.00	\$887,344.78	\$0.00	\$887,344.78	\$0.00	\$0.00	\$0.00

To run the report, complete the following steps:

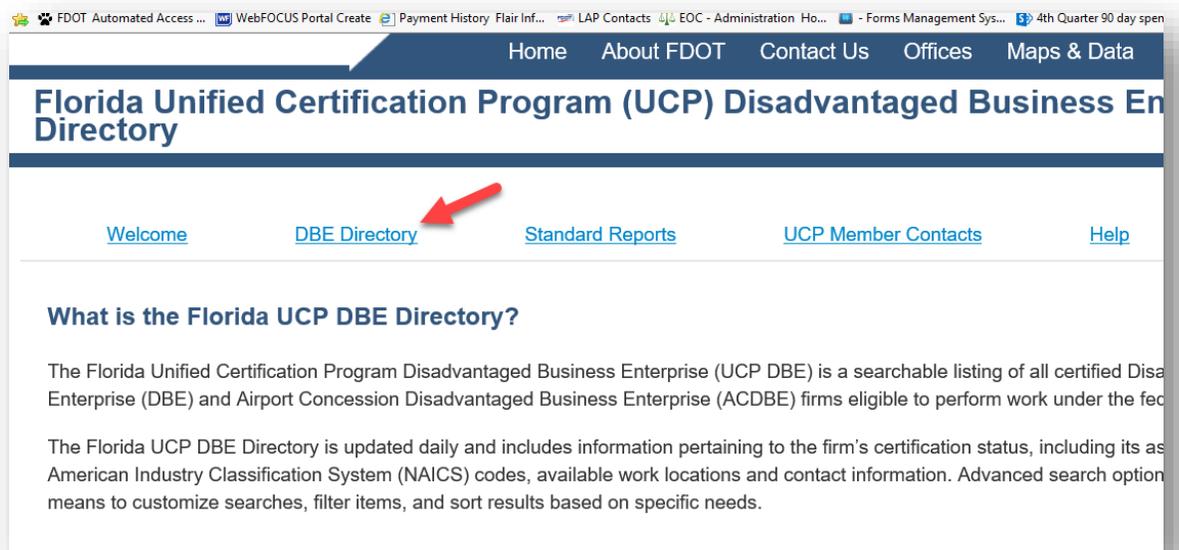
- Fill in Begin and End release dates
- Click Submit button

12 DBE DIRECTORY

The DBE directory is a searchable listing of all certified **Disadvantaged Business Enterprise (DBE)** and Airport Concession Disadvantaged Business Enterprise (ACDBE) firms eligible to perform work under the federal DBE Program. The purpose of the DBE directory is to help contractors and consultants identify subcontractors and subconsultants eligible to participate on federally funded contracts towards the attainment of DBE goals. To access the DBE directory from the EOC system, user can click on the DBE directory tab as shown below:



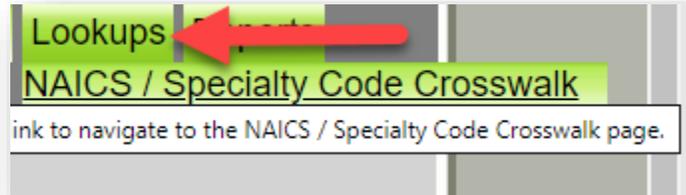
- Select on the **DBE directory** link to search for certified vendors



13 LOOKUPS

The Lookup tab in EOC gives information on the NAICS code and the specialty codes that are mapped to the NAICS.

- Select Lookups tab



- Enter NAICS code and click on it

A screenshot of the 'NAICS / Specialty Code Crosswalk' search interface. The page title is 'NAICS / Specialty Code Crosswalk'. Below the title, there are two links: 'Begin with NAICS' and 'Begin with Specialty Code'. The search criteria section includes a 'NAICS Code' field with the value '541330', a 'Description' field, and a 'Primary Use' dropdown menu set to 'All FDOT'. There are also radio buttons for 'Begins With' and 'Contains' for both NAICS Code and Description. 'Get NAICS' and 'Reset' buttons are at the bottom right. Below the search criteria, a table displays the results for NAICS Code 541330.

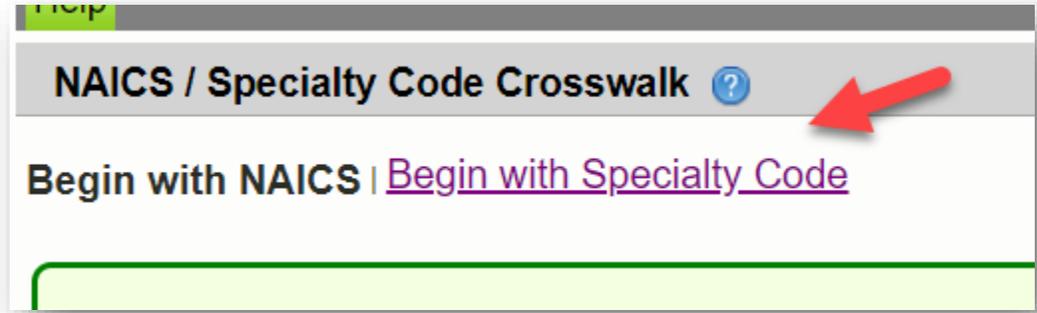
NAICS Code	Description	Use Code	Begin Eff
541330	Engineering Services	APPLICABLE TO ALL USES	

- The specialty codes are displayed that are mapped to the NAICS code

A screenshot of the 'Add / Edit Specialty Codes associated to NAICS: 541330 - Engineering Services' table. A red arrow points to the table title. The table lists four specialty areas with their respective end dates, DBE credit percentages, and primary uses.

Specialty Area	End Date	DBE Credit %	Primary Use
020000 - PROJECT DEVELOPMENT & ENVIRONMENTAL(PD&E) STUDIES		100.00 %	ALL
030000 - HIGHWAY ROADWAY DESIGN		100.00 %	CONSULTANT
030100 - MINOR HIGHWAY DESIGN		100.00 %	CONSULTANT
030200 - MAJOR HIGHWAY DESIGN		100.00 %	CONSULTANT

Note: The specialty code section displays the NAICS code tied to it.



14 HELP

The Help tab opens the EOC help page that has EOC training resources



Equal Opportunity Office

Equal Opportunity Office / Equal Opportunity Compliance System (EOC)

Equal Opportunity Compliance System (EOC)



[EOC Overview](#)

[Requesting EOC Access](#)

[Bidders Opportunity List & Subcontractor List](#)

[What is EOC](#)

[EOC System Access Request Form](#)

[Creating Bidders Opportunity List](#)

[Login to EOC System](#)

[Local Agency and MPO Guide](#)

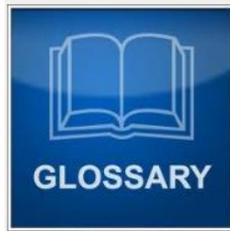
[Creating a Subcontractor List](#)

[EOC Access Hours](#)

[EOC Computer Based Training](#)

[FDOT Employees Guide](#)

[EOC Password Resets](#)



TERM	DEFINATION
EOC	Equal Opportunity Compliance is a web based system used to manage DBE/MBE reporting and ensure contract compliance.
Bidders Opportunity List	A list that contains bidders information for ALL subcontractors or subconsultants who quoted the Prime on DOT projects for letting. It includes both DBEs and non-DBEs . This is now submitted in the EOC system.
Sub Agreement	This is a listing of your subcontractors or subconsultants. In EOC, this is where the prime will initially <u>setup</u> up both DBEs and non-DBEs (MBEs) before reporting DBE commitments, DBE/MBE sub payments.
DBE Commitment	This is a Subcontract (Sublet) between the Prime and DBE subcontractor/sub consultant . This is where the prime will list the percentage (DBE dollars) of work performed by the DBE sub. It is also referred to as the Anticipated DBE Participation . This portion is only applicable to DBE subs. Note: The Primes DBE Letter grades are based on DBE Commitments reported in EOC.
Sub Payment	A payment made to the sub by the prime.
Tier	This is the level in which sub is hired.
Subcontractor Contacts	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often.
NAICs code	The North American Industry Classification or NAICS is a six digit code used by business and government to classify business establishments according to type of economic activity.
Retainage	Amount withheld from subcontractor/sub consultant.
DBE Directory	A searchable listing of all certified Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) firms eligible to perform work under the federal DBE Program.
DBE	A Disadvantaged Business Enterprise (DBE) is a for-profit, independent small business concern that is: ~At least 51% owned by one or more individuals who are both socially and economically disadvantaged; and ~Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

FAQs

Q: How do I request access to the EOC system as a new user?

Answer: Prime contractor/consultant users need to complete items located at-> <https://www.fdot.gov/equalopportunity/eoc.shtm>

Q: I have forgotten my EOC password or my password has been revoked?

Answer: You will need to contact the FDOTservice desk and ask them to reset your mainframe password. The FDOTservice desk can be reached at-> fdot.servicedesk@dot.state.fl.us or call 866-955-4357.

Q: After how many days does the password expire?

Answer: EOC passwords expire every 65 days.

Q: Do I have to report payments for all my Subcontractors/Subconsultants in the EOC system?

Answer: Users are required to report payments to DBE and MBE Subs. It's optional to the contractor to report payments to subs that are neither MBE nor DBE.

Q: I submitted my payment or commitment to FDOT but I need to make revisions?

Answer: You can create an adjustment record to increase your existing DBE commitment/payment. (Reference the manual on how to make adjustments).

Q: I need assistance with using the EOC system?

Answer: Contact the EOC helpdesk at-> EOOhelp@dot.state.fl.us.

Q: When do I setup my DBE Commitment or DBE Percentage for my DBE Subs?

Answer: After the prime has been awarded a contract, they are required to setup their DBE Commitment/DBE Percentage for their DBE Subs in EOC.

Q: I don't have any DBE Subs on my Project, what do I need to do in EOC?

Answer: You will need to select the Submit with Zero DBE Commitment button in EOC under the DBE Commitments tab. (Reference the manual on how to submit Zero DBE utilization).

Q: My local agency contract(s) is missing in EOC?

Answer: That is because key Information is missing from the source system called LAPIT. The key information such as :

1) Local agency contract#, 2) Prime name/Federal tax id #, 3) Local agency contract execution date
4) Contract amount. This information needs to be entered in LAPIT by the local agency. Once this information is present LAPIT, EOC will upload the contract successfully.

Q: I don't know what work type (NAICS/Specialty code) that my DBE Sub is performing on the project?

Answer: Contact your Project manager for the work type the Sub is performing.





EOC Help Page

<https://www.fdot.gov/equalopportunity/eoc.shtm>

EOC Help desk

EOOHelp@dot.state.fl.us

EOC SYSTEM HOURS OF OPERATION

All times are Eastern Time (GMT -05:00)

Monday- Friday 6am - 9pm

Saturday 6am - 7pm

Sunday: 12pm – 8pm