



Vendor Contact

A TxDOT CCIS Job Aid



Who?

Vendor Contact Users

Vendor Contacts are assigned by the consulting firm. Vendor Contacts manage the firms Precertification & PTC form records.

What?

CCIS

Consultant Certification Information System (CCIS) is system administered by Texas Department of Transportation to manage precertifications and complete Project Team Composition. (PTC) Forms for

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Please note, sections marked are required for Precertification Applications*

Purpose

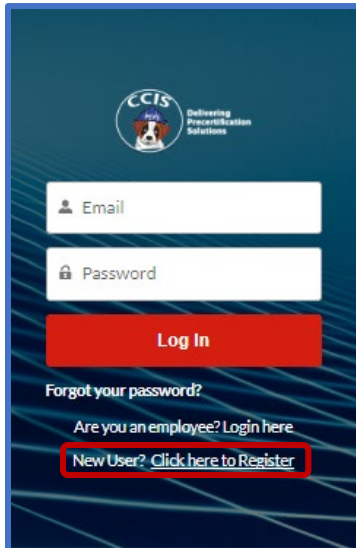
The purpose of this Job Aid is to provide guidance to consulting firms and their assigned Vendor Contacts on navigating the CCIS system. This includes managing the firms’ information, employees, precertifications, and Project Team Composition (PTC) forms.

Vendor Contact - A TxDOT CCIS Job Aid

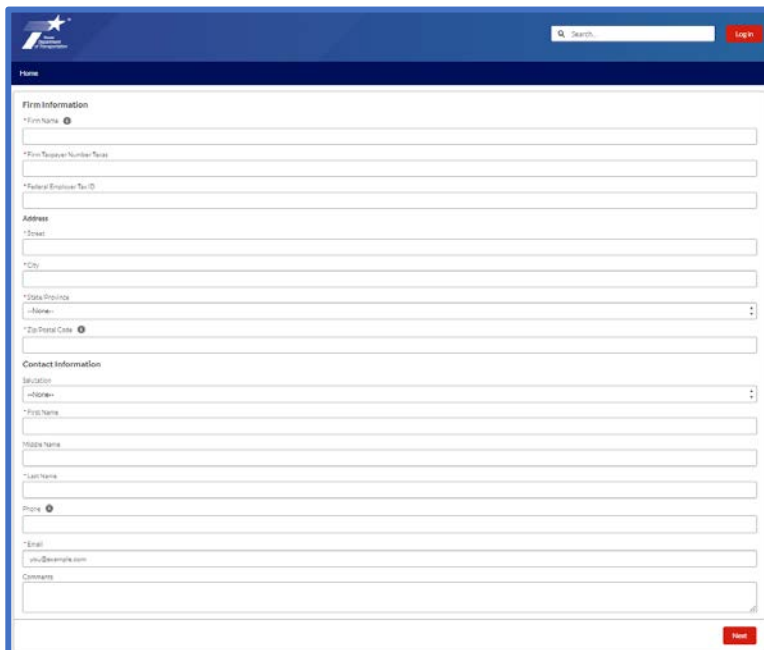
Initial CCIS Community Access Request

New firms should follow these steps to create a new firm account. If you would like to request access to an existing firm, please navigate to the [Vendor Contact Request Submission](#) section of this Job Aid.

1. Navigate to the [CCIS login screen](#).
2. Select **New User? Click here to Register**.



3. Complete all fields in the form. The fields with an asterisk (*) next to them are mandatory to move forward.
4. After completing the fields select **Next** on the bottom right corner.



5. This message will generate: *Thank you! Your request is created successfully. Please note that your request number is 00000XXX.* Select **Finish**.



6. Your request is entered into a queue for approval by the Precertification Manager.
- If *accepted*, you will receive an email with your credentials to log into the system.
 - If *declined*, you will receive an email notification with a reason for denial.
7. Upon approval, you will receive an email with login credentials. The email will contain a link for a password reset. Click the link in the email to set up a new password.
8. You now have access to the CCIS community and your Firm's Account.

Creating a New Vendor Contact

An existing registered Vendor Contact from the firm should follow these instructions to request CCIS access for a new vendor contact for the same firm. Each Vendor Contact should have their own login credentials, and *they should not be shared between users*.

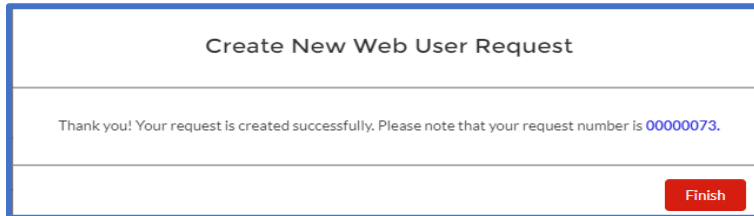
1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. On the top right corner of the Account page, select the down arrow, and then **Create a New Web User Request**.



5. Complete all fields in the form and select **Next**. The fields with an asterisk (*) next to them are mandatory to move forward.

A screenshot of the 'Create New Web User Request' form. The form is titled 'Create New Web User Request' and shows the firm name 'Firm Name: ABC engineering(14755)'. Under the 'Contact Information' section, there are fields for 'Salutation' (a dropdown menu), '* First Name', 'Middle Name', '* Last Name', 'Phone', and '* Email'. The email field contains the text 'you@example.com'. There is also a 'Comments' text area at the bottom. A red 'Next' button is located at the bottom right of the form.

6. This message will generate: *'Thank you! Your request is created successfully. Please note that your request number is 00000XXX.'* Select **Finish**.



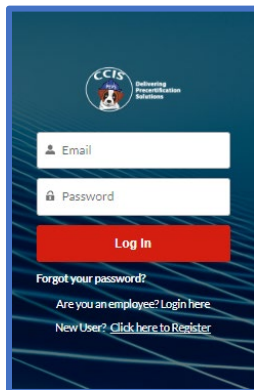
The screenshot shows a white rectangular box with a blue border. At the top, it says "Create New Web User Request". Below that, it says "Thank you! Your request is created successfully. Please note that your request number is 00000073." At the bottom right, there is a red button labeled "Finish".

7. If *accepted*, the new user will receive an email with log in credentials.
- The email will contain a link for a password reset. The new user must click the link in the email to set up a new password and complete their new user registration.
8. If *declined*, the user who created the request will receive an email notification with a reason for denial.

Password Reset for Vendor Contacts

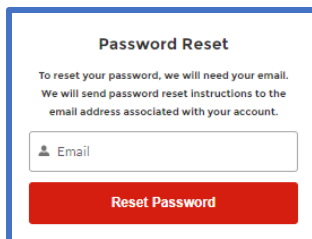
Follow these instructions to reset your CCIS Password.

1. Navigate to the [login screen for CCIS](#).



The screenshot shows the CCIS login screen. It has a dark blue background with the CCIS logo at the top. Below the logo are two white input fields labeled "Email" and "Password". Below these fields is a red button labeled "Log In". At the bottom, there is a link that says "Forgot your password?" and two other links: "Are you an employee? Login here" and "New User? Click here to Register".

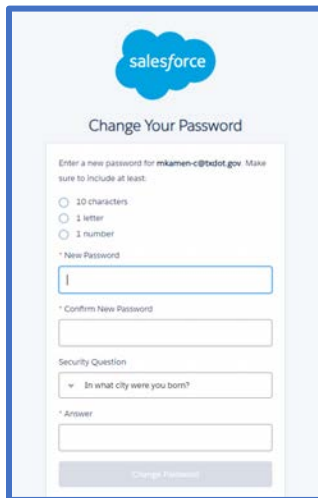
2. Select **Forgot your password?**
3. Enter the email address you used to register in CCIS and select **Reset Password**.



The screenshot shows the "Password Reset" screen. It has a white background with a blue border. At the top, it says "Password Reset". Below that, it says "To reset your password, we will need your email. We will send password reset instructions to the email address associated with your account." Below this text is a white input field labeled "Email". At the bottom, there is a red button labeled "Reset Password".

4. You will receive an email containing a link to reset your password.
5. Click the link in the email and create a new password for your CCIS Community Page login.
6. Enter your new password twice. Your password must include:
- 10 characters
 - 1 letter

- 1 number



7. Select **Change Password**.

Updating Firm Information

Follow these instructions to update your firm information.

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. On the **Details** tab you can **edit** the following:
 - DBE & HUB status
 - Firm CEO name
 - Personnel Totals
5. On the **Details** tab, these items are not editable by you. If any of these items require updating, please email the Precertification Manager, PEPS_CCIS_Precert@TxDOT.gov.
 - Account Name
 - Federal Emp Tax ID
 - Firm Taxpayer Number Texas
 - Administratively Qualified Data
 - Administratively Qualified Expiry Date.
6. On the **Related** tab you will find the following sections.
 - Vendor Contacts
 - Employees
 - Firm Branches
 - Previous Vendor Names – *please do not edit these fields. We are currently working to have this edit option disabled. If you have a firm name change, please email the Precertification Manager, PEPS_CCIS_Precert@TxDOT.gov.*

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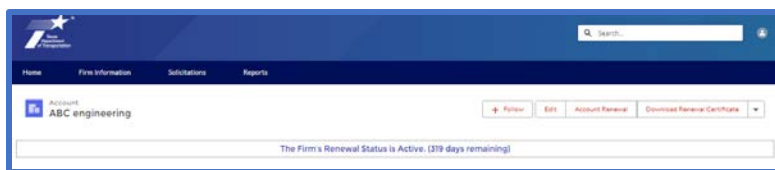
- Equipment
- Precertifications

Completing Firm Renewal

Follow these instructions to complete your firms' Account Renewal. All Account information needs to be renewed by March 31st every year. As a reminder, Vendor Contacts will receive an email reminding them to renew at the following times.

- First week in January
- First week in March
- On April 1st notifying them that their Account is now inactive.

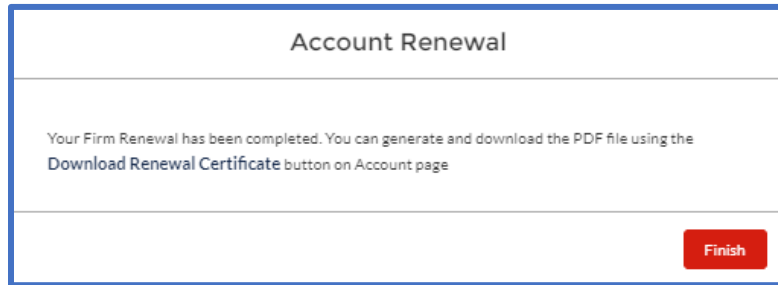
1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. Select **Account Renewal** at the top right corner of the Firm's **Account** screen.



5. Select each item from the dropdown menu and update as needed. As you go through each section the fields will auto-populate with a checkbox. After all fields are checked, select **Next**.

A screenshot of the 'Account Renewal' form. At the top, it says 'Select the Firm Information to Review' with a dropdown menu currently set to '--None--'. Below this, it instructs the user to 'Please select the Firm information to review from among the below sections.' There are four sections, each with a checked checkbox and a link to a specific information page: 'Review Completed - Firm Branch Information', 'Review Completed - Firm Employee Information', 'Review Completed - Firm General Information', and 'Review Completed - Firm DBE/HUB Information'. Each section has a brief description of what to review. A red 'Next' button is located at the bottom right of the form.

6. You will receive the confirmation message: *Your firm Renewal has been completed. You can generate and download the PDF file using the Download Renewal Certificate button on Account page.*
7. Select **Finish** to complete your renewal.



Download a Renewal Certificate

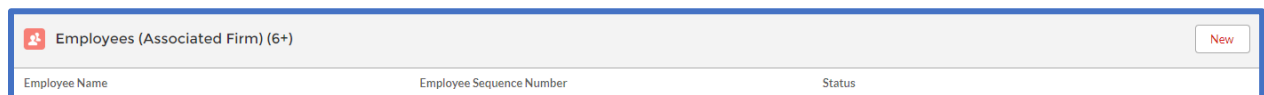
Follow these instructions to download your firm's renewal certificate.

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. At the top right corner of the firms' **Account** screen, select **Download Renewal Certificate**.
5. The file will generate, and you have the option to download or print.

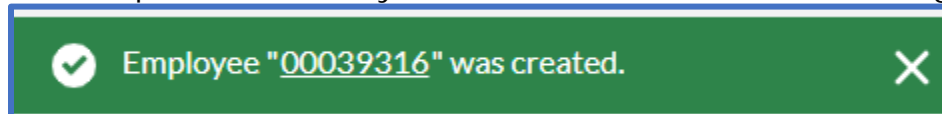
Creating a New Employee

Follow these instructions to create a new employee record in CCIS. Before following these instructions, please confirm with the new employee and the Precertification Manager that the employee has no previous history in CCIS with another firm. If an employee has previous precertifications that need to be transferred, please skip to [Transfer Employee Record](#) section.

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. Select the **Related** tab on your firms' Account screen.
5. Navigate to the **Employees (Associated Firm)** section and select **New** at the top right corner of this section.



6. Enter all required fields and select **Save**.
7. At the top of the screen, you will receive a confirmation message:



8. You will now find the employee listed in your **Employees (Associated Firm)** section in CCIS.

Transferring an Employee Record

Follow these instructions to transfer employee precertifications to your firm.

1. Send an e-mail to PEPS_CCIS_Precert@TxDOT.gov to request the transfer of the employee's record to your firm.

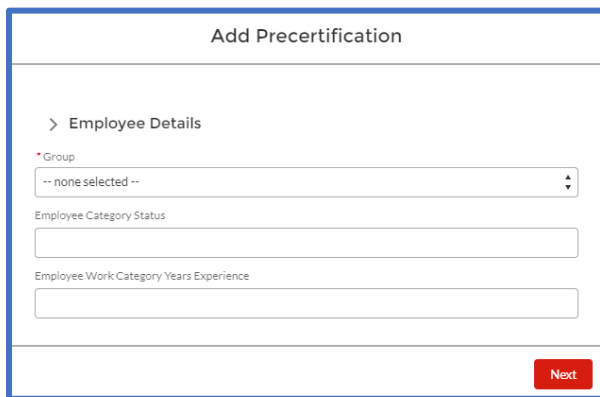
- The Precertification Manager will confirm within 2-3 business days to confirm the transfer or request additional details, if needed.

Adding Employee Precertifications*

Follow these steps for each work category you are seeking approval for the employee. Before proceeding with this section, please be sure you have your employee's completed

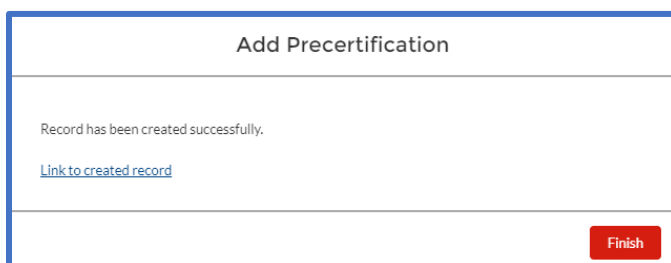
[Precertification Application Form.](#)

- [Login to CCIS.](#)
- Select the **Firm Information** tab at the top of the screen.
- Select your Account name (firm name).
- Select the **Related** tab on your firms' Account screen.
- Navigate to the **Employees (Associated Firm)** section and select the employee you are working on.
- Select the **Related** tab on the **Employee Record** screen.
 - Toward the middle of the screen, you will find the **Precertifications** already entered for this employee, if any.
- At the top right corner of the screen, select **Add Precertification** to add a new work category.
- Select the **Group** and **Work Category** you would like to add for this employee.



The screenshot shows the 'Add Precertification' form. It has a title bar 'Add Precertification'. Below it is a section 'Employee Details' with a right-pointing arrow. There are three input fields: 'Group' (a dropdown menu with '-- none selected --'), 'Employee Category Status' (a text box), and 'Employee Work Category Years Experience' (a text box). A red 'Next' button is at the bottom right.

- Select **Next** to create the record.
- Select the **Link to created record**.



The screenshot shows the 'Add Precertification' form after successful creation. It has a title bar 'Add Precertification'. Below it is a message 'Record has been created successfully.' followed by a blue link 'Link to created record'. A red 'Finish' button is at the bottom right.

- This opens the **Precertification Record** screen.

12. Once you are ready to submit this request for review, select **Submit for Approval** at the top right corner of this **Precertification Record** screen.

- Before submitting, be sure you have entered all applicable projects and certifications associated with this work category.

Requesting Additional Details on a Denied Application

Follow these instructions to request additional details on a denied application. To protect the integrity of the precertification review process, the identity of the subject matter experts (Review Officers) is not shared. The Precertification Manager bridges the gap in case any questions arise.

1. Send an e-mail to PEPS_CCIS_Precert@TxDOT.gov to request the additional details on a denial.

The Precertification Manager will reach out to the Review Officer and respond back to your e-mail within 5 business days with the response from the Review Officer.

Adding Employee Projects*

Follow these steps for each project record you need to create for each employee. Before proceeding with this section, please be sure you have your employees completed

Precertification Application Form.

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. Select the **Related** tab on your firms' Account screen.
5. Navigate to the **Employees (Associated Firm)** section and select the employee you are working on.
 - If the employee is not listed here, please reference the instructions on this Job Aid for [Creating a New Employee](#) or [Transferring an Employee Record](#).
6. Select the **Related** tab on the **Employee Record** screen.
 - At the bottom of this screen, you will find the **Projects** already entered for this employee, if any.
7. At the top right corner of the screen, select **Add Project** to add a new project record for this employee.
8. Enter the required information in all fields.
 - **Important Note:** The Project General Description should be populated with a general description of the project. You will enter the specific work performed by the applicant in an upcoming screen.

The screenshot shows the 'Add Project' form with the following fields and values:

- Project Name:** Test Project
- Employee Name:** 00036604
- Project Begin Date:** May 10, 2023
- Project End Date:** May 10, 2024
- Project Location:** Austin, TX
- Project General Description:** This is where you will enter a General Project Description.
- Estimated Project Fees:** \$100,000
- Estimated Construction Cost:** \$500,000

A red 'Next' button is located at the bottom right of the form.

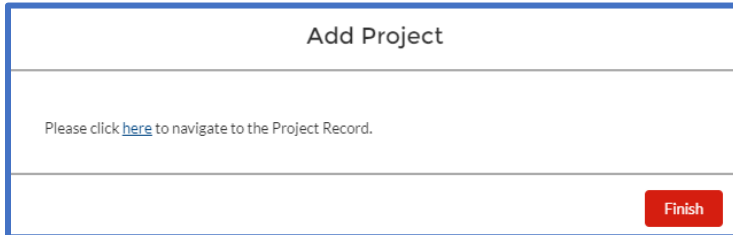
9. Select **Next**.
10. Select at least one group and work category for which you would like this project to be considered.
11. In the **Description of Work Category**, enter the detailed description of the work performed by the employee as it relates specifically to this work category. The information entered here is what is reviewed by the Review Officer for approval.
 - It is important that you are entering the details from the perspective of the employee.
 - This should be entered in first person format, using terms such as 'I performed,' 'I designed,' 'I managed,' etc.

The screenshot shows the 'Add Project' form with the following fields and values:

- Enter a Category:** 5 - Bridge Design
- Enter a Work Category:** 5.2.1 - Bridge Design
- Description of Work Category:** This is where you will enter a detailed description of the work the employee performed as it relates to the Work Category.

A checkbox labeled 'Add More Work Categories' is located below the description field. A red 'Next' button is located at the bottom right of the form.

12. You may check the box to **Add More Work Categories** and follow steps 10-11 above.
13. Once you are done adding work categories, select **Next**.
14. To view the completed project record, select **Here** on the pop-up window, or select **Finish** and find the project listed in the **Projects** section at the bottom of the screen.

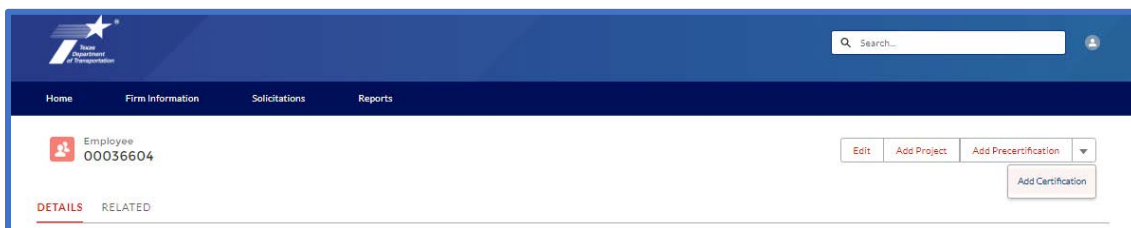


15. To view the associated work categories, select **Related** in the project record.
16. To add additional work categories, you would like to be considered with this project, select **New**.
17. Follow steps 10-11 in the [Adding Employee Projects](#) section and select **Save**.

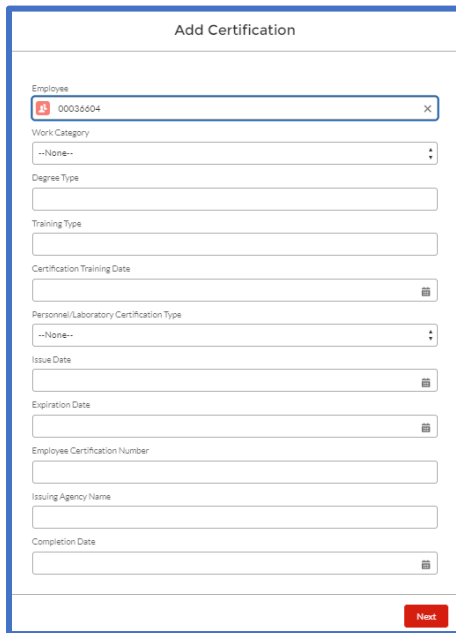
Adding Employee Certifications*

Follow these steps for each project record you need to create for each employee. Certifications include training courses required for a work category, licenses, educational degrees, etc. Before proceeding with this section, please be sure you have your employee's completed [Precertification Application Form](#).

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. Select the **Related** tab on your firms' Account screen.
5. Navigate to the **Employees (Associated Firm)** section and select the employee you are working on.
 - If the employee is not listed here, please reference the instructions on this Job Aid for [Creating a New Employee](#) or [Transferring an Employee Record](#).
6. Select the **Related** tab on the **Employee Record** screen.
 - At the top of this screen, you will find the **Certifications** already entered for this employee, if any.
7. At the top right corner of the screen, select the down arrow and **Add Certification** to add a new certification record for this employee



8. Enter required information in all fields and select **Next**.



The screenshot shows the 'Add Certification' form with the following fields: Employee (text input with value 00036604), Work Category (dropdown menu with value --None--), Degree Type (text input), Training Type (text input), Certification Training Date (calendar icon), Personnel/Laboratory Certification Type (dropdown menu with value --None--), Issue Date (calendar icon), Expiration Date (calendar icon), Employee Certification Number (text input), Issuing Agency Name (text input), and Completion Date (calendar icon). A red 'Next' button is at the bottom right.

9. Upload certification documents, if applicable, and select **Next**.



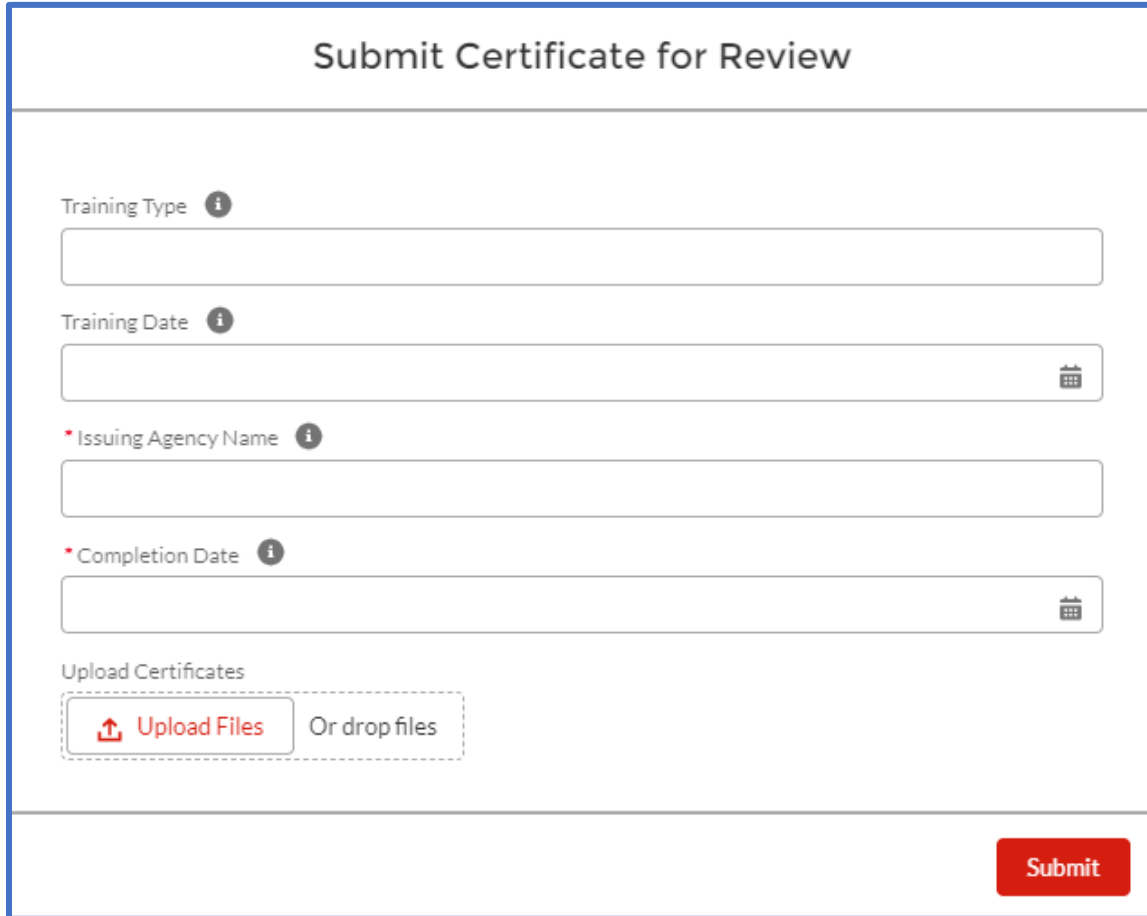
The screenshot shows the 'Add Certification' form with the 'Upload Certificate' section. It includes a red 'Upload Files' button with an upload icon and a dashed box labeled 'Or drop files'. A red 'Next' button is at the bottom right.

Submitting Renewal Certificates – ONLY for Work Categories 3.7.1 & 4.7.1

Follow these steps for submitting renewal certificates for work categories 3.7.1 & 4.7.1. This should be completed every 5 years for each training requirement. Typical review processing time is 10 business days.

1. [Login to CCIS](#).
2. Select the **Firm Information** tab at the top of the screen.
3. Select your Account name (your firm's name).
4. Select the **Related** tab on your firms' Account screen.
5. Navigate to the **Employees (Associated Firm)** section and select the employee you are working on.
6. Select the **Related** tab on the **Employee Record** screen.
7. Select the certification record previously created for the same course you are updating.

- At the top right corner of the **Certification** screen, select **Submit Certificate for Review**.
- Complete all required fields.



The screenshot shows a web form titled "Submit Certificate for Review". It contains several input fields: "Training Type" with an information icon, "Training Date" with an information icon and a calendar icon, "* Issuing Agency Name" with an information icon, and "* Completion Date" with an information icon and a calendar icon. Below these is a section labeled "Upload Certificates" with a dashed box containing an "Upload Files" button (with an upload icon) and the text "Or drop files". A red "Submit" button is located at the bottom right of the form.

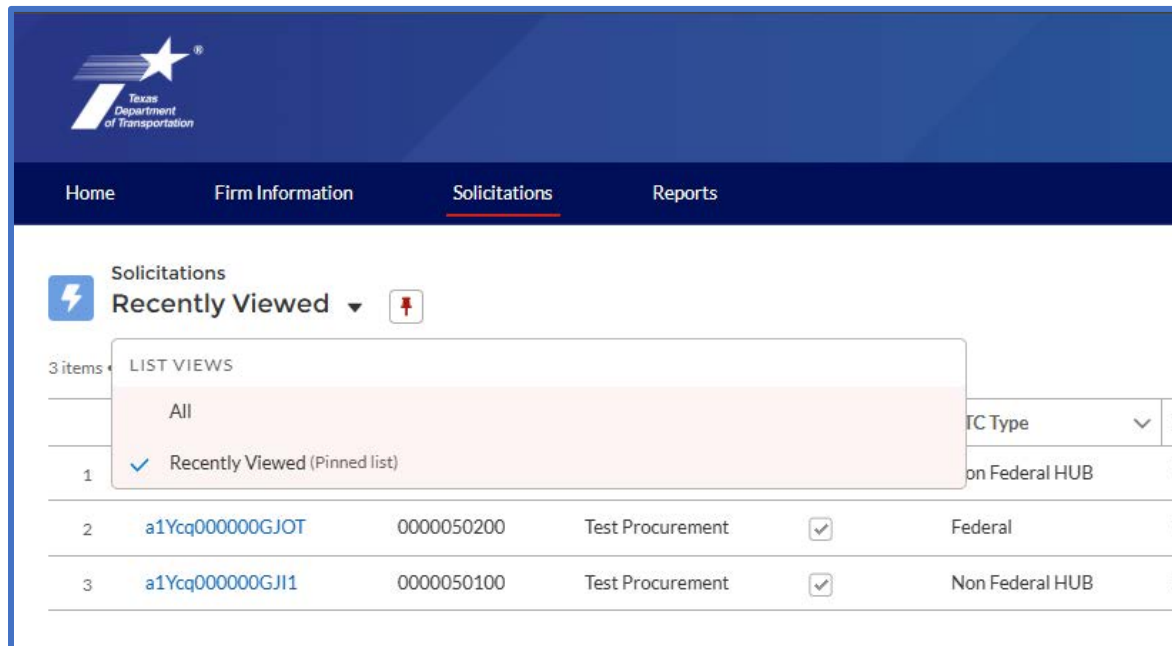
- Upload a copy of the certificate of completion.
- Select **Submit** to place this certificate in queue for review and approval by the Review Officer.

Project Team Composition (PTC) Form

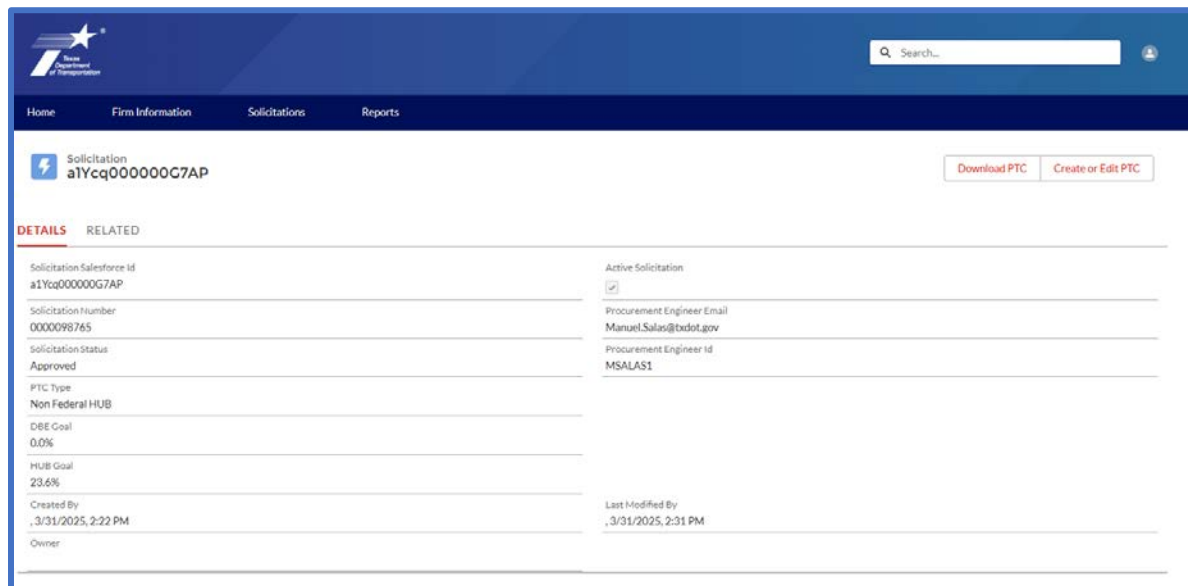
Follow these instructions to complete a PTC Form.

- [Login to CCIS](#).
- Select the **Solicitations** tab at the top of the screen.
- Select the **List View** to view **All** open solicitations.

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4. Select the **Solicitation Salesforce ID** (blue text) for the solicitation you are working on.
5. Select **Create or Edit PTC** to begin editing the PTC form.



6. A pop-up of the PTC Instructions page appears when you open the solicitation. After carefully reading through the instructions, select **OK**.
 - You may refer to these instructions later by selecting **PTC Instructions** at the top right corner throughout the editing process.

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PTC Form Instructions

The Project Team Composition (PTC) form consists of 2 parts and must be completed and returned as an attachment to your firm's solicitation response in Bonfire. TxDOT staff will use this form to verify each firm's HUB Certification or DBE Certification, precertification status, and Active Renewal status. To complete the PTC form please:

1. Verify that the solicitation number for the PTC form matches the solicitation number in Bonfire.
2. Complete all the required information on the PTC form and perform a thorough review.
3. Save and submit the completed PTC form.
4. Print the completed PTC form to PDF format.
5. Upload the PTC form (in PDF format) to the Bonfire system for the corresponding solicitation.

The PTC Form is available to the submitting firm starting on the Solicitation Post Date and remains available for editing and submission through the Solicitation Close Date. During this time the submitting firm may change and re-submit the PTC form as needed. The PTC form is no longer available for editing or re-submission after the Solicitation Close Date.

For Part 1 of the PTC form, the entered information must follow these rules:

A) For each prime provider and subprovider firm, enter the firm's CCIS sequence number in the Firm Seq. No. field to find a firm already registered in CCIS.

- This will automatically display the Firm Name in the Legal Firm Name field. To change the firm, enter a new firm sequence number in the Firm Seq. No. field.
- If the firm is not registered in CCIS, enter the firm name as a free text entry in the Legal Firm Name field.
- Enter a 3-character code for each firm. This will allow you to identify the firm on Part 2 of the PTC form.
- Enter the percentage of work to be performed by each firm (provider) in the appropriate column. These percentages should total to 100% to submit the form.
- If the HUB or DBE percentage goal will not be met, you must enter supporting comments to explain the efforts undertaken (for example: list the firms contacted) despite not meeting the goal.

B) CCIS will display the Administrative Qualification (AQ) status in the Administratively Qualified field for each CCIS registered firm.

- For a non-federal PTC form, if the firm is not AQ, you must select Exempt, Accept TxDOT Rate, or Non-E&D Service.
- For a firm that is not registered in CCIS (and was entered as a free text entry), enter the AQ status. For a federal PTC form, select Yes or No. For a non-federal PTC form, you must select Yes, Exempt, Accept TxDOT Rate, or Non-E&D Service.
- Refer to the solicitation for the specific AQ requirements that must be met.

For Part 2 of the PTC form, the entered information must follow these rules:

A) For each listed Work Category, select the firm and the Task Leader employee from the firm that will provide the service. Do not leave the Firm or Task Leader fields blank.

- You will be able to select from the CCIS-registered firms entered in Part 1.
- The number of precertified employees available for Task Leader selection will appear in "Number of Precertified Employees" column. If this number is zero, the firm has no employees who are precertified in the Work Category.
- You will be able to select a precertified employee from the firm using the dropdown.
- Refer to the solicitation for the specific precertification requirements that must be met.

B) For each non-listed Work Category (NLC), select the firm and the Task Leader employee from the firm that will provide the service. Do not leave the Firm or Task Leader fields blank.

- You will be able to select from the firms entered in Part 1 (both CCIS registered firms and non-registered firms entered as free text entries).
- Enter the Task Leader name as a free text entry.

C) For each Work Category, enter the percentage of work contributed by each firm that will perform work in the Work Category:

- For each Work Category, the percentage contributed by the firm providing the Task Leader and any other firm(s) must equal the Percentage Advertised for that Work Category.
- For each firm, the total percentage of all work must equal the firm's percentage identified in Part 1.
- While a firm that isn't registered in CCIS cannot provide the Task Leader for a listed Work Category, it is possible for the firm to contribute to the Percentage Advertised for a listed Work Category.

7. On part 1 of the PTC form, the following fields are auto-populated fields based on the information from your **Firm Information** as previously recorded in CCIS.
 - DBE/HUB status – if this field is populating incorrectly, navigate to the **Firm Information** tab, and follow the instructions from the [Updating Firm Information](#) section of this job aid to make necessary updates. After you save changes in **Firm Information**, navigate back to the **Solicitations** tab, and open the PTC Form. The DBE/HUB status is auto populated with any updates made.
 - Legal Firm Name – if this field is populating incorrectly, send an e-mail to the Precertification Manager PEPS_CCIS_Precert@TxDOT.gov.
 - Vendor ID Number – if this field is populating incorrectly, send an e-mail to the Precertification Manager PEPS_CCIS_Precert@TxDOT.gov.
8. Enter your firm's **Acronym/Abbreviation** and **Prime Percentage**.
 - Acronyms/Abbreviations are assigned by the Prime provider. Prime and subproviders will be identified by their assigned acronym/abbreviation in the next section of the PTC form.
9. In the subsequent section for **Subproviders**, enter the following information for each provider.
 - Firm Sequence Number – if the subprovider is not registered in CCIS, skip to step 10.
 - Acronym/Abbreviation
 - Administratively Qualified (AQ) status –
 - For a Federal procurement this field is auto populated.
 - For a Non-Federal Procurement this field is auto populated if **Yes**. If the field does not auto populate, then this firm is not Administratively Qualified, and you must select one of the following options from the dropdown menu:

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Non-E&D Service

No-Accept TxDOT Rate

No-Exempt

- Percentage

10. Enter the following information for each provider that is not registered in CCIS.

- Acronym/Abbreviation
- Legal Firm Name
- Vendor ID Number
- AQ status
- Percentage

Project Team Composition
DBE Verification
Part 1 of 2
(Federal Process)

TxDOT Assigned DBE Goal: 16 Solicitation Number: 0000001234

Is your firm (Prime Provider) a Certified DBE?
☐ Yes
☒ No

[PTC Instructions](#) [Save Changes](#) [Continue to Next Form](#)

Prime Provider				Administratively Qualified?	% of work that prime provider and subproviders are responsible for				TxDOT Use Only	
Firm Seq No.	Acronym/Abbreviation*	Legal Firm Name**	Vendor ID Number	Yes/No	Prime	Non-DBE	DBE	Total	DBE TUCP Directory(Y/N)	DBE NAICS Code
1	DOT	TxDOT Firm	123456789000	No	50.00	50.00				
Subproviders										
4729	ABC	Test Firm	98765432100	No			25			
	XYZ	Test Firm 123	89756432100	* Select AQ Value Yes		25				

11. After you have completed Part 1 of the PTC form, select **Save Changes**.

- Ensure that the **Total** column equals 100%.

12. Select **Continue to Next Form** to move on to Part 2.

13. On part 2 of the PTC form, Work Categories are listed in each row. For each Work Category, select the Firm/Task Leader that you are proposing for the procurement.

14. For each Work Category, enter the percentages as you plan to divide amongst Prime and Subproviders.

- If you are planning to assign a percentage of an Engineering and Design (E&D) related service to a firm that is not Administratively Qualified (as indicated in Part 1), then you will be required to provide an explanation.

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- **Important Note:** on a Federal Procurement, the prime and subproviders are required to be Administratively Qualified to perform any E&D related service.

15. After you have completed part 2 and your total Work Category percentage equals 100% select **Save Changes**.

16. You must select **Complete** to initiate a validation check. The CCIS system will validate the following information:

- Total percentages have been met for each Work Category.
- A firm and Task Leader have been selected for each Work Category.
- Total Work Category percentage distributed equals 100%.
- Validated HUB or DBE goals have been met.
 - If the goal has not been met, a pop-up window appears where you will be prompted to provide an explanation.

Project Team Composition
Task Leader Precertification & Firm Percentage by Work Category
Part 2 of 2
(Federal Process)

Solicitation Number: 0000001234

[PTC Instructions](#) [Back To Part 1](#) [Save Changes](#)

Work Category No.	Category Name	Percentage Advertised	% Total	E&D Related Services	Firm Name	Number of Precertified Employees	Task Leader	CON ①	ABC ①	XYZ ①
1.8.1	Public Involvement	10.00%	%	N	Select Firm					
11.3.1	Construction Superintendent	10.00%	%	N	Select Firm					
11.10.1	Construction Record Keeper	10.00%	%	N	Select Firm					
12.1.1	Asphaltic Concrete Production	10.00%	%	N	Select Firm					
12.1.2	Portland Cement Concrete	10.00%	%	N	Select Firm					
12.1.3	Materials Engineering	10.00%	%	Y	Select Firm					
12.2.1	Concrete Plant Inspection and Testing	10.00%	%	Y	Select Firm					
12.2.5	Hot Mix Asphalt (HMA) Plant Inspection and Testing	10.00%	%	Y	Select Firm					
12.4.1	Pavement Design Services	10.00%	%	Y	Select Firm					
14.1.1	Soil Exploration	10.00%	%	Y	Select Firm					
Work Category No.	Category Name	Percentage Advertised	% Total	E&D Related Services	Firm Name	Number of Precertified Employees	Task Leader	CON ①	ABC ①	XYZ ①
Total		100.00%	0%					%	%	%
% of work that prime provider and subproviders are responsible for								50%	25%	25%

17. After completing validations on the PTC form, select the **Solicitations** tab, and select the solicitation you are working on.

18. Select **Download PTC** to generate a PDF file of the PTC form you have just completed.

Solicitation
a1Y8y000009scKl

[Download PTC](#) [Create or Edit PTC](#) [Printable View](#)

DETAILS [More](#)

Solicitation Salesforce Id a1Y8y000009scKl	Active Solicitation <input checked="" type="checkbox"/>
Solicitation Number 0000005799	Procurement Engineer Email Basem.Dia@txdot.gov
Solicitation Status Approved	Procurement Engineer Id BDIA
PTC Type Federal	
DBE Goal 15.5%	
HUB Goal 0.0%	
Created By 2/7/2024, 5:40 PM Owner	Last Modified By 11/6/2024, 5:53 AM

19. Select the Download icon and complete your internal quality review check.

- For the quality review check – be sure to double check all data recorded on your downloaded PTC form. Be sure that all information matches your records, and all calculations add up correctly.
- If the downloaded PTC form does not look correct, do not try to edit the PTC form in CCIS. Follow the instructions in the next section to reset the PTC form.

Project Team Composition
HUB Verification
Part 1 of 3
(Non-Federal Process)

TxDOT Assigned HUB Goal: 21.6

Solicitation Number: 0000000000
Is your firm (Prime Provider) a certified HUB? Yes

Prime Provider				Administratively Qualified?	% of work that prime provider and subproviders are responsible for				TxDOT Use Only	
Firm Seq. No.	Autonym/Abbreviation*	Legal Firm Name**	Vendor ID Number	Yes/No	Prime	Non-HUB	HUB	Total	HUB Expiration Date	Comments
1291	PEP	PEPS - Your Firm	0	Accept TxDOT Rate	20.00					
Subproviders										
1	TXD	TxDOT Firm	123456789000	Exempt			15.00			
	AHC	AHC Engineering	85796374125	Yes			11.00			
Total of the 3 boxes must equal 100%					20.00%	0%	26.00%	46.00%		

Unless Self-Performing (100% of the work), the Prime's percentage does not count towards the HUB goal.

* Three (3) character Autonym/Abbreviation must be filled out in order for the firm to function correctly.

** If the firm name is not pre-populated after inputting the firm sequence number, please check your firm active status in CCIS. Firms prequalified in one or more categories for engineering, surveying, or architectural services must complete the annual renewal process between January 1 and March 31 each year to maintain "Active" status.

*** Administratively Qualified: If the field turns red and shows "Not AQ'd," you must choose either Yes, Exempt, or Accept TxDOT Rate. If unselected by selection, it could result in the proposal being considered non-responsive.

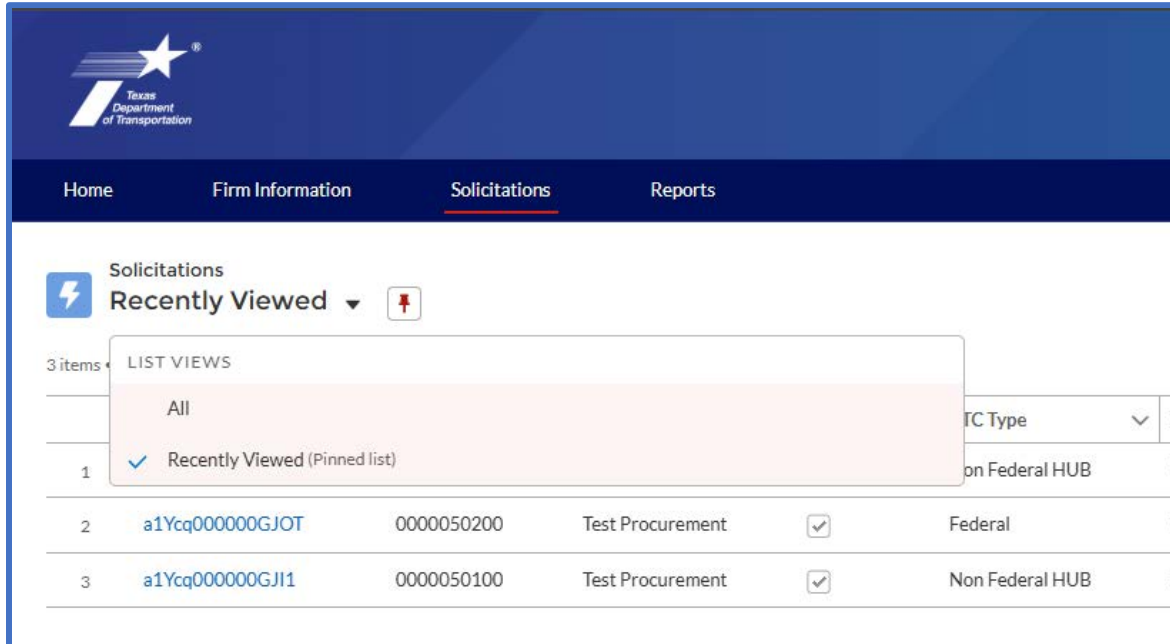
20. Upload your completed PTC form to the TxDOT Procurement Portal in [Bonfire](#).

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Resetting the PTC Form

Follow these instructions to clear your entire PTC form and start over from the beginning.

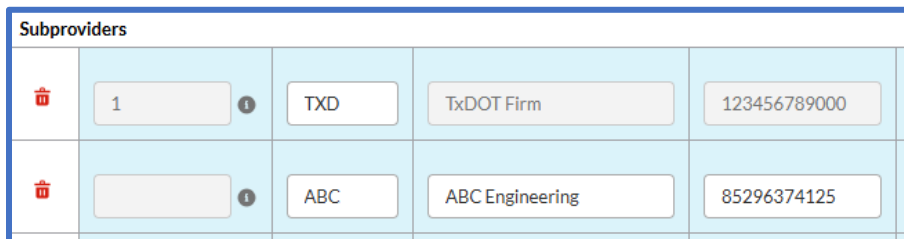
1. [Login to CCIS](#).
2. Select the **Solicitations** tab at the top of the screen.
3. Select the **List View** to view **All** open solicitations.



The screenshot shows the TxDOT CCIS interface. At the top is the Texas Department of Transportation logo. Below it is a navigation bar with tabs: Home, Firm Information, **Solicitations**, and Reports. The 'Solicitations' tab is active. Below the navigation bar, there is a section titled 'Solicitations' with a lightning bolt icon. Underneath, there is a dropdown menu labeled 'Recently Viewed' with a red pin icon. The dropdown menu is open, showing 'LIST VIEWS' with two options: 'All' (highlighted in pink) and 'Recently Viewed (Pinned list)'. Below the dropdown, there is a table with 3 items. The table has columns for Solicitation ID, ID Number, Description, Status, and Type. The first two rows are visible, both with 'Test Procurement' status and 'Federal' type.

	Solicitation ID	ID Number	Description	Status	Type
1	a1Ycq00000GJOT	0000050200	Test Procurement	<input checked="" type="checkbox"/>	Federal
2	a1Ycq00000GJI1	0000050100	Test Procurement	<input checked="" type="checkbox"/>	Non Federal HUB

4. Select the **Solicitation Salesforce ID** (blue text) for the solicitation you are working on.
5. Select **Create or Edit PTC** to begin editing the PTC form.
6. Delete each subprovider individually in part 1 by selecting the **Trash Can** icon for each subprovider row.



The screenshot shows a table titled 'Subproviders'. It has five columns: an icon column, an ID column, a Name column, a Description column, and a Value column. There are two rows of data. The first row has a trash can icon, the ID '1', the name 'TXD', the description 'TxDOT Firm', and the value '123456789000'. The second row has a trash can icon, an empty ID field, the name 'ABC', the description 'ABC Engineering', and the value '85296374125'.

Icon	ID	Name	Description	Value
	1	TXD	TxDOT Firm	123456789000
		ABC	ABC Engineering	85296374125

7. After deleting all subproviders, select **Save Changes**.
8. Start over following the instructions found in the [Project Team Composition](#) section of this Job Aid.