

## PEPS Fireside Chat Question & Answer Summary

### *How to Avoid Disqualifications in a Proposal – May 2021*

- Q1: If we believe the PTC form is in error when we enter information (such as AQ status) are we still allowed to indicate this in writing on the PTC form for submittal to PEPS with the remaining information?
- A1: Yes, please make note on the PTC form and PEPS will confirm the status during screening.
- Q2: Is it still policy to alert firms of disqualifications within 3 days?
- A2: This is a good goal, but it isn't always possible. It can take time to get verification from other groups as to whether a submittal should be disqualified.
- Q3: Will there be an in-person PEPS conference this year?
- A3: Yes, that is the plan. We are coordinating those efforts now. It will be in December at the Embassy Suites in San Marcos. More details will be shared as soon as they are available.
- Q4: Since the TUCP website does not show expiration dates, is our only way of confirming DBE status to ask our subs?
- A4: Here is a link to check the current DBE status of a firm:  
<https://txdot.txdotcms.com/FrontEnd/SearchCertifiedDirectory.asp?XID=8802&TN=txdot>. You can also ask a firm for a DBE certificate as proof.
- Q5: Will there be a universal naming convention for files submitted/uploaded to Bonfire? This usually is not addressed in RFPs, unless someone asks a question.
- A5: It is now in the Request for Proposal. It was standardized as of FY21 Wave 3.
- Q6: If I am disqualified, is there an appeal process?
- A6: Yes. The process would be outlined in disqualification email notice.
- Q7: On the PTC form if one of the firm does not meet DBE/HUB status, how the prime can meet goal?
- A7: You may have multiple firms on your team that have DBE/HUB status, if for some reason one of the firms do not meet that status, the other firms that have DBE/HUB status need to have enough percentage to meet the goal.
- Q8: Can the prime add sub expertise HUB/DBE cat later through a supplemental agreement?
- A8: Yes. Form 2580 must be completed and approved by the Civil Rights Division (through the TxDOT project manager), prior to processing the supplemental agreement to add the sub to the contract. The new HUB/DBE cannot be used to replace an existing HUB/DBE or dilute their work, without documented good cause. The link to this form is found on TxDOT.gov.

HSP Change Request Form

<http://www.txdot.gov/txdot/forms/GetForm?formName=/2580.pdf&appID=/CIV&status=/reportError.jsp&configFile=WFServletConfig.xml>

Notes:

- Bonfire just confirms an attachment has been submitted, it doesn't check the content. The submitter can upload the submittal in Bonfire and then check it and resubmit if a correction needs to be made, if there is still time remaining before the Close Date.
- Make sure the DBE firms are certified in the NAICS codes