



Electronic Submittals

2020 TxDOT Transportation Short Course

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October 14, 2020



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- Digitization Efforts

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- Evaluation Accuracy

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- Impacted TxDOT Divisions

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- Procurement Process and Schedule

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- Vendor Portal

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- Frequently Asked Questions

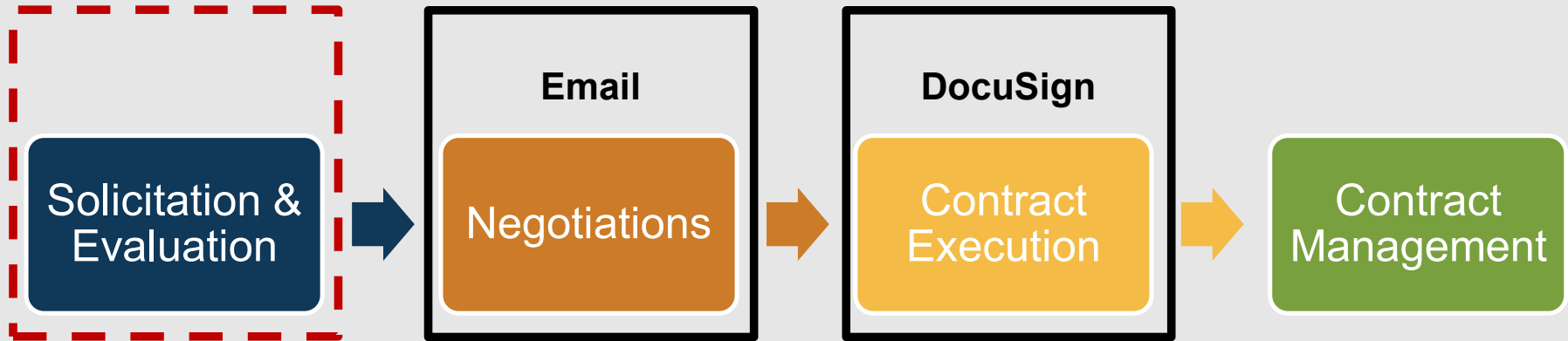
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- Benefits



Digitization Efforts

- TxDOT is in the process of digitizing all records, including procurement and contract documents
- Solicitation documents require paper file retention, manual scanning, or manual data entry





Evaluation Accuracy

- Recent state agency audits identified scoring errors
- TxDOT currently uses excel forms for scoring, which rely on formulas and often require manual compilation



“For 5 (18 percent) of the 28 procurements, with an estimated value of \$3.4 billion, auditors identified significant evaluation scoring errors and missing documentation. As a result, auditors could not determine whether the evaluation scores that supported the award recommendations for those five procurements were accurate.”

Which divisions will initially use the new system?

Professional Engineering Procurement Services Division



Contract Services Division



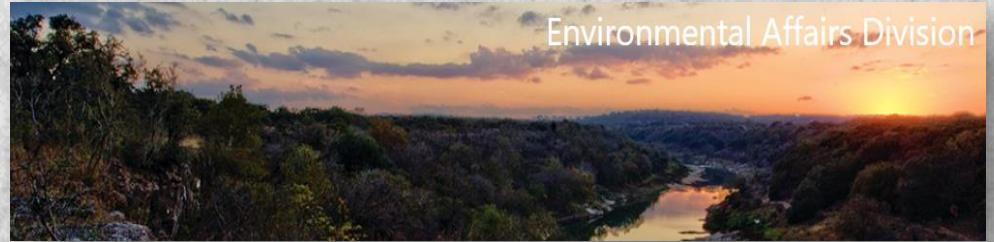
Right of Way Division



Procurement Division

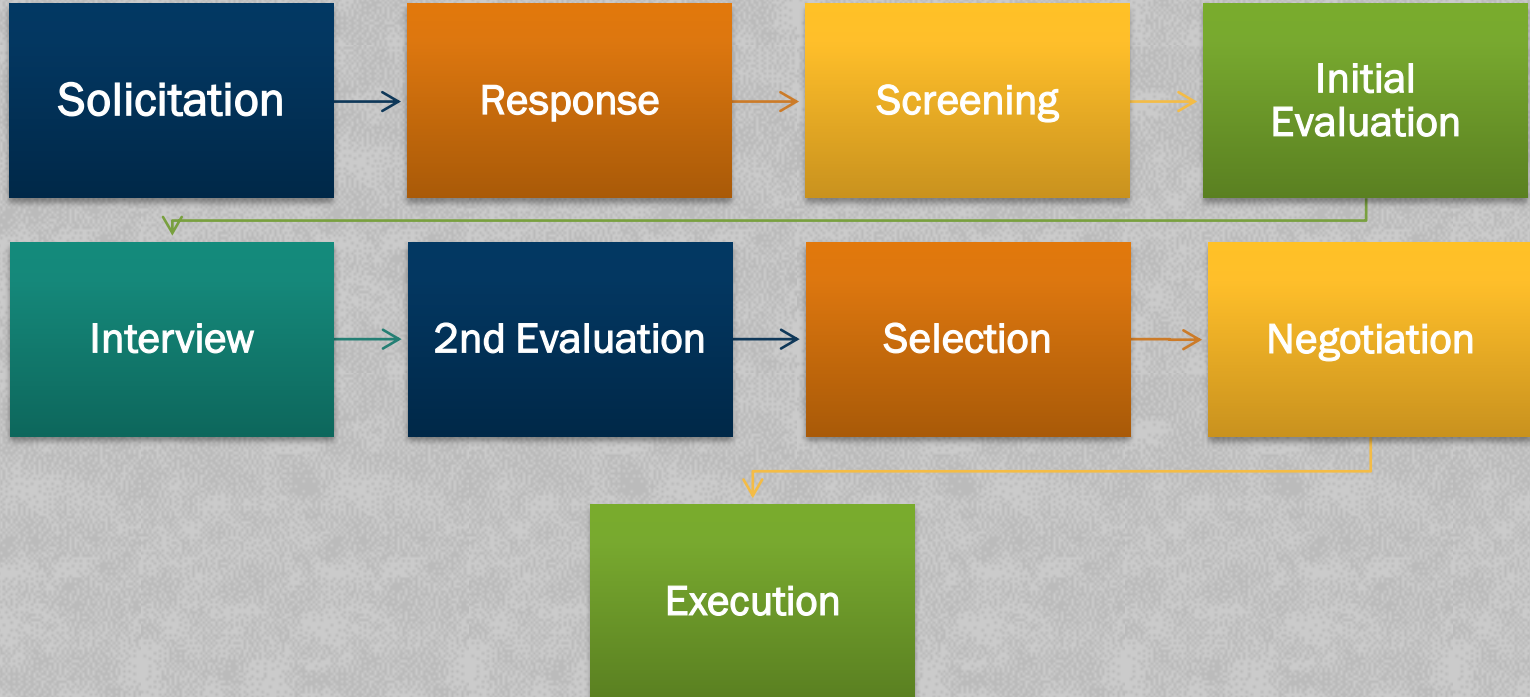


Environmental Affairs Division



What is the procurement process being used?

Standard Request For Proposal or Offer Process:



What is the procurement schedule and where are we?



What is the configuration and training schedule and where are we?



Past

Submission
of multiple
paper copies

Present

Submission
of a paper
copy and a
USB Drive

Future

Submission
electronically
and no paper
copies

The following process was implemented due to the pandemic

Past

Submission
of multiple
paper copies

Present

Modified Process

Submission
of an
electronic
version via
email

Future

Submission
electronically
and no paper
copies



Procurement Portal

Texas Department of Transportation



Department:

[Log in](#)

[Open Public Opportunities](#)

[Past Public Opportunities](#)

 **Log in with your Bonfire Account**

Email

Password

[Log in](#) [Forgot your password?](#)

 **New Vendor Registration**

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Powered by
 **Bonfire**



Procurement Portal

Texas Department of Transportation



Department:

Open Public Opportunities

Past Public Opportunities

My Opportunities

Status ▲ Ref. # ◆ Project ◆ Department ◆ Close Date ◆ Days Left ◆ Action

There are no open projects at this time.

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by
 Bonfire

The vendor will be able to view open solicitations in the portal



PEPS State with Interviews - Dan's Test Project

Texas Department of Transportation [Back to list](#)



Project Details

Project: Dan's Test Project

Ref. #: PEPS State with Interviews

Department: Professional Engineering (PEPS)

Type: RFSQ

Status: OPEN

Open Date: Sep 14th 2020, 12:00 PM CDT

Intent to Bid Due Date: Oct 9th 2020, 12:00 PM CDT

Questions Due Date: Sep 30th 2020, 12:00 PM CDT

Close Date: Oct 9th 2020, 12:00 PM CDT

Days Left: 47

Project Description:

Test State Procurement with Interviews

September 2020

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	12p OPEN					
20	21	22	23	24	25	26
OPEN						
27	28	29	30	1	2	3
OPEN						

The vendor will also be able to see details about the procurement in the portal



Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
UPCOMING	Open Date	Online Portal	Posting date for the Opportunity	Sep 14th 2020, 12:00 PM CDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Sep 30th 2020, 12:00 PM CDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Oct 9th 2020, 12:00 PM CDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Oct 9th 2020, 12:00 PM CDT	N/A

Requested Information:

Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	REQUIRED

The vendor will also be able to see details about the procurement in the portal

How will I access the system?

The system will be designed to have a secure login

Vendors will be required to register with the system

There will be an option for resetting forgotten passwords

Will the system notify me of a solicitation?

One of the requirements of the system is a notification

It is permitted under the purchasing program

It may not be a feature used by PEPS

It will be evaluated as the system is being configured

Reminder - the professional services program requires public notification.

How will I submit my solicitation response?

Select solicitation from a menu

Input core firm info into the system

Upload responses and associated documentation

Modify/delete/replace up to the deadline

The system will be locked to responses at the deadline.



Will TxDOT accept hand-delivered responses?

Once the system is operational, all responses must be submitted electronically

TxDOT will no longer accept responses submitted by mail, delivery service, or hand delivery

Will the system allow for Pre-RFQ/RFP questions and answers?

The system will allow vendors to submit questions within the question and answer period

Once approved, the responses will be transmitted to all of the responding vendors

How will responses be evaluated?

Screening will be performed in the system with some level of automation and workflow

Disqualification will require approval – not automated

System will support multiple evaluations

Evaluations will be conducted in the system



The vendor experience

You can view a dashboard with a calendar including deadlines

The system provides instructions on how to respond to a solicitation

There is in-system training on how to prepare and submit

You can upload part, save, and then return later

Once you click Submit & Finalize My Submission, your submission will be confirmed and you will receive a confirmation email

Benefits to the vendor

Eliminates DQs due to late or lost responses at the fault of the mail, delivery service, or hand delivery

Eliminates the need to make multiple copies and a USB drive

Provides the ability to modify or replace a response up to the deadline

Provides a receipt upon successful submission with a date and time stamp

May include submittal checking to prevent missed elements

Benefits to TxDOT

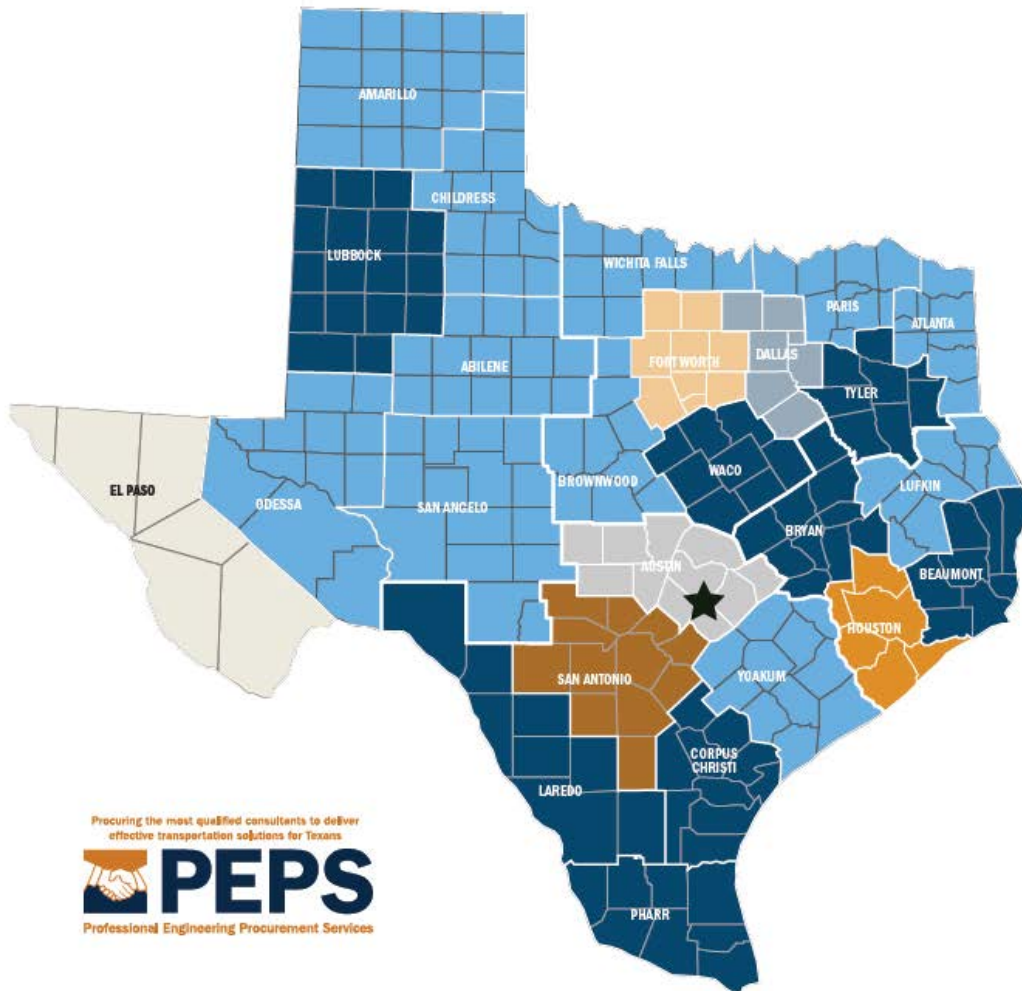
Eliminates the handling and storage of paper and USB drives

Creates electronic system with workflows for assignments, evaluations, and approval points

Allows for up-to-the-minute tracking of all processes through a management dashboard and reporting

Reduces risk for human error

Increases efficiency and reduces some manual processes



Procuring the most qualified consultants to deliver effective transportation solutions for Texas



PEPS Division

★ Austin HQ

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A person wearing a dark blue suit jacket and a light-colored shirt is holding a white rectangular sign with both hands. The sign is centered in the frame and features the word "QUESTIONS?" in a bold, dark blue, sans-serif font. The person's hands are visible at the bottom of the sign, and their fingers are slightly curled. The background is a plain, light gray color.

QUESTIONS?



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