



Preparing to Work with TxDOT



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Procurement Process Overview

Procurement Process Overview

PEPS Function

- Professional Engineering Procurement Services (PEPS)
- Procures Engineering, Architecture and Surveying contracts

Procurement Planning

- Begins in April
- Procurements are requested by Districts & Divisions
- Procurements are organized into 4 waves
- Projected Contracts List (PCL) is posted prior to the start of each fiscal year

Procurement Process

- Qualification-based selection
- Indefinite Deliverable (ID) or Specific deliverable (SD)
- HUB/DBE goals
- Providers submit proposals for advertised procurement
- Evaluations are based on specific criteria
- May or may not include interviews

Registering Your Business

Registering Your Business

Texas Secretary of State (SOS)

- Register at [SOS](#)
- See the **Business Services** section
- Step by step [video](#) instructions for filing your business under



Registering Your Business

Texas Statutes

- Registration of businesses is governed by Texas Statutes
- See **Texas Business Law** Information under **Business Services**
- Business Organizations Code
- Helpful to seek legal counsel



The screenshot shows the official website of the Texas Secretary of State, Jane Nelson. The header includes navigation links for Media, Site Map, Help, Contact, Website Survey, and En Español. A search bar is located on the right. The main navigation menu features links for About SOS, Elections & Voting, Business Services (highlighted with a red box), Notary & Apostilles, Rules & Meetings, International Relations, and Forms & Other Services. The page title is "Texas Business Law". Below this, a list of links is provided: Business Organizations Code, Administrative Rules, Changes from the 87th Legislature, and Information on Business Identity Theft. A paragraph states that the Corporations Section is responsible for the receipt, filing, and permanent maintenance and retention of documents that create or affect business organizations and non-profit entities under the following Texas statutes. A red box highlights a list of these statutes: Assumed Business or Professional Name Act, Business Organizations Code, Finance Code Chapters 62, 92, 201, Estates Code §505, Tax Code Chapter 171, and Various other enabling statutes for the creation of entities.

Media | Site Map | Help | Contact | Website Survey | En Español

Texas Secretary of State
Jane Nelson

Search Go

About SOS Elections & Voting **Business Services** Notary & Apostilles Rules & Meetings International Relations Forms & Other Services

Texas Business Law

- [Business Organizations Code](#)
- [Administrative Rules](#)
- [Changes from the 87th Legislature](#)
- [Information on Business Identity Theft](#)

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- [Tax Code Chapter 171](#)
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Registering Your Business

Foreign Entities

- Businesses formed anywhere outside of Texas
- Information for Foreign or Out-of-State Entities at [SOS](#)



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Media | Site Map | Help | Contact | Website Survey | En Español

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About SOS | Elections & Voting | Business Services | Notary & Apostilles | Rules & Meetings | International Relations | Forms & Other Services

Foreign or Out-of-State Entities

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For information regarding state tax issues for out-of-state businesses assisting with recovery, please see the [Texas Comptroller of Public Accounts website](#).

Points of Interest

- Registration Forms
- Register Online
- FAQs for Foreign Entities
- Convert to a Texas Entity
- Registered Agents
- Late Fees Calculator (XLS)

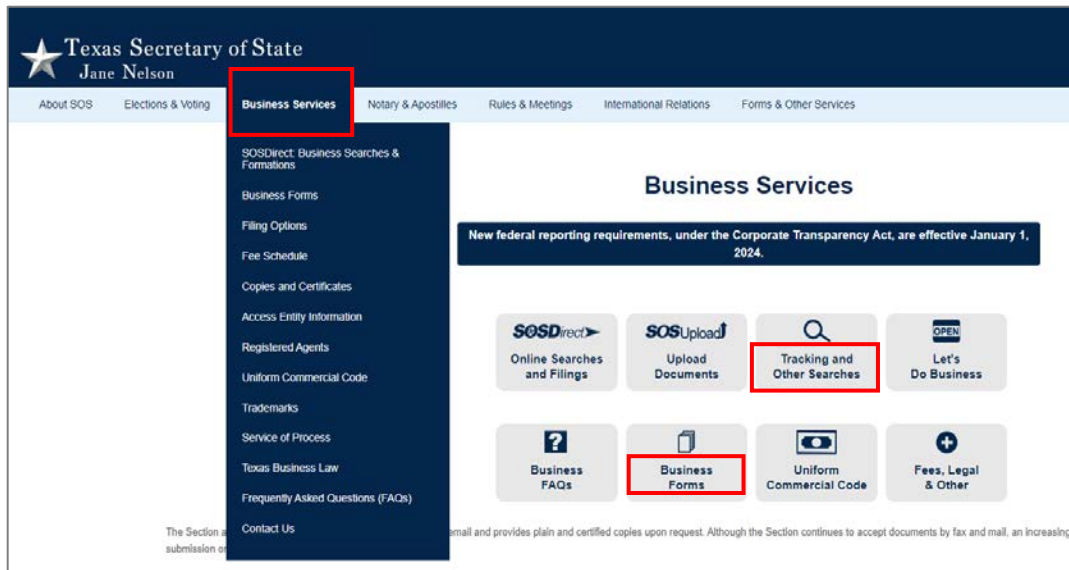
GO BIG IN TEXAS



Registering Your Business

Additional information

- Expedited vs. Non-expedited options
- Business Forms
- Track your business filing under [Business Services](#)



The screenshot displays the official website of the Texas Secretary of State, Jane Nelson. The header includes the state seal and the title 'Texas Secretary of State Jane Nelson'. A navigation bar lists various services: About SOS, Elections & Voting, **Business Services** (highlighted with a red box), Notary & Apostilles, Rules & Meetings, International Relations, and Forms & Other Services. A dropdown menu for 'Business Services' is open, listing options such as SOSDirect: Business Searches & Formations, Business Forms, Filing Options, Fee Schedule, Copies and Certificates, Access Entity Information, Registered Agents, Uniform Commercial Code, Trademarks, Service of Process, Texas Business Law, Frequently Asked Questions (FAQs), and Contact Us. The main content area is titled 'Business Services' and features a banner about new federal reporting requirements under the Corporate Transparency Act, effective January 1, 2024. Below the banner are several service tiles: SOSDirect (Online Searches and Filings), SOSUpload (Upload Documents), **Tracking and Other Searches** (highlighted with a red box), Let's Do Business, Business FAQs, **Business Forms** (highlighted with a red box), Uniform Commercial Code, and Fees, Legal & Other.

Obtaining a Vendor ID Number

Before you get started...

Make sure you can answer “**Yes**”

Are you in good standing with the state?

If applicable, is your franchise tax account status “ACTIVE”?

Have you reviewed the franchise tax FAQs, the list of taxable entities and the Texas franchise tax forms?

Have you confirmed whether your business entity is subject to the franchise tax?

Have the following information readily available:

An **Employer Identification Number** (EIN) issued by the IRS is **REQUIRED** for registration.

Your company business structure

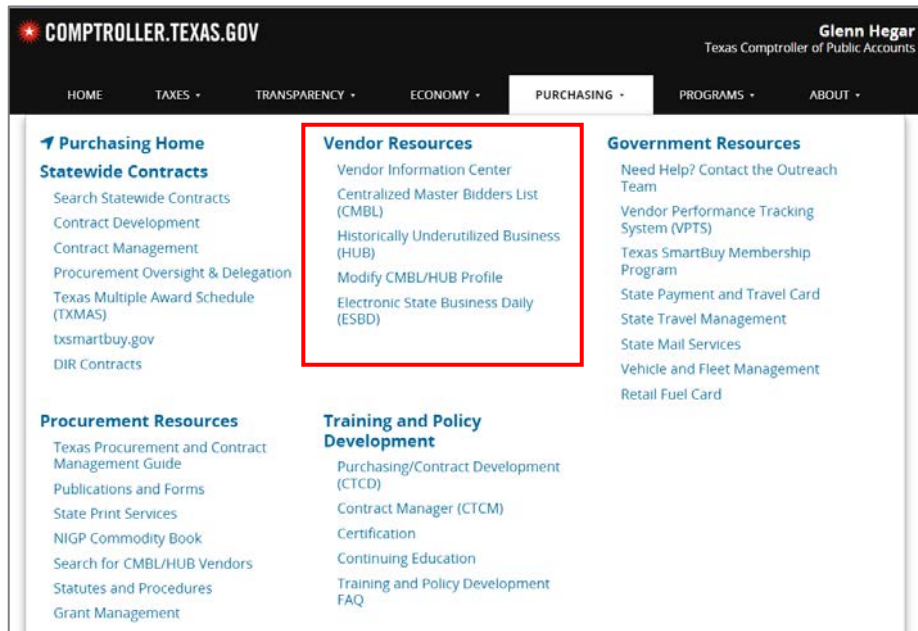
The list of purchasing class and item codes closest to the actual product or service which can be provided.

The relevant Texas highway district(s) where your products or services are available/deliverable

Obtaining a Vendor ID Number

Register as a Vendor with the Texas Comptroller

- Visit Comptroller's [website](https://comptroller.texas.gov)
- See vendor information under **Purchasing** section
- A vendor ID number is made up of your federal tax identification number




Register on CMBL and HUB

Register as a State vendor on the Centralized Master Bidders List (CMBL)

- Create a user profile on e-systems
- Establish your State Vendor Account
 - Select **Apply for CMBL**
- Annual registration fee

Register for Historically Underutilized Business (HUB) Certification

Translation:

HOW TO REGISTER AS A TEXAS VENDOR ON THE CMBL

Are you ready to tap into Texas-sized business opportunities? Before you get started, first make sure you can answer yes to these questions:

- Are you in good standing with the state?
- If applicable, is your franchise tax account status "ACTIVE"?
- Have you reviewed the franchise tax FAQs, the list of taxable entities and the Texas franchise tax forms?
- Have you confirmed whether your business entity is subject to the franchise tax?

Additionally, be sure you have the following information readily available to enter as part of the registration process:

1. An Employer Identification Number (EIN) issued by the IRS is **REQUIRED** for registration.
 - 1. To obtain an EIN number, go to the IRS website C3 or contact by phone at 800-829-4933. Foreign address vendors (addresses outside the continental USA including the states of Alaska and Hawaii) should contact IRS at 215-916-6999. The Comptroller's office takes a proactive approach in the prevention of identity theft and does not accept social security numbers for registration.
2. Your company business structure.
3. The list of purchasing class and item codes closest to the actual product or service which can be provided.
4. The relevant Texas highway districts where your products or services are available/deliverable.

If you answered yes to all of the questions, and you have all the information noted above readily available, let's get started!

Step 1 - Create User Profile

To register for the Centralized Master Bidders List (CMBL) to be a state vendor, you need to set up your eSystems user account.

1. Create Profile:
 - Go to the Login screen and click "Create Password".
 - Set up your own unique user ID, email address, name, telephone number and password.
 - Please keep your information current - this helps the Comptroller's office provide you with the best customer service.
2. Select security questions and answers (required for "Forgot User ID" or "Forgot Password".)
3. Accept the Terms of Use
4. Complete the email verification process.

Step 2 - Begin CMBL application process by establishing your State Vendor Account

- On the eSystems Menu, select the "Apply for CMBL" and continue following the prompts as instructed through the registration process.
- If applying for CMBL, please note that the annual registration fee is \$70.00. After you have completed the registration process, you will have the option of submitting the registration fee online with a credit/debit card or check/direct (U.S. addresses only), or mailing the payment in for purchase.

Apply for HUB Certification

The statewide Historically Underutilized Business (HUB) certification program has moved online. It's free to apply — find out what Texas businesses are eligible to become certified HUBs.

Ready to apply? Apply to become a certified HUB on the Texas Statewide HUB System.

Log in to eSystems

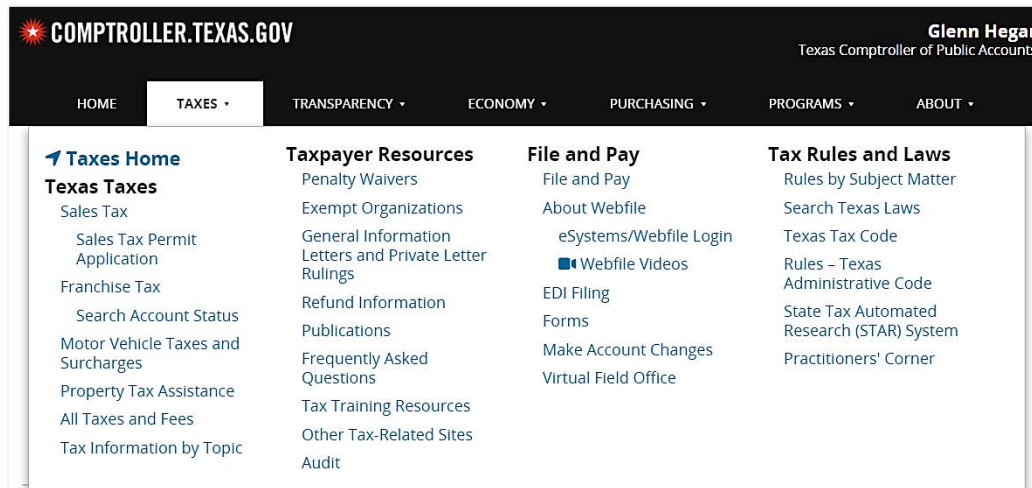
Related Links
[How to Register for CMBL](#)
[Modify CMBL Profile](#)
[Search Bid Opportunities on ESDB](#)
[CMBL Frequently Asked Questions](#)
[Apply for HUB Certification](#)

Learning About Tax Requirements

Tax Requirements

Learn about the Texas tax Laws and Rules

- Sales and Use Tax
- Franchise Tax



The screenshot shows the website of the Texas Comptroller of Public Accounts, Glenn Hegar. The header includes the logo and name. The navigation bar has links for HOME, TAXES (selected), TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. The main content area is divided into four columns: Taxes Home, Taxpayer Resources, File and Pay, and Tax Rules and Laws. The Taxes Home column lists various tax types and related services. The Taxpayer Resources column lists information for taxpayers, including penalty waivers, exemptions, and frequently asked questions. The File and Pay column lists services for filing and paying taxes, including eSystems/Webfile Login, EDI Filing, and Forms. The Tax Rules and Laws column lists resources for understanding tax rules and laws, including Rules by Subject Matter, Search Texas Laws, and Texas Tax Code.

Taxes Home	Taxpayer Resources	File and Pay	Tax Rules and Laws
Texas Taxes	Penalty Waivers	File and Pay	Rules by Subject Matter
Sales Tax	Exempt Organizations	About Webfile	Search Texas Laws
Sales Tax Permit Application	General Information	eSystems/Webfile Login	Texas Tax Code
Franchise Tax	Letters and Private Letter Rulings	Webfile Videos	Rules – Texas
Search Account Status	Refund Information	EDI Filing	Administrative Code
Motor Vehicle Taxes and Surcharges	Publications	Forms	State Tax Automated Research (STAR) System
Property Tax Assistance	Frequently Asked Questions	Make Account Changes	Practitioners' Corner
All Taxes and Fees	Tax Training Resources	Virtual Field Office	
Tax Information by Topic	Other Tax-Related Sites		
	Audit		

Checking Your Firm's Insurance

Checking Your Firm's Insurance

TxDOT requires insurance coverage based on project type

TxDOT Contract Services Division (CSD) maintains files of insurance information

Insurance requirements can be found at TxDOT [website](#)

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 TxDOT [website](#):

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

Applying for TxDOT Pre-certification

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 (AQ)

Getting Administratively Qualified (AQ)

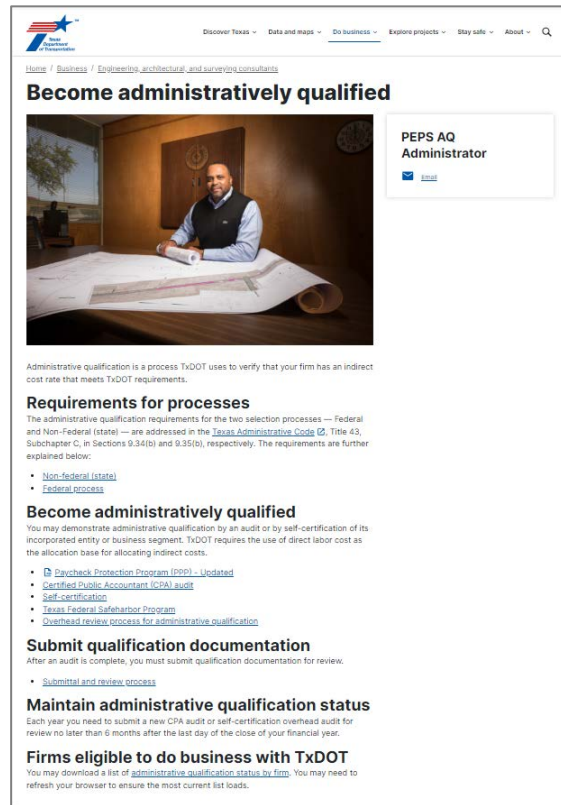
Administrative Qualification is a process TxDOT uses to verify that your firm has an indirect cost rate that meets TxDOT requirements.



All firms providing engineering or design-related services must be either:

Administratively qualified (AQ) by the Proposal deadline specified in the solicitation.

Determined eligible by the TxDOT AQG to use the federal safe harbor rate as of the Proposal deadline specified in the solicitation.



The screenshot shows the TxDOT website's 'Become administratively qualified' page. At the top is the TxDOT logo and navigation links. The main heading is 'Become administratively qualified'. Below it is a photo of a man sitting at a desk with a large blueprint. To the right of the photo is a box labeled 'PEPS AQ Administrator' with a 'Log in' button. The page contains the following sections:

- Administrative qualification** is a process TxDOT uses to verify that your firm has an indirect cost rate that meets TxDOT requirements.
- Requirements for processes**: The administrative qualification requirements for the two selection processes — Federal and Non-Federal (state) — are addressed in the [Texas Administrative Code](#), Title 43, Subchapter C, in Sections 9.34(b) and 9.35(b), respectively. The requirements are further explained below:
 - [Non-federal \(state\)](#)
 - [Federal process](#)
- Become administratively qualified**: You may demonstrate administrative qualification by an audit or by self-certification of its incorporated entity or business segment. TxDOT requires the use of direct labor cost as the allocation base for allocating indirect costs.
 - [Paycheck Protection Program \(PPP\) - Updated](#)
 - [Certified Public Accountant \(CPA\) audit](#)
 - [Self-certification](#)
 - [Texas Federal Safe Harbor Program](#)
 - [Overhead review process for administrative qualification](#)
- Submit qualification documentation**: After an audit is complete, you must submit qualification documentation for review.
 - [Submit and review process](#)
- Maintain administrative qualification status**: Each year you need to submit a new CPA audit or self-certification overhead audit for review no later than 6 months after the last day of the close of your financial year.
- Firms eligible to do business with TxDOT**: You may download a list of [administrative qualification status by firm](#). You may need to refresh your browser to ensure the most current list loads.

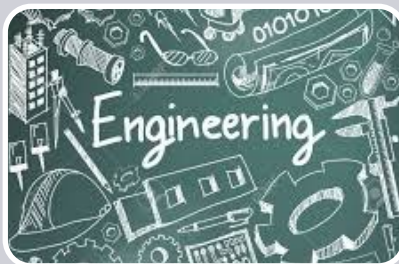
Getting your Texas Professional Registration/License

Getting your Texas Professional Registration/License



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

[Engineering Firm Application](#)



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)

[New Business Registration](#)



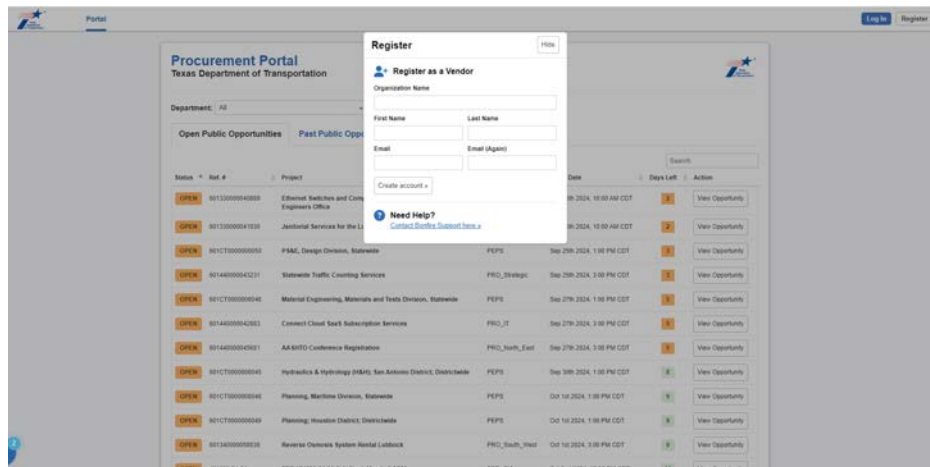
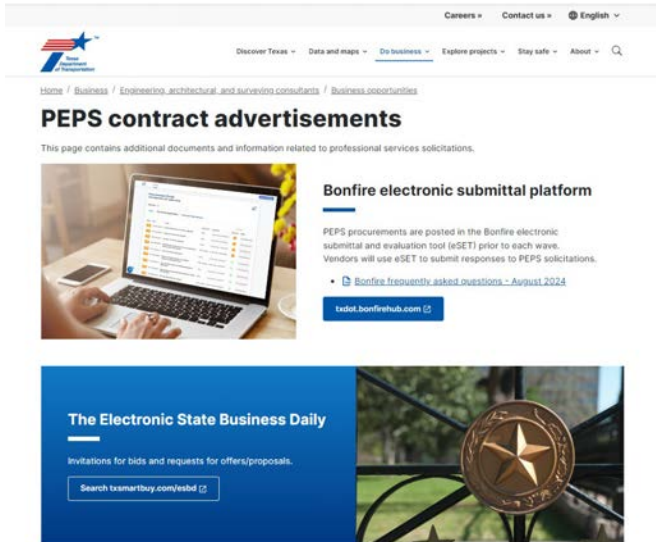
Surveying practice is regulated by the Texas Board of Professional Engineers & Land Surveyors (TBPELS)

[Apply for Surveying Firm](#)

Registering with Bonfire

Register with Bonfire Electronic Submittal

Procurement portal that will allow you to view business opportunities and submit provider response packages digitally.



Access [Bonfire Portal](#) through [TxDOT](#) website

Tips for Success

Tips for Success

YOU CANNOT CONTROL AGENCY REVIEW TIMES

- Progressive Process
- Takes 3-6 months before contracting directly with TxDOT

BEING ORGANIZED WILL SPEED UP THE PROCESS

- Be prepared to submit documentation at every step

COMPREHENSIVE ACCOUNTING POLICIES WILL PAY-OFF

- Becoming AQ w/TxDOT will require a detailed breakdown of your firm's accounting policies

STAY UPDATED/RENEWED WITH REMINDERS

- Be prepared to update/renew many items throughout the year to avoid any lapse issues



Questions and Discussion



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