To: Superseded By EI 12-019 Effective 1/10/13	New York State Department of Transportation ENGINEERING INSTRUCTION	EI 07-031

Title: **DEPARTMENT APPROVED CIVIL RIGHTS REPORTING SOFTWARE**

Distribution:

- ☐ Manufacturers (18)
- ☒ Local Govt. (31)
- ☒ Agencies (32)
- ☒ Surveyors (33)
- ☒ Consultants (34)
- ☒ Contractors (39)
- _____( )

Approved:

James F. Tynan
Director, Construction Division

8-28-07
Date

ADMINISTRATIVE INFORMATION:

- This Engineering Instruction (EI) is effective October 1, 2007.
- This EI does not supersede any other issuance.

PURPOSE:

This EI announces the selection of Equitable Business Opportunity Solution (EBO) as the Department approved civil rights reporting software.

TECHNICAL INFORMATION:

- In accordance with §102-11, §102-12 and §105-21 of the Standard Specifications, contractors are required to complete civil rights reporting requirements using the Department approved civil rights reporting software. Effective October 1, 2007, EBO is the Department approved civil rights reporting software.
- Civil rights reports, beginning with the September 2007 report, which is due by October 15th, must be submitted in EBO. Contractors that are ready may begin using EBO now.
- A very limited number of contracts that are virtually complete may be approved by the Director, Office of Construction to finish civil rights reporting in Champ.
- The EBO software is a web-based system owned and maintained by the Department. Acceptance testing was completed and EBO was fielded in production on June 5, 2007.
- Contractors do not have to purchase EBO software nor pay any fees to use EBO for Department contracts.
- The Champ Management System will no longer be used by the Department.
- Additional EBO information is available on the NYSDOT Office of Construction Webpage under Construction Civil Rights at: https://www.nysdot.gov/portal/page/portal/main/business-center/contractors/construction-division/construction-civil-rights/ebo

IMPLEMENTATION:

- Engineers-in-Charge should include a copy of this EI as documentation of a change in accordance with Contract Administration Manual (CAM) §104-02.

CONTACT:

Refer questions regarding this EI to John Grady via email at jgrady@dot.state.ny.us or to the Construction Division at (518) 457-6472.