Equal Opportunity Office Compliance CBT Transcript

Introduction

      Welcome to the Equal Opportunity Office Compliance or EOC Contracting and Consultant CBT. This CBT is an introduction to the Equal Opportunity Office Compliance system, so that you may feel comfortable enough with the application to get started in the new system.

      This training will provide a brief overview of the EOC system. Show you how to gain access to the system. Demonstrate how to prepare a sub contractor list and a bidder's opportunity list through the system. Creating sub agreements for your sub contractors and your sub consultants. We'll also go over how to put in your DBE commitments as well as your DBE payments, and also cover some of the reports presented in the new system.

      The Equal Opportunity Compliance system is a web based application that will eventually be replacing all of the existing "Biz" modules in the EOR system. It enables FDOT statewide contractors and consultants to collect, review and report DBE commitments, payments and the bidder opportunity list. It will also assist with managing the DBE program, the OJT program and contract compliance. Although OJT and contract compliance are in the next two phases, for now we'll go over DBE commitments, payments and the bidder opportunity list.

EOC Access

      How do you get access to the EOC system? Well Clint the contractor, and Janice the consultant need to get access and the first thing that they'll do, is fill out the EOC new user form located on the Equal Opportunity Office website. A link is provided on the resources page via the Resources button below. **Note:** Users that have access in Transport/CITS already have RACIF IDs and may already have a userID and password. In this case, they won't have to fill out the form. They will need to notify their FDOT security coordinator in the districts to select the "EOC Prime Only Option" in AARF.

      Once they've entered the Equal Opportunity Office website, on the right hand side they'll see a heading EOC Access. There's a link that states, Click Here to get the EOC access form. Select that link and the EOC Access Form will appear. They'll need to fill it out completely and follow the directions at the bottom of the form that states where to send the form once completed. Email it to EOOHelp@dot.state.fl.us. This email link is also available on the Recourses page at the bottom of this training.

      If there are technical issues or inquiries related to the EOC system, contact the EOO help desk as stated previously, at EOOHelp@dot.state.fl.us. Please keep in mind that the EOC application will also have a help section that can guide users on how to use the system as well as this computer based training.

      So now, Clint and Janice have filled out their forms and they've emailed it in to FDOT. Once their form has been processed, then FDOT security will email them a user ID and password. Please allow 24 to 48 hours for the processing to be completed.

Logging In

After Clint and Janice have their user ID and password, they can log into the EOC system. They'll do that by typing in their userID and password in the corresponding fields and then selecting the Login button.

The first thing that will happened when logging in to the new system is that system will prompt you to change your password from the system generated password to a password that you'll remember. So, please don't forget to do that.

EOC layout

Once Clint and Janice log in to the EOC system the home page is displayed. The system is designed as a Tab layout. The home page tab is the dashboard where Clint and Janice can view the message of the day from Central Office.

The sub contractor contact tab is more like a black book or address book that enables the user to setup the sub contractor contacts for their bidders list. The bidder opportunity tab is where the user can setup the bidder opportunity list. The sub agreement tab enables the user to setup the sub contractors and sub consultants on the projects for Disadvantage Business Enterprises (DBE), Minority Business Enterprises (MBE), & Non-certified Businesses (OBEs). The DBE commitment tab allows the user to submit DBE commitments. The sub payment tab allows user to submit and revise payments. The DBE directory basically logs the DBE directory side. And the reports tab has a list of the reports that the user can use. Now that we've briefly discussed the layout of the EOC system, let's return to the home page.

Creating a Bidder's List

We will use Janice when we view a consultant contract. **Note:** to make it easier to create a bidder's list, the new system has ability to store your sub contractor and sub consultant information for subs that you frequently receive quotes from.

Clint would like to submit his bidders list for proposal id T6305. So, Clint will need to first, setup his sub contractors contacts that he will use for his bidders list. Purpose of Subcontractor contacts is to add vendors that you frequently receive quotes from that you will use on your Bidder's Opportunity List. Please note that once you set them up in EOC, you won't have to do it again. You can always reuse the list. Also, you can use these subcontractor contacts for setting up your sub agreements as well. To do that Clint will select the sub contractors contact list tab. Then he will select the search EOC vendor file button so he can search for the vendor. The search vendor file screen is displayed where Clint can search either by vendor id or vendor name.

In this case, Clint would like to use Jenkins Paintings. He enters Jenkins in the search box. Then he selects the search EOC file button. When Jenkins appears in the search results Clint then selects it. **Please note:** that the difference between the two search buttons is that the EOC vendor file button will look for vendors already in the EOC database, whereas the extended search button will look for vendors in the entire FDOT directory. Also the vendor search window tells the user if the vendor is an MBE or DBE. Furthermore, Clint can remove the vendor by selecting the remove link if he chooses not to use Jenkins after selecting them. In this case we won't do that.

Next, Clint will select the Add Selective Vendors button to add the vendor. After Jenkins Paintings has been setup, Clint can now add the Specialty Code or the tab to whereby Jenkins Paintings will be performing on the bidder's list. To do that he will select the Add New Specialty Code link. Now, Clint can use the drop down box to select the *Area of Work* or he can select the magnifying glass to search for the code and description. In this case Clint will use the magnifying glass to add the code for Jenkins which is 56X, therefore he'll go ahead and type it in.

Next he'll select the search specialty codes button and 56X populates in the results search. **Note:** he can use the *Begins With* radio button or the *Contains To* search. Now, if Clint decides 56X is not the code he wants to use, he can select the *Reset* button and use the description to search for more options such as paintings. When 56X appears on the list Clint then selects 56X, since in our case will be the type of work that Jenkins Painting will be performing.

Clint can add more Specialty Codes to Jenkins Painting by selecting the Add New Specialty Code link. He can then select lighting as the type of work and also use more than one vendor as well if he desires to. As a **Note:** if Clint selects the *Reset* button it will clear out all of his previous notes. However in this case we won't be doing that. After the Specialty Codes have been added, select the Save button. An authentication message is received stating that contacts have been saved. Select OK to continue.

Now that the sub contacts are set up, Clint is now ready to submit his bidders list. To do that Clint selects the *Bidders Opportunity List* tab and now, Clint can conduct his search in two ways. He can either use the Proposal ID/LAP Agreement ID box, if he knows the proposal ID number or he can use the Category Box where he inputs the beginning and ending advertisement dates. In our case Clint knows the ID, therefore he puts in T6305 in the Proposal box, then he selects the search button and the proposal populates.

Keep in mind that the summary icon displays a summary for the proposal. You can select the "x" to close the window. Next, Clint selects the ID T6305 and then select the add sub contractor button. Notice that the sub contractor that Clint setup in the Sub Contractor tab populates. So, to add Jenkins Painting to the feeders list, Clint will select Jenkins Painting and select the plus arrow. Please **note**: that the minus arrow removes the vendor from the list. Then select the continue button.

The next screen that appears is the Work Type screen. Notice that the Work Type that was setup in the Sub Contractors Contacts tab carries over as well. If Clint chooses to add an additional Specialty Code, he can do so by selecting the Add New Specialty Code link. However, in this case we will not be doing that.

Next, Clint can quick save and submit to FDOT, then select OK. Also, Clint can use the all proposals button, to view a list of all the proposals he has submitted on his bidders list. In this case you will see T2684 appear on the list. Now select the proposals with the unsubmitted bidder opportunities list button. This will show the proposals that have not been submitted to FDOT.

If Clint needed to make a revision to a proposal that he has a ready submitted to FDOT, he will need to select the All Proposals button, then he can choose the proposal ID he wants to edit and make any changes. Such as if he needed to add an additional sub contractor or an additional special code. In this case we will not be adding anything. Clint has completed submitting his bid opportunities list.

Sub Agreements

Now we will cover sub agreements. The good news is that Clint actually got awarded, contract T6305. So now, he is excited and ready to set up his sub contractor Jenkins Painting for the project. To do that Clint selects the sub agreements tab. Next, Clint uses the contract category to search for the contract. He selects the drop down box and selects construction.

Then selects the get contracts button and a list of contacts are displayed. Clint then scrolls to page two, to select the desired contract T6305. Please note that while the search results are populating, Clint can sort by execution date, contract ID or any of the headers and Clint can use the summary icon to view detailed contract information.

Next Clint can either use the, Add New Sub Agreement button or add subs through the Add Subs from bidder opportunity button to create a sub agreement. In this case he will select the Add Subs from Bidder Opportunity button. Next, he will select add to add Jenkins Painting. Then he will select the create sub agreements for selected subs button.

Notice that Jenkins Painting has been added. Clint can also select a tear level at this time. He selects tear one. Now, if Clint is using another sub, they are now tear two. He will select the Add New Sub Agreement button, then, select the Select Sub button. He types in Brown Group in the vender name box and selects the search EOC vendor file button to begin the search.

He then selects Brown Group. Now, he can select tear two for Brown Group, and then select the select hired by link. Next, he enters Smith Construction in the search box or just Smith Con. Then, selects the EOC Vendor File button. He selects the Smith Construction Group and this is an example of how tear levels work in the system. Please be aware if the prime is a DBE, they must enter a sub agreement for themselves. They would need to select prime as the tear as well. Clint can also delete the sub by selecting the delete box.

For contracts that have a long list of sub agreement entries you can arrange your list by name, by tear or by hired, simply by using the sort by buttons. Next, Clint selects save and receives a conservation message that his sub agreements have been saved. Select OK.

DBE commitments

DBE commitments. So, now Clint can submit his DBE commitments by selecting the DBE commitments link. The DBE commitments screen appears and Clint selects Jenkins Painting. Keep in mind that if Prime is a non DBE prime, and they don't have any DBE subs to submit because they are self performing, they can click Submit with Zero DBE Commitments button on the DBE Commitment page. Next, Clint selects the Add New Commitment button. He is then prompted to input the NAICS Code and the Specialty Code.

Select the NAICS magnifying glass which brings up NAICS Specialty Code window to search for the NAICS Code Jenkins Painting is certified in. This also ties to the Specialty Codes associated to that NAICS Code. **Note** that several pages of NAICS or Specialty Codes are displayed. Use the code or description box to help conduct the search.

Please be aware that the NAICS that is displayed in the dropdown is the NAICS that the firm is certified in. Jenkins Painting has only one NAICS to choose from, so Clint selects 238990. When he does this, the specialty code search box for NAICS Code 238990 appears. Because there were several Specialty Codes tied to this NAICS Code. Clint decides to use the descriptions search box and types in painting. Then, he selects the search Specialty Code button.

Specialty Code 515 is displayed. Since this is the type of work that Jenkins will be performing, he selects code 515. Next, Clint enters the commitment amount of $3,000 dollars in the commitment box. **Note** that if there is a change and Clint needs to delete this commitment before it's actually submitted, he can select the delete box. When Clint is ready to submit to FDOT he selects the submit box and then the save button.

The confirmation message is received that commitments have been saved. Now, suppose Clint needs to make a revision to Jenkins commitment, he can then create an adjustment record. To do that he would select the DBE commitment tab. Then, he would pull up contract T6305; next he would select the contract and select Jenkins. Then he would select the Add New Commitment button, specify the NAICS and Specialty Code and enter negative $1,000 dollars in the commitment box. Keep in mind that when creating an adjustment record; make sure that the NAICs/Spec codes match

the record being adjusted so that the record adjusts accordingly. Then Clint checks the submit box and selects the save button. This entry will adjust the DBE credit for Jenkins from $3,000 dollars to $2,000 dollars.

Sub Payments

Now, we'll cover sub payments. OK, so now Clint gets a check from FDOT. He's very happy and he's payed Jenkins his sub $2,000 dollars which makes him very happy. He will need to report this payment in the EOC. To do that Clint selects on the sub payment tab and selects the Add New Sub Payments link.

Next, Clint enters the contract ID T6305 then selects the get contract button. Keep in mind that the summary icon can give details about the contract such as Commercial Use of Function information or CUF. The total of the previous adjustments Clint has made and other useful contract information.

Clint then selects contract T6305 and Jenkins is displayed on the list and Clint selects them. The payment summary screen is displayed. An important thing to remember is that the total payment amount represents the total amount of the check that was issued to the sub and that if any retaining was withheld, the amount withheld should be entered into the Retainage amount box. Now, if retaining was released the amount needs to be entered into the box as a negative.

Now Clint enters the payment date, the work performed begin date, the work performed end date and the total payment of $2,000 dollars. The SIM payment estimate icon displays the site manager pay estimates for the selective construction contract.

Now if this is a final payment, he must first enter the work complete date and then check the final payment check box. If a payment is a zero dollar payment, Clint would need to click the zero dollar check box and then type in a reason. However, in this case this is not a final payment nor is it a zero dollar payment, therefore we will leave the boxes unchecked.

Because, Jenkins is a DBE Clint will need to record their DBE credit by selecting the add payment detail button and enter the NAICS and Specialty Code. Please be aware that if the sub is a non DBE like Smith Construction group or only certified as an MBE Clint only needs to complete the payment summary section.

Next Clint enters the DBE credit amount of $1,800 dollars. If he has any comments he can enter them in the comment box. Clint then selects the submit check box if ready to submit to FDOT and selects the save button. Now that the payment has been submitted he can select OK.

Revising a Payment

Now suppose Clint needs to make an adjustment to the payment submission he made to Jenkins. Clint selects the sub payments tab then selects the maintain sub payment. He then enters the contract ID in the contract box and selects the get contacts button. Clint selects the contract and Jenkins is displayed, then he selects Jenkins.

He then selects the payment date he would like to revise. The maintain payment information screen is displayed. Clint can revise the total payment amount at the top if it increases. Next he selects the add detail button to create an adjustment record. He then enters the NAICS and Specialty Code, and enters a subtraction of $500 dollars, negative $500 dollars then select save. Once the save action has completed he can then select OK.

Consultant and LAP projects

The following slides require you to interact and participate by selecting the appropriate area in the training or by pressing Shift+N on your keyboard in order for the training to continue. Consultant and LAP projects would use the same features that we addressed for the consultant contract. Janice would like to submit her bidder's list for Proposal ID C9887. So, Janice will first need to setup her sub consultant contacts that she will use for her bidders list.

To do that Janice would select the sub contractor contact list tab. Next she selects the search EOC vendor file button, so she can search for the vendor. In this case Janice would like to use AB Engineers Inc. Therefore she enters AB Engineers in the search box, then, she selects the search EOC vendor file. When AB Engineers appears in the search results, Janice selects the Select button next to their name. Janice would then select the Add Vendor's button to add the vendor.

After AB Engineers have been setup, Janice can now add the Specialty Code or the type of work that AB Engineers will be performing on the bidder's list. To do that she would select the Add New Specialty Code link. Then she would select the magnifying glass and type in traffic engineering in the description box and select Search Specialty Codes. Next, she selects the code next to Traffic Engineering Systems Implementation. **Please note** that Janice can add more Specialty Codes to AB Engineers just as Clint was able to.

After the Specialty Codes have been added, select save, then OK. So now the sub contacts are setup, Janice is now ready to submit her bidder's list. To do that, Janice selects the Bidders Opportunity List tab. Next Janice can conduct her search in two ways. She can either enter the proposal ID or she can use the category box.

In this case Janice knows the ID; therefore she types in 13252 in the proposal box then selects the search button. The proposal ID is displayed. Next, Janice will select the ID, and she can add her sub contractors using the add sub contractors button. Notice that AB Engineers appears on the list. Select the continue button.

At this time Janice can either Save and Submit to FDOT or she can Save and Select the Do Not Submit to FDOT button if she'd like to save and continue working. In this case, she will select the save and submit to FDOT button. The confirmation message is received that this proposal item has been saved and submitted to FDOT. Select OK.

Don't forget that Janice can also use the old proposal radio button to view all the proposals she has submitted on her bidders opportunity list and as you can see the proposal ID populates on the list. If Janice needed to make any revisions to her ID, she would need to select the proposals with un-submitted bid opportunity button and make edits accordingly. In this demonstration it isn't the case because we just submitted our ID.

Now Janice has just submitted her Bidders Opportunity list and she's getting ready to setup her Sub Agreements. After Janice gets awarded Contract C9887, she is ready to setup her sub consultant AB Engineers Inc. for the project. To do that Janice selects the sub agreement tab, she then enters contract C9887 in the contract ID search box and selects the get contracts button.

Next, she will select C9887 and select the Add New Sub Agreement button. Then select the select sub button and the find vendor screen is displayed. Janice enters AB Engineers in the description box then selects the search EOC vendor file button. She will select it when it appears and now Janice can select the save button. A confirmation message is received that sub agreements have been saved. Select OK. Janice has just set up her sub agreements so now she's ready to setup her DBE commitments.

DBE commitments

To do that Janice selects the commitments link. The DBE commitment screen is displayed. Janice selects AB Engineers. As a **reminder**, if Janice wasn't submitting any DBE commitments, she would select the Submit with Zero DBE Commitments button. However, in this case we will be submitting DBE commitments so she selects AB Engineers.

Next, Janice selects the Add New Commitment button. She is then prompted to input the NAICS Code and the Specialty Code. She uses the dropdown box to select code 541330 which is the next that AB Engineers is currently certified in. Next, she selects the Specialty Code by selecting the drop down and selects traffic engineering as the status. Janice will then enter the commitment amount of $4,000 dollars in the commitment box. If there is a change, Janice can select the delete box. When Janice is ready to submit to FDOT she simply selects the submit box then selects the save button and OK to confirm. Janice has just submitted her commitment.

Revision/Editing DBE commitments

If Janice needs to make a revision to AB Engineers commitment, she can create an adjustment record by selecting the DBE commitment tab and pull up contract C9887 just like Clint did. She selects the contract, and then selects AB Engineers. She can create and adjustment record by selecting the Add New Commitment button. In this case we won't be doing that since it's the same process.

Sub Payments

So now Janice gets a check from FDOT and has paid AB Engineers $4,000 dollars. She will need to report this DBE payment in EOC. To do that Janice selects the sub payment tab then selects add new sub payment. Next Janice enters contract C9887 in the contract ID box and selects the get contract button. She selects contract C9887 and AB Engineers is displayed on the list and she selects them.

The payment summary screen is displayed and Janice enters the Payment Date the Work Performed Date and the end date. She types in the payment date first, then the work performed date, 9/24/2007 and the work performed end date of 9/28/2007. Next, she types in a total payment amount of $4,000 in the payment field.

Now because AB Engineers is a DBE, she will need to select the add payment detail button and add in the NAICS and Specialty Code. Then she'll put in the DBE credit amount $4,000 dollars and if she has any comments, she can enter them in the comments box. Janice finalizes everything by selecting the submit check box and the save button. She can select the OK button and now the payment has been submitted.

Revision/Editing Payment

If Janice needs to make a revision to AB Engineers in payment she can create an adjustment record, the same way that Clint did. In selecting the sub payment tab, select the maintain sub payments and then she'll pull up contract C9887and carry out the same steps that Clint performed previously.

LAP projects

Let's switch over to lap projects. As for LAP contracts whether they are contractual LAP or consultant LAP, the prime is responsible for entering the information into the EOC system. In this

example either Janice or Clint would select the sub agreements tab. Then they would choose one of the LAP contract categories to search for the contract.

For example, he picks local agency construction then selects get contracts. As stated earlier, after selecting the get contracts button a list of LAP contracts is populated. He would pick LAP agreement C-0190-09(JA) and then select the Add New Sub agreement if he needed to add a new sub. Also, if he needed to add new payments he would carry out the same steps that we demonstrated earlier for the construction contract and consultant contract.

Reports

Now, let's look at reports. The reports tab has several listings of reports. We will cover three reports that you may frequently run. You may view the other reports at your own leisure.

The first report that we'll look at is the contract profile report. Once you get to this screen you will be prompted to enter in the contract ID. So, what this reports does, is that it enables you to view contact details such as commitments, sub payments and other contract information for particular contract. Once you input a contract ID in the contracts site box and select the submit button this report is displayed. From this report you are able to view the contract details and any other prime information such as DBE qualification. The next screen displays contract information and contract DBE commitment details of sub payments.

The next report that we're going to look at is the certification history report which shows you when a firm was a DBE or when they graduated from the program. So, let's open up the certification history report. This is how it is displayed when you pull it up. It provides the name, the certification date, where the firm was certified, and when their certification ended.

Then the third report we are going to look at is the commitment payment comparison report. This report helps you monitor the commitments and payments made on the project. Displayed is a column that has the DBE commitment credit amount and a second column with the DBE payment credit amount and the difference between the two fields.

This concludes the Equal Opportunity Office Compliance or EOC Contracting and Consultant CBT. Thank you for your time and attention.