EQUAL OPPORTUNITY COMPLIANCE

METROPOLITAN PLANNING ORGANIZATIONS EOC GUIDE

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1. EOC Overview

EOC is a web-based application that provides an integrated system to assist in managing the DBE (Disadvantaged Business Enterprise) program and contract compliance. EOC was made available to the public for use on October 3, 2012. This application is used statewide by FDOT Contractors and Consultants to collect, review and report Bidders Opportunity Lists, DBE Commitments and DBE/MBE Payments.

2. Request EOC Access

Metropolitan Planning Organization (MPO) users that need to apply for a new EOC account will need to complete 3 items:

1. EOC Access Request form for MPO Users;
2. Acceptable Use Agreement form; and
3. View the Cyber Security Awareness training and save the certificate of completion.

Please complete each item and email them to eoohelp@dot.state.fl.us.

Note: EOC Users are required to complete Cyber Security Awareness training annually.

3. Monitoring Role

MPO Users will monitor contracts in EOC to ensure the Prime Consultants submit their Bidder Opportunity Lists, DBE Commitments, and Payments timely.

3.1 Bidder Opportunity Lists

MPO users will monitor contracts in EOC to ensure that the Prime Consultants submit their Bidder Opportunity Lists (BOL) in a timely manner. To verify that a BOL has been submitted, MPO users will run the Bidder Opportunity List Report. This report shows information such as subs listed on the bidders list and their specialty area.

Note: All Prime Bidders are responsible for entering Bidder Opportunity Lists. The goal is for the list to be entered into EOC no later than 3 days after bid submission. The BOL should include **all** potential subs the prime received quotes from for the project, whether solicited or unsolicited.

How to Run the Bidder Opportunity List Report

Log in to EOC

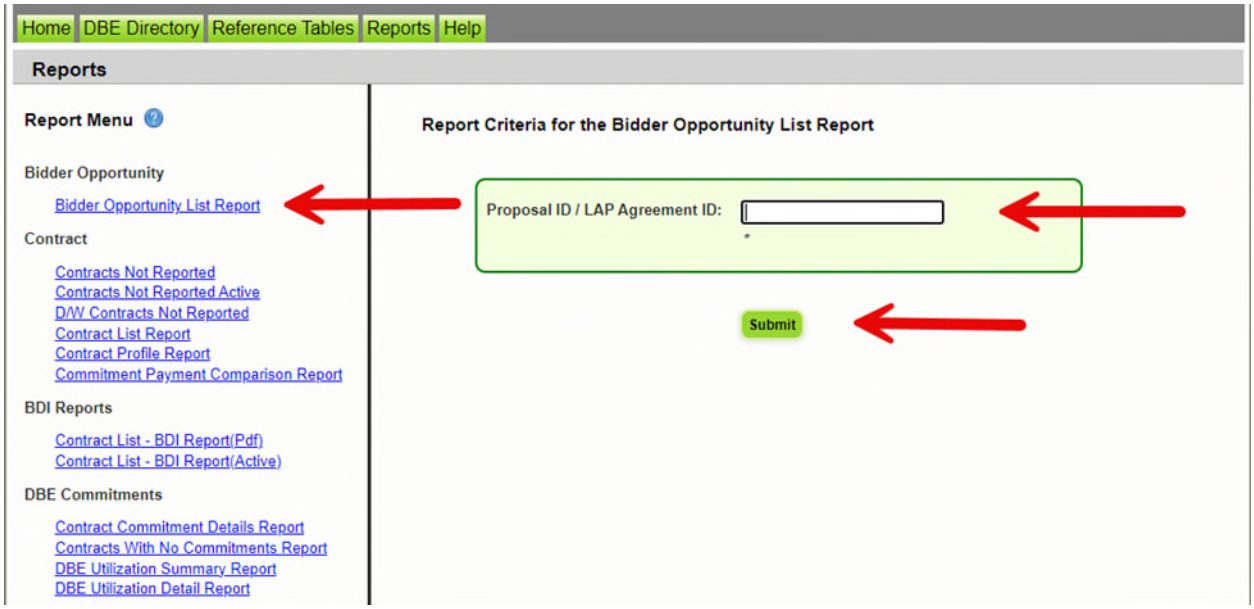
Click on the Reports Tab

Select the Bidder Opportunity List Report

Enter Contract ID

Click Submit

The report will be downloaded to your computer



3.2 DBE Commitments:

The MPO user will run the Contract Profile Report to determine if the consultant has reported their subconsultant DBE Commitment(s) in the EOC system.

Note: If Consultant does not have any DBE Subs on the project, they need to indicate in EOC by selecting **Submit with Zero DBE Commitments** button under the DBE Commitment tab in EOC. Furthermore, if the Prime Consultant is a DBE, they are required to report DBE Commitments and Payments in EOC for the work performed with their own workforces.

3.3 DBE/MBE Payments:

MPO users will also utilize the Contract Profile Report to determine if the consultant has reported their DBE/MBE subconsultant payments in EOC.

Note: Prime Consultants using DBE and MBE subs need to report their payments into the EOC system.

How to Run the Contract Profile Report

Log in to EOC

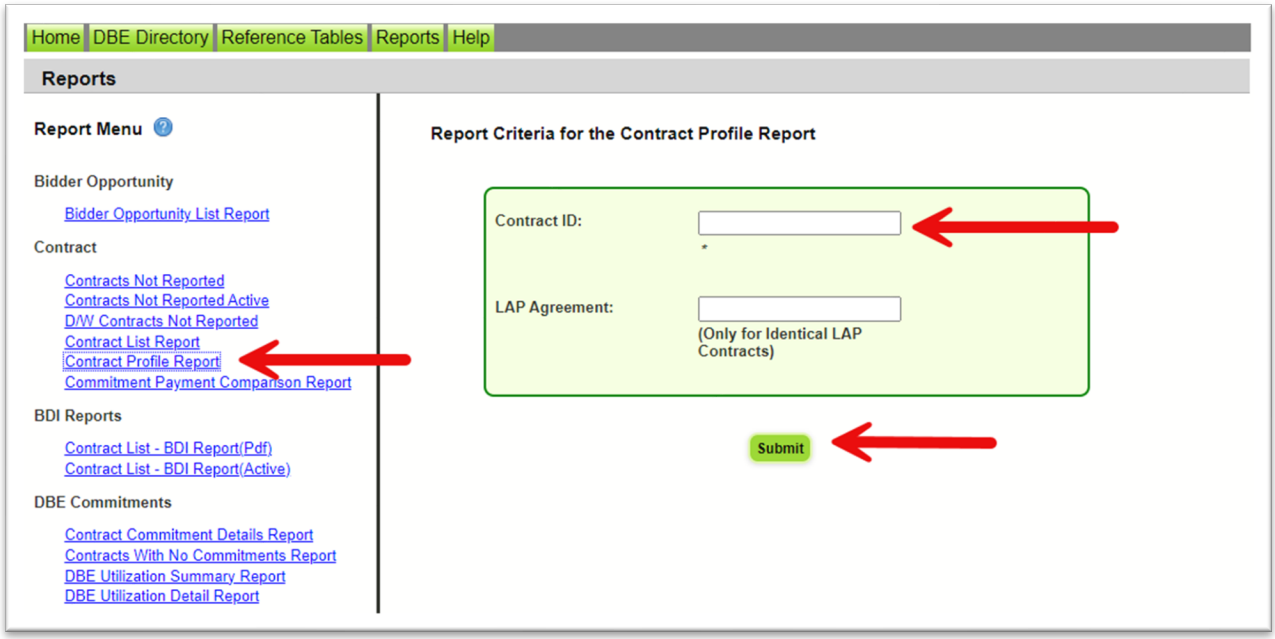
Click on the Reports Tab

Select the Contract Profile Report

Enter Contract ID

Click the Submit button

The report will be downloaded to your computer



4. Other Useful EOC Reports

- **Contract Commitment Details Report** – This report provides a breakdown of the DBE commitment amounts sorted by subconsultant.
- **Commitment Sub Payment Details Report** - This report provides a breakdown of each payment made to DBE and MBE subconsultants.
- **Commitment Payment Comparison Report** - This report compares Payments & DBE Commitments that have been submitted in EOC for a specific contract.

For assistance or access to the Equal Opportunity Compliance system, please email the EOC Helpdesk at eoohelp@dot.state.fl.us .

Appendix A: EOC FAQs

Q. After how many days does the EOC password expire?
Answer: Passwords expire every 65 days. Once your password expires, you will be prompted to change it.

Q. I have forgotten my password, what do I do?

Answer: You will need to send an email to eoohelp@dot.state.fl.us to request a password reset.

Q. I need assistance regarding EOC, who do I contact?

Answer: Contact the EOC Help Desk at eoohelp@dot.state.fl.us.

Q. When should DBE commitments and payments be reported in EOC?

Answer: For regular consultant contracts, prime consultants need to report the DBE commitments into the EOC system as soon as the contract is executed. For task work order driven contracts, the prime will report their DBE commitments when the task work order is issued. Once the DBE/MBE subs are paid, payments should be reported into the EOC system.