

LAP RCS USER TRANSCRIPT

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Welcome to the Equal Opportunity Compliance Local Agency Program Resident Compliance Specialist Training Module. To begin, select the Start button or press Shift+N on your keyboard.

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INTRODUCTION

In EOC, the Prime Contractor/Consultant is responsible for reporting DBE Commitments and Payments. The role of the Local Agency is to review DBE Commitment and Payment entries submitted by the Prime Contractor for Lap projects in EOC.

Please Note: In order for LAP agreement to appear in EOC, the following information needs to be filled in by the **LOCAL AGENCY** in the application called **LAPIT**. This is because EOC reads local agency projects from this application, therefore if key information is missing in LAPIT, EOC is not able to retrieve it. The information that needs to be present in LAPIT is:

- ~Local agency contract number
- ~Prime Name and Federal Tax id Information
- ~Local Agency Contract Execution date
- ~Contract amount

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

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LAP RCS EOC ACCESS

In order for a Local agency RCS to gain access to EOC, they need to fill out **2 forms** and complete the Computer Security Awareness Course CBT. **The EOC Local Agency Access form, the Computer Security Awareness form and the Computer Security Awareness Course CBT** is available on the Resources Page. Please send forms and CBT certificate to EOOHelp@dot.state.fl.us. Once the forms have been processed by FDOT security, they will send user their EOC login information via the File Transfer Appliance or FTA.

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LAP RCS LOGIN

To begin, login with your RACF/mainframe user ID and password issued by FDOT Service desk.

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LAP RCS Role: The role of the LAP Resident Compliance Specialist in EOC is to review the DBE Commitments and Payments entries that the **Prime Contractor and Consultant has entered** in EOC.

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RCS HOME PAGE

Once LAP RCS logs into EOC, the home page is displayed with a dashboard. Please note that the LAP RCSs **will see all the DBE commitments and payments that are associated / tied to their local agency.**

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RCS REVIEW COMMITMENTS: Payment Adjustments

Payment Adjustments on DBE Commitments can be created by the following scenarios:

1. If a Prime enters a Payment **first** without submitting a DBE Commitment for a **Particular NAICs code.**
2. If a Prime enters a Payment that is greater than the DBE Commitment already reported for a **Particular NAICs code.**
3. If the **NAICS code** that the Prime reports under DBE Commitments **does not match** the NAICS code reported under Payments. (I.e. NAICS on DBE Commitments does not match NAICS on Payment side)

Submission of Zero DBE Utilization

When the Prime Contractor submits with Zero DBE Utilization, please note that there will be nothing for the RCS to review. The RCS can verify by running the Contract Profile Report and it will read **CONTRACT SUBMITTED WITH NO DBE PARTICIPATION**. This means that the Contractor has submitted with Zero DBE Utilization.

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RCS REVIEW COMMITMENTS

Note: Once the Prime Contractor submits the DBE commitments for a particular contract, this contract will appear under the Review Commitments tab

- To review commitments, select the select **Review Commitments** tab
- Enter the contract id and select the **Get Contracts** button. Contract will appear on the list as shown

Please note all of the available options on the RCS Review status dropdown., they are:

All: Lists all the Contracts that have been accepted, rejected or reviewed.

Accepted: Lists the Contracts that have been reviewed and accepted by the RCS.

Rejected: Lists Contracts that have been reviewed and rejected by the RCS.

Unreviewed: Lists Contracts that Prime contractor has submitted but have not been reviewed by RCS.

Select the desired contract #

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Note: The summary Icon at the contract level displays contract information such as federal funding %, execution date and other key information about the contract. After the contract is selected, the DBE Sub for the contract is displayed, select the Sub you would like to review by selecting it. After selecting the DBE Sub, the sub information is displayed. **Select the Accept or Reject** checkbox to accept or reject the commitment.

(Note: the *Accept All Commitments* button will check the Accept box for all commitments.)

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If Commitment was rejected, put in a **reject reason** from drop down as shown below. Select the **Save** button when done. A confirmation page is displayed indicating all the DBE commitments have been reviewed and accepted by RCS.

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RCS REVIEW PAYMENTS

Select the **Review Payment** tab. Enter the *contract ID* and select the **Get Contracts** button as shown below. The contract is displayed, select the desired contract. The sub agreement screen is displayed. Select the sub agreement by selecting it

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To accept a payment, select the **Accept** button. **Note:** To reject a payment, select the **reject** button and Keep in Mind: **If you need payment to be reviewed by DCCM (District Contract Compliance Manager), select the Request DCCM Review check box and select the review reason.** Select the **Save** button when done. A confirmation message is received that contract has been saved. Select **Ok**.

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PROCESS FINAL CUF ADJUSTMENTS

CUF stands for Commercially Useful Function. CUF is when a DBE firm executes a distinct element of the work with its own workforce and carries out its responsibilities by actually performing, managing and supervising the work involved. More information on CUF can be referenced in the Compliance Workbook.

Please Note: The rule for the FINAL CUF assessment to be entered in EOC is as follows:

- **Contract must be completed**
- **A final payment record has to be entered for that particular sub and NAICs**

After these two conditions are met, the RCS will be able to process CUF in EOC.

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To process CUF, perform the following steps:

- Select the **Process CUF adjustment** tab, a list of contract(s) is displayed
- Select the contract by selecting it and the Sub is displayed, select on the Sub
- The perform CUF assessment section is displayed. Select the desired checkbox -**Met CUF** or **Did not Meet CUF**

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REPORTS

The Report Menu will display different reports (Bidder Opportunity, DBE commitments and other reports.

Select the Reports tab and a list of reports are displayed.

1. **Bidder Opportunity List Report:** User can view what they have submitted for their bidders list. The report shows information such as subs listed on the bidders list and their specialty area.

To run the report, complete the following steps:

- Select Contract Category and Proposal ID
- Select Submit

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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

To run the report, complete the following steps:

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

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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.

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
- Select Submit

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

To run the report, complete the following steps:

- Enter Contract ID
- Select Submit

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4) Commitment Payment Comparison Report: User can compare Payments & DBE Commitments that have been submitted in EOC for a specific contract. It compares the two and lists the difference.

To run the report, complete the following steps:

- Enter Contract ID
- Select Submit

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4) Contract Commitment Details Report: Enables user to view the commitment details with work type & DBE % for a specific contract. This is similar to the *DBE Anticipated statement*.

To run the report, complete the following steps:

- Enter contract ID
- Select Submit

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6) Contracts with No Commitments Report: Enables user to view the contracts that do not have any DBE participation. **Note:** If user checks this box, it will exclude contracts that the prime has indicated there would be no DBE participation

- To run the report: Select Submit

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7) DBE Utilization Summary Report: Enables user to view the DBE utilization summary, it lists the contract amount, DBE credit, DBE% and completion date for the firms contracts.

To run the report, complete the following steps:

- Select Contract Category
- Fill in Report Begin Date and End Date
- Fill in Fund type
- Select Submit button

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8) DBE Utilization Detail Report: Enables user to view the DBE utilization in detail outlining the NAICs, Specialty codes, DBE credit, and DBE %.

To run the report, complete the following steps:

- Select Contract Category
- Fill in Report Begin Date and End Date
- Fill in Fund type
- Select Submit button

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9) Closed Contract Sub Payments Report: Enables user to view contracts that have been closed for a specific time period. It outlines information such as contract ID, district, execution date, contract amount and federal %, DBE credit amounts.

To run the report, complete the following steps:

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

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10) Contract Sub Payment Details Report: Enables user to view subpayment for a specific contract. User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.

To run the report, complete the following steps:

- Enter Contract ID
- Enter begin & end dates(optional)
- Select Submit

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

To run the report, complete the following steps:

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

Note: If you have any questions regarding EOC, please contact EOO help @ EOOHelp@dot.state.fl.us

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This concludes the Equal Opportunity Compliance CBT Training Module. To continue please select the Next Module button.