



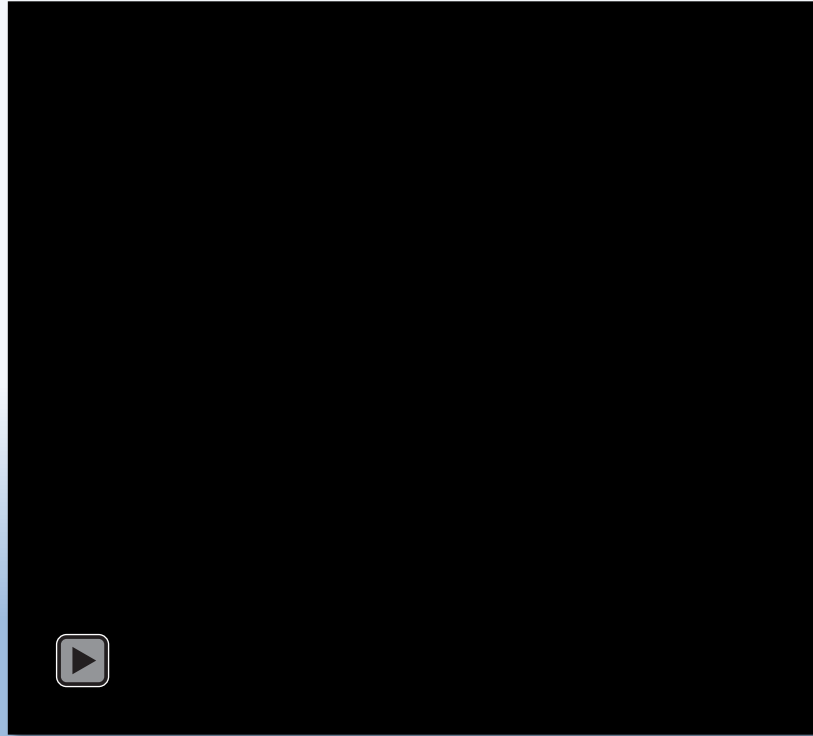
Preparing to Work with TxDOT

2022 PEPS Conference

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November 30, 2022

Getting Ready to Dive In!





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Overview of the PEPS Procurement Process



PEPS procures engineering, architecture, & surveying contracts

Planning begins in April

Procurements are requested by Districts & Divisions

Procurements are organized into four waves

Projected contracts list is posted at the start of each fiscal year

This list is updated regularly, so check it frequently

Registering Your Business

Registering Your Business with the Texas Secretary of State



Website:

www.sos.state.tx.us

See the “Business Services” section.

Texas statutes

Registration of businesses is governed by Texas statutes

Foreign Entities

Foreign Entities = businesses formed anywhere outside of Texas

Business Services

- Assumed Business or Professional Name Act
- Business Organizations Code
- Finance Code Chapters 62, 92, 201
- Estates Code §505
- Tax Code Chapter 171
- Various other enabling statutes for the creation of entities

SOSDirect
Online Searching and Filing

- Business Basics
- Business Start-Up Information
- Nonprofit Organizations
- Foreign or Out-of-State Entities**
- Uniform Commercial Code
- Frequently Asked Questions (FAQs)
- Contact Us



- Elections
- Business Services**
- Notary, Apostilles & Authentications
- Rules & Open Meetings
- International Relations
- Forms & Other Services

Obtaining a Vendor ID Number & Learning About Tax Requirements

Registering as a Vendor with the Texas Comptroller



Website: <https://comptroller.texas.gov/>

The “Purchasing” page contains vendor information & resources.



Register to get a vendor ID and be listed on the Centralized Master Bidders List (CMBL)



Learn about the Texas tax rules for sales and use taxes and franchise taxes

Checking Your Firm's Insurance



TxDOT requires insurance coverage based on project type

TxDOT Contract Services Division maintains file of insurance information

www.txdot.gov

- Business
- Architectural, Engineering and Surveying Consultants
- Insurance Requirements

Complete form 1560CS and submit current proof of insurance prior to contract execution

Applying for TxDOT Pre-certifications

Applying for TxDOT Pre-certification

Pre-certification is the process used by TxDOT to determine whether individuals are qualified to perform work in standard work categories.

Program is defined under Title 43 of the Texas Administrative Code §9.33

Standard work categories and qualification requirements are defined by TxDOT.



Pre-certification information can be found at:

<https://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/precertification.html>

References to applicable laws and rules

Computer access request forms and instructions

List of standard work categories and qualification requirements

Annual firm renewal requirements

FAQs



The list of standard work categories and qualification requirements is available on the TxDOT website.

Individuals apply for precertification in standard work categories.

The firm is considered pre-certified in a category by extension if it employs at least one individual that is pre-certified in the category.

The firm must complete an annual renewal process to maintain active precertification status.

Getting Administratively Qualified



Getting Started

[Texas Department of Transportation](#) > [Business](#) > [Consultants](#)
> [Architectural, Engineering and Surveying Consultants](#)

Qualification-Based Selection is a process TxDOT uses to procure engineering, architectural and surveying services. There are two steps in Qualification-Based Selection:

- Precertification
- Administrative Qualification

Precertification

A firm must be [precertified](#) prior to being awarded a professional services contract with TxDOT. Firms must apply for precertification. The precertification process is outlined in the [Texas Administrative Code \(TAC\)](#).

Precertification is required for all work categories on a contract and is based on employee projects.

Precertified firms must maintain an "active" status by [renewing their firm's precertification](#) between Jan. 1 and March 31 each year. An active status is required when submitting a Statement of Qualifications (SOQ) for a professional services contract. [Active Precertified Firms](#) contains a list of all firms in active status.

Administrative Qualification

[Administrative qualification](#) is a process TxDOT uses to verify that a firm has an indirect cost rate that meets department requirements.

Doing Business in Texas

A firm must be registered with the [Texas Comptroller of Public Accounts](#), and as required, with the [Texas Secretary of State's](#) office to do business in the State of Texas.

Get Started

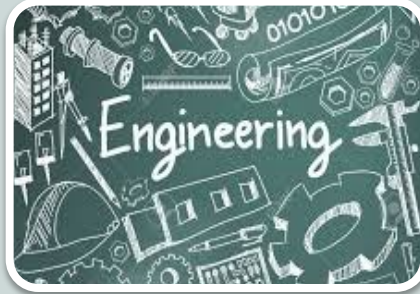
- [Become Precertified](#)
- [Become Administratively Qualified](#)

Getting Your Texas Professional Registration/License

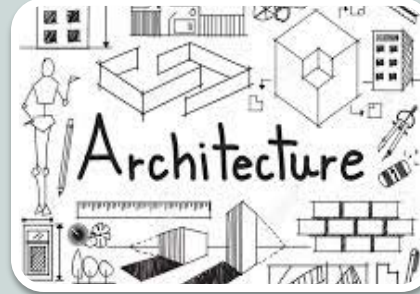
Getting Your Texas Professional Registration/License



Firms performing engineering, architecture, or surveying for TxDOT must be registered or licensed in Texas



Engineering practice is regulated by the Texas Board of Professional Engineers & Land Surveyors (TBPELS)



Architecture practice is regulated by the Texas Board of Architectural Examiners (TBAE)



Surveying practice is regulated by the Texas Board of Professional Engineers & Land Surveyors (TBPELS)

Registering with Bonfire



Procurement Portal

Texas Department of Transportation

Department:

Log in with your Bonfire Account

Email

Password

[Forgot your password?](#)

New Vendor Registration
[Create your free Bonfire account »](#)

Need Help?
[Contact Bonfire Support here »](#)

Bonfire Electronic Submittal Platform

PEPS procurements are posted in the Bonfire electronic submittal and evaluation tool (eSET) prior to each wave. Vendors will use eSET to submit responses to PEPS solicitations.

- [Bonfire Frequently Asked Questions - November 2021](#)
- [Electronic Submittals Presentation - October 14, 2020](#)

Tips for Success

Tips for Success

YOU CANNOT CONTROL AGENCY REVIEW TIMES

Working with TxDOT is a Progressive Process (step-by-step) with various agencies involved; new firms/businesses should be prepared to take 3-6 months before contracting directly with TxDOT (as a prime or sub) due to review/approval times.



BEING ORGANIZED WILL SPEED UP THE PROCESS

Be prepared to submit documentation at every step; for example, Certification Agencies will require Certificate of Formation, Operating Agreement, Minutes of Organization, Proof of Ownership, Member Certs/Register, Tax Returns, Firm Registration, etc.



COMPREHENSIVE ACCOUNTING POLICIES WILL PAY-OFF

Becoming AQ w/TxDOT will require a detailed breakdown of your firm's accounting policies, including but not limited to the accounting system utilized, timesheet recordation, fringe benefit breakdown, overhead rate development, etc.



STAY UPDATED/RENEWED WITH REMINDERS

Be prepared to update/renew many items throughout the year to avoid any lapse issues (e.g., Professional Licensures & Firm Registration, DBE/HUB Certs, TxDOT CCIS Annual Certification, TxDOT CCIS Password, TxDOT AQ Status, Insurance, etc.)

Questions and Discussion





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