



Precertification and Administrative Qualifications



December 13, 2024



December 13, 2024

PEPS Pre-Certification Process

Sierra Salinas – Pre-Certification Liaison

What are Precertifications?

RULE §9.33 of
the Texas
Administrative
Code



Approved Work Categories - Granted to the individual and extended to the firm



Work categories approved based on professional experience



TxDOT has 24 groups and a total of 190 work categories



Required prior to being awarded a professional services contract with TxDOT



Managed in our Consultant Certification Information System (CCIS)

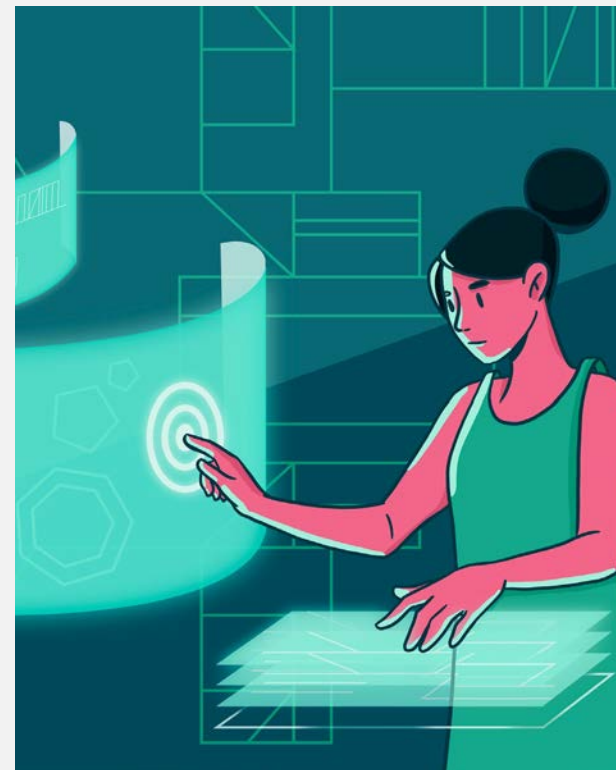
What's new with Precerts?

CCIS system upgrade

- Changes continue to come as we enhance our system for a better user experience.

Work Category updates

- This past year we retired work category 24.10.2 and updated the requirements for 24.10.1



Application Process



Internal Review Process

Initial review completed by Precert Manager

After passing initial review, the application is then forwarded to one of TxDOT's subject matter experts (Review Officer).

The review process typically takes around 21 days; however, Review Officers have up to 60 days to complete their review.

Upon review completion, the vendor contacts from the firm will receive an email notifying of approval or denial.

Guidance for Precerts & CCIS



- For new employees – if you are unsure if your new employee has a history in CCIS, email the Precert Manager.
- In the project records, enter the 'description of work in this category' in first person.
- Be sure you have each applicable work category listed with each project.
- In case of a denial – you have the option to request additional details on the denial by emailing the Precert Manager

PTC Form

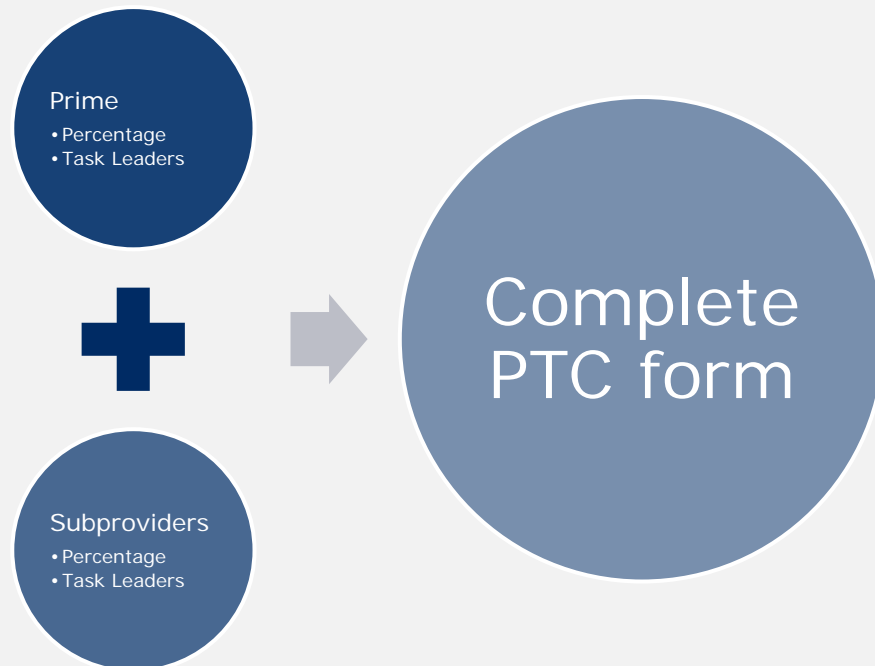
Project Team Composition (PTC) Form

When submitting a proposal on a new Procurement, Vendors are required to include the Project Team Composition (PTC form).


The PTC form is a table that:

- Identifies the Task Leader for each work category
 - The Task Leader must be precertified in the category of work assigned.
- Identifies how the percentage of work will be divided between prime and subproviders

In our new CCIS system, Vendors are now able to create and download the form directly from the CCIS system.



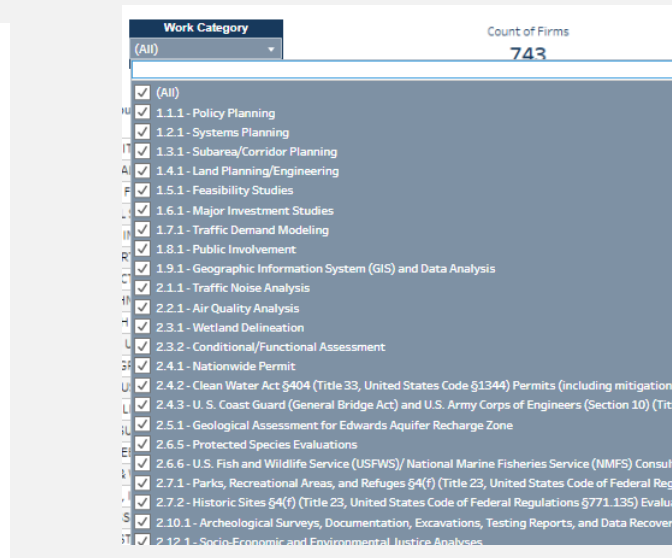
Active Precertified Firms Dashboard



CCIS Precertification in Salesforce

Work Category: (All) | Count of Firms: 743 | Firm (Account) Name: (All) | User Guidance

| Work Category | Firm (Account) Name | Firm Status | Phone Number | Mailing Address | Mailing City Name | Mailing State | Mailing Zip Code |
|-------------------------|---|-------------|----------------|--|-------------------|---------------|------------------|
| 1.1.1 - Policy Planning | ABLE CITY, LLC | Active | (232) 201-8665 | 110 BROADWAY ST, STE 590 | SAN ANTONIO | TEXAS | 78205 |
| | ABCOM TECHNICAL SERVICES, INC. | Active | (512) 847-9870 | 18028 KATY FREEWAY, SUITE 100 | HOUSTON | TEXAS | 77084 |
| | AGUIRRE & FIELDS, L.P. | Active | (281) 340-8900 | 7218 NEW TERRITORV BOULEVARD, SUITE 100 | SUGAR LAND | TEXAS | 77478 |
| | AIG TECHNICAL SERVICES, LLC | Active | (832) 350-0069 | 1600 SOUTH DAIIRY ASH-FORD RD, SUITE 445 | HOUSTON | TEXAS | 77077 |
| | ALL WAYS ENGINEERING, PLLC | Active | (210) 748-6854 | 14003 HUBBNER RD, BLDG 3 | SAN ANTONIO | TEXAS | 78230 |
| | ALLIANCE TRANSPORTATION GROUP, LLC | Active | (512) 822-2081 | 11701 STONEHOLLOW, STE 100 | AUSTIN | TEXAS | 78758 |
| | AMERICAN STRUCTUREPOINT, INC. | Active | (317) 547-5550 | 9025 RIVER ROAD, SUITE 200 | INDIANAPOLIS | INDIANA | 46240 |
| | APPLIED PAVEMENT TECHNOLOGY, INCORPORATED | Active | (217) 390-5977 | 115 WEST MAIN STREET, SUITE 400 | URBANA | ILLINOIS | 61801 |
| | APPLIED RESEARCH ASSOCIATES, INC. | Active | (217) 266-4500 | 100 TRADE CENTRE DR., SUITE 200 | CHAMPAIGN | ILLINOIS | 61820 |
| | ARCADIS U.S., INC. | Active | (714) 939-4723 | 12400 COIT ROAD, SUITE 1200 | DALLAS | TEXAS | 75251 |
| | AROURA GROUP, INC. | Active | (713) 841-9830 | 11780 KATY FREEWAY, SUITE 800 | HOUSTON | TEXAS | 77079 |
| | ARUP US, INC | Active | (713) 783-2787 | 10870 RICHMOND AVE SUITE 475 | HOUSTON | TEXAS | 77042 |
| | ATHENSREAL USA INC. | Active | (512) 540-1172 | 4030 WEST BOY SCOUT BOULEVARD | TAMPA | FLORIDA | 33607 |
| | AVENUE CONSULTANTS, INC. | Active | (801) 201-0859 | 6808 SOUTH REDWOOD RD STE 200 | TAYLORSVILLE | UTAH | 84123 |
| | B2Z ENGINEERING, LLC | Active | (981) 898-3773 | P O BOX 2722 | MCALEEN | TEXAS | 76502 |
| | BAITLETT & WEST, INC. | Active | (781) 328-3308 | 1200 SW EXECUTIVE DRIVE | TORONTO | KANSAS | 664153850 |
| | B&E, INC. | Active | (281) 556-8700 | 10777 WESTHEIMER, SUITE 506 | HOUSTON | TEXAS | 77042 |
| | BLANTON & ASSOCIATES, INC. | Active | (512) 264-1295 | 5 LAKEWAY CENTRE COURT, SUITE 200 | AUSTIN | TEXAS | 78734 |
| | BLUVE DOOR STRATEGY LLC | Active | (512) 431-0854 | 1207 | ROWLEY DR | TEXAS | 78613 |
| | BOHANNAN HUNZIK INC. | Active | (908) 823-1000 | 7300 JEFFERSON STREET NE | ALBUQUERQUE | NEW MEXICO | 87109 |
| | BOWMAN ENGINEERING & CONSULTING, INC. | Active | (214) 309-1744 | 5848 MILTON ST., SUITE 840 | DALLAS | TEXAS | 75206 |
| | BROSEFARMER & ASSOCIATES, INC. | Active | (972) 251-8800 | 2350 VALLEY VIEW LAKE | DALLAS | TEXAS | 75234 |
| | BURNESS & W.P.E., INC. | Active | (817) 459-3250 | 335 N.W. 34th AVE STE 300 | COLLEGE | FLORIDA | 43215 |
| | BURNS & MCDONNELL ENGINEERING COMPANY, INC. | Active | (214) 466-7961 | 13737 NOEL RD, SUITE 700 | MEDFORD | TEXAS | 75240 |
| | CAMBRIDGE SYSTEMATICS, INC. | Active | (781) 599-4700 | 301 STATION LANDING, SUITE 410 | NORFOLK | MASSACHUSETTS | 02215 |
| | CDM SMITH INC. | Active | (713) 429-7421 | 11490 WESTHEIMER ROAD, SUITE 700 | HOUSTON | TEXAS | 77077 |
| | CHICKENANGO MARKETING SOLUTIONS, INC. | Active | (720) 640-0352 | 3228 SNOWBERRY COURT | HEAD | COLORADO | 80542 |
| | CIVIL & ENVIRONMENTAL CONSULTANTS, INC. | Active | (412) 429-2324 | 700 CHERRINGTON PARKWAY | MOON TOWNSHIP | PENNSYLVANIA | 15108 |
| | COBB, FENDEL & ASSOCIATES, INC. | Active | (713) 462-3242 | 4424 WEST SAM HOUSTON PARKWAY NORTH, SUITE 800 | HOUSTON | TEXAS | 77041 |



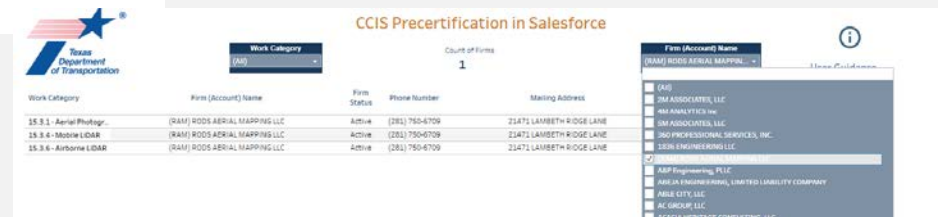
CCIS Precertification in Salesforce

Work Category: (All) | Count of Firms: 743

Work Category Filter: (All) | 1.1.1 - Policy Planning | 1.2.1 - Systems Planning | 1.3.1 - Subarea/Corridor Planning | 1.4.1 - Land Planning/Engineering | 1.5.1 - Feasibility Studies | 1.6.1 - Major Investment Studies | 1.7.1 - Traffic Demand Modeling | 1.8.1 - Public Involvement | 1.9.1 - Geographic Information System (GIS) and Data Analysis | 2.1.1 - Traffic Noise Analysis | 2.2.1 - Air Quality Analysis | 2.3.1 - Wetland Delineation | 2.3.2 - Conditional/Functional Assessment | 2.4.1 - Nationwide Permit | 2.4.2 - Clean Water Act §404 (Title 33, United States Code §1344) Permits (including mitigation | 2.4.3 - U.S. Coast Guard (General Bridge Act) and U.S. Army Corps of Engineers (Section 10) (Tit | 2.5.1 - Geological Assessment for Edwards Aquifer Recharge Zone | 2.6.5 - Protected Species Evaluations | 2.6.6 - U.S. Fish and Wildlife Service (USFWS)/ National Marine Fisheries Service (NMFS) Consult | 2.7.1 - Parks, Recreational Areas, and Refuges §4(f) (Title 23, United States Code of Federal Reg | 2.7.2 - Historic Sites §4(f) (Title 23, United States Code of Federal Regulations §771.135) Evalu | 2.10.1 - Archeological Surveys, Documentation, Excavations, Testing Reports, and Data Recover | 2.12.1 - Socio-Economic and Environmental Justice Analyses

| Work Category | Firm (Account) Name | Firm Status | Phone Number | Mailing Address | Mailing City Name | Mailing State | Mailing Zip Code |
|----------------------------|-------------------------------|-------------|----------------|--------------------------|-------------------|---------------|------------------|
| 15.3.1 - Aerial Photogr... | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |
| 15.3.4 - Mobile LIDAR | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |
| 15.3.6 - Airborne LIDAR | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |

This public dashboard shows all active precertified firms and their precertifications. It has built in tools to filter work categories and firm name.



CCIS Precertification in Salesforce

Work Category: (All) | Count of Firms: 1

Work Category Filter: (All) | 15.3.1 - Aerial Photogrammetry | 15.3.4 - Mobile LIDAR | 15.3.6 - Airborne LIDAR

| Work Category | Firm (Account) Name | Firm Status | Phone Number | Mailing Address | Mailing City Name | Mailing State | Mailing Zip Code |
|----------------------------|-------------------------------|-------------|----------------|--------------------------|-------------------|---------------|------------------|
| 15.3.1 - Aerial Photogr... | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |
| 15.3.4 - Mobile LIDAR | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |
| 15.3.6 - Airborne LIDAR | (RAI) RODS AERIAL MAPPING LLC | Active | (281) 750-6709 | 21471 LAMBETH B ODE LANE | | | |

**Become Precertified
Webpage**

Become precertified

Announcement to firms

- [Notice to Consultants: Regarding Work Category Changes 24.10.1 and 24.10.2, April 29, 2024](#)
- [New CCIS training announcement, January 19, 2024](#)

Precertification definition and authority

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 \(TAC\)](#).

Eligibility

TxDOT precertifies individuals based on qualifications and prior work experience. An employee demonstrates qualifications by providing information such as licensure, certifications, training, and education. An employee demonstrates experience by describing the work done on past projects. Precertification is granted or denied based on this information. Precertification extends to the individual's firm.

1 PEPS CCIS Precert Administrator

 peps_ccis_precert@txdot.gov

 [512-960-5271](tel:512-960-5271)

Book a meeting

 [Schedule an appointment](#)

 [Access CCIS Salesforce](#)

1 Contact info for Precert Manager. Best way to be reached is to 'Book a meeting'

2 Direct link to our CCIS system

Obtain access to CCIS

Precertification application is completed through the Consultant Certification Information System (CCIS), accessed through Salesforce. To gain access to CCIS, click on the CCIS button on this page and then click on the "New User" link on the login page to access and submit a self-registration request.

Prepare your application

Before entering an application in CCIS, use the following resources to help gather information and prepare your application:

- 1 [Precertification application form](#)
- 2 [Work categories list](#)
- [Personal certifications list](#)
- [Guidance for entering personal certifications](#)
- [Firm equipment list](#)

Resources for using CCIS

Refer to the following resources for guidance and instructions for using CCIS:

- [CCIS presentation for vendors](#) (Fireside Chat - February 2024)
- [CCIS job aid for vendors](#)

1 Downloadable application form

2 List of work categories

3 Job aid to navigate the system.



Questions & Discussion

Sierra Salinas

Precertification Liaison

✉ Sierra.Salinas@TxDOT.gov

☎ (512)960-5271



December 13, 2024

Administrative Qualifications (AQ): Process and Pain Points

Gabe Villanueva – Administrative Qualification Specialist

1

- Federal/State Statutes & Guides

2

- Indirect Cost Rate (ICR) Schedule

3

- Common Issues

4

- How Long is Rate Valid?

5

- Questions & Answers

Federal/State Statutes and Guides

Federal/State Statutes and Guides

Federal Acquisition Regulation (FAR) 31

Texas Administrative Code (TAC) 9.34 & 9.35

AASHTO Uniform Audit and Accounting Guide

Generally Accepted Government Auditing Standards
(GAGAS)

The expenses must comply with these standards to be allowable as a cost for the indirect cost rate.

FAR 31 site



Texas Administrative Code Rule §9.34



Indirect Cost Rate (ICR) Schedule

What is an ICR Schedule?








- The primary document used to show the calculation for the indirect cost rate.
- Previously referred to as the “Overhead” Schedule – changed to Indirect Cost Rate (ICR) Schedule to reflect the Federal Title.

| ABC Engineering, LLC Indirect Cost Rate Schedule For the Year Ended December 31, 2022 | | | | | | |
|---|-----------------------------|---------------------|---------------------|------------------------|---------------------|-------------------|
| Account Number & Description | General Ledger Acct Balance | Direct Costs | Disallowed Costs | TXDOT's Disallowed Ref | Proposed Rate | % of Direct Labor |
| DIRECT LABOR | \$ 1,950,501 | \$ 1,950,501 | \$ - | | \$ 1,950,501 | 100.00% |
| INDIRECT COSTS: FRINGE BENEFITS | | | | | | |
| 6300 Benefits: Bonuses | \$ 234,060 | \$ - | \$ (28,560) (a) | | \$ 205,500 | 10.54% |
| 6310 Benefits: 401(k) | - | - | 97,525 | | 97,525 | 5.00% |
| 6320 Benefits: PTO (vac, sick, and holiday) | 263,565 | - | - | | 263,565 | 13.00% |
| 6820 Insurance: Disability | 58,515 | - | - | | 58,515 | 3.00% |
| 6830 Insurance: Life | 21,846 | - | (800) (b) | | 21,046 | 1.08% |
| 6840 Insurance: Medical | 136,535 | - | - | | 136,535 | 7.00% |
| 6850 Insurance: Workers' Comp | 15,799 | - | - | | 15,799 | 0.81% |
| 7500 Payroll Taxes: FICA and Med | 180,421 | - | - | | 180,421 | 9.25% |
| 7510 Payroll Taxes: FUTA and SUTA | 78,020 | - | - | | 78,020 | 4.00% |
| TOTAL FRINGE BENEFITS | \$ 1,076,286 | \$ - | \$ (29,360) | | \$ 1,046,926 | 53.67% |
| GENERAL OVERHEAD | | | | | | |
| 6700 Indirect Labor | \$ 741,190 | \$ - | \$ (3,300) (c) | | \$ 737,890 | 37.83% |
| 5010 Direct: Lodging, Meals, and Travel | 122,101 | - | (122,101) (d) | | - | 0.00% |
| 5020 Direct: Employee Mileage Reimbursements | 159,941 | - | (159,941) (d) | | - | 0.00% |
| 5030 Direct: Rentals and Supplies | 21,651 | - | (21,651) (d) | | - | 0.00% |
| 5040 Direct: Subconsultants | 44,862 | - | (44,862) (d) | | - | 0.00% |
| 6000 Advertising and Marketing | 23,931 | - | (6,750) (e) | | 17,241 | 0.88% |
| 6100 Automobile Expense | 68,258 | - | (13,580) (f) | | 54,688 | 2.80% |
| 6200 Bank Service Charges | 9,753 | - | - | | 9,753 | 0.50% |
| 6400 Contributions and Gifts | 14,628 | - | (14,628) (g) | | - | 0.00% |
| 6500 Depreciation Expense | 117,030 | - | - | | 117,030 | 6.00% |
| 6600 Dues and Subscriptions | 16,189 | - | (360) (h) | | 15,839 | 0.81% |
| 6800 Insurance: Automotive | 15,408 | - | - | | 15,408 | 0.79% |
| 6810 Insurance: Business Liability | 23,406 | - | - | | 23,406 | 1.20% |
| 6900 Interest Expense | 36,084 | - | (36,084) (i) | | - | 0.00% |
| 7000 Licenses and Permits | 21,456 | - | - | | 21,456 | 1.10% |
| 7100 Maintenance and Repairs | 97,135 | - | - | | 97,135 | 4.98% |
| 7200 Meals & Entertainment | 19,310 | - | (10,050) (j) | | 8,260 | 0.44% |
| 7300 Misc. Fees, Fines, Penalties | 6,827 | - | (6,827) (k) | | - | 0.00% |
| 7400 Office Expense: Cleaning | 8,192 | - | - | | 8,192 | 0.42% |
| 7410 Office Expense: Postage and Delivery | 4,486 | - | - | | 4,486 | 0.23% |
| 7420 Office Expense: Office Supplies | 32,183 | - | - | | 32,183 | 1.65% |
| 7430 Office Expense: Other Office Expense | 35,889 | - | - | | 35,889 | 1.84% |
| 7600 Personal Property Tax | 42,911 | - | - | | 42,911 | 2.20% |
| 7700 Prof Fees: Accounting and Legal | 30,428 | - | - | | 30,428 | 1.56% |
| 7800 Rent | 180,049 | - | (2,400) (l) | | 177,649 | 9.11% |
| 7900 Telephone | 60,466 | - | - | | 60,466 | 3.10% |
| 8000 Utilities | 29,472 | - | - | | 29,472 | 1.51% |
| Credit for Internal Allocations | - | - | (107,278) (m) | | (107,278) | -5.50% |
| TOTAL GENERAL OVERHEAD | \$ 1,983,306 | \$ (348,555) | \$ (182,247) | | \$ 1,442,505 | 73.96% |
| TOTAL INDIRECT COSTS & OVERHEAD RATE | \$ 3,059,593 | \$ (348,555) | \$ (221,607) | | \$ 2,489,431 | 127.63% |
| Indirect Cost Rate (Less FCCM) | | | | | | 127.63% |
| FCCM Rate | | | | | | 0.50% |

TWO TEMPLATES: With and Without Field Rate

Documents and formats

The following documents must be submitted as separate documents

| Document  | Description  |
|--|--|
| 1 |  Self Certified Cost Report |
| 2 |  Certification of Final Indirect Costs for Self-Certification |
| 3 | Indirect Cost Rate schedule <ul style="list-style-type: none"> With Field Rate Without Field Rate |
| 4 |  Notes to Report |



Components of an ICR Schedule

Top: Your Firm's Name

Columns:

- Account and Description
- GL Account Balance
- Firm Adjustments
- References

| ABC Engineering, LLC Indirect Cost Rate Schedule For the Year Ended December 31, 2022 | | | | | | |
|---|-----------------------------|---------------------|---------------------|-----|--------------------------|-------------------|
| Account Number & Description | General Ledger Acct Balance | Direct Costs | Disallowed Costs | Ref | TXDOT's Disallowed Costs | % of Direct Labor |
| DIRECT LABOR | \$ 1,950,501 | \$ 1,950,501 | \$ - | | | 100.00% |
| INDIRECT COSTS: FRINGE BENEFITS | | | | | | |
| 6300 Benefits: Bonuses..... | \$ 234,060 | \$ - | \$ (28,560) | (a) | \$ 205,500 | 10.54% |
| 6310 Benefits: 401(k)..... | 97,525 | - | - | | 97,525 | 5.00% |
| 6320 Benefits: PTO (vac., sick, and holiday)..... | 253,565 | - | - | | 253,565 | 13.00% |
| 6820 Insurance: Disability..... | 58,515 | - | - | | 58,515 | 3.00% |
| 6830 Insurance: Life..... | 21,846 | - | (800) | (b) | 21,046 | 1.08% |
| 6840 Insurance: Medical..... | 136,535 | - | - | | 136,535 | 7.00% |
| 6850 Insurance: Workers' Comp..... | 15,799 | - | - | | 15,799 | 0.81% |
| 7500 Payroll Taxes: FICA and Med..... | 180,421 | - | - | | 180,421 | 9.25% |
| 7510 Payroll Taxes: FUTA and SUTA..... | 78,020 | - | - | | 78,020 | 4.00% |
| TOTAL FRINGE BENEFITS | \$ 1,076,286 | \$ - | \$ (29,360) | | \$ 1,046,926 | 53.67% |
| GENERAL OVERHEAD | | | | | | |
| 6700 Indirect Labor..... | \$ 741,190 | \$ - | \$ (3,300) | (c) | \$ 737,890 | 37.83% |
| 5010 Direct: Lodging, Meals, and Travel..... | 122,101 | (122,101) | - | (d) | - | 0.00% |
| 5020 Direct: Employee Mileage Reimbursements..... | 159,941 | (159,941) | - | (d) | - | 0.00% |
| 5030 Direct: Rentals and Supplies..... | 21,651 | (21,651) | - | (d) | - | 0.00% |
| 5040 Direct: Subconsultants..... | 44,862 | (44,862) | - | (d) | - | 0.00% |
| 6000 Advertising and Marketing..... | 23,991 | - | (6,750) | (e) | 17,241 | 0.88% |
| 6100 Automobile Expense..... | 68,268 | - | (13,580) | (f) | 54,688 | 2.80% |
| 6200 Bank Service Charges..... | 9,753 | - | - | | 9,753 | 0.50% |
| 6400 Contributions and Gifts..... | 14,629 | - | (14,629) | (g) | - | 0.00% |
| 6500 Depreciation Expense..... | 117,030 | - | - | | 117,030 | 6.00% |
| 6600 Dues and Subscriptions..... | 16,189 | - | (350) | (h) | 15,839 | 0.81% |
| 6800 Insurance: Automotive..... | 15,409 | - | - | | 15,409 | 0.79% |
| 6810 Insurance: Business Liability..... | 23,406 | - | - | | 23,406 | 1.20% |
| 6900 Interest Expense..... | 36,084 | - | (36,084) | (i) | - | 0.00% |
| 7000 Licenses and Permits..... | 21,456 | - | - | | 21,456 | 1.10% |
| 7100 Maintenance and Repairs..... | 97,135 | - | - | | 97,135 | 4.98% |
| 7200 Meals & Entertainment..... | 19,310 | - | (1,050) | (j) | 18,260 | 0.94% |
| 7300 Misc. Fees, Fines, Penalties..... | 6,827 | - | (6,827) | (k) | - | 0.00% |
| 7400 Office Expense: Cleaning..... | 8,192 | - | - | | 8,192 | 0.42% |
| 7410 Office Expense: Postage and Delivery..... | 4,486 | - | - | | 4,486 | 0.23% |
| 7420 Office Expense: Office Supplies..... | 32,183 | - | - | | 32,183 | 1.65% |
| 7430 Office Expense: Other Office Expense..... | 35,889 | - | - | | 35,889 | 1.84% |
| 7600 Personal Property Tax..... | 42,911 | - | - | | 42,911 | 2.20% |
| 7700 Prof Fees: Accounting and Legal..... | 30,428 | - | - | | 30,428 | 1.56% |
| 7800 Rent..... | 180,049 | - | (2,400) | (l) | 177,649 | 9.11% |
| 7900 Telephone..... | 60,466 | - | - | | 60,466 | 3.10% |
| 8000 Utilities..... | 29,472 | - | - | | 29,472 | 1.51% |
| Credit for Internal Allocations..... | - | - | (107,278) | (m) | (107,278) | -5.50% |
| TOTAL GENERAL OVERHEAD | \$ 1,983,306 | \$ (348,555) | \$ (192,247) | | \$ 1,442,505 | 73.96% |
| TOTAL INDIRECT COSTS & OVERHEAD RATE | \$ 3,059,593 | \$ (348,555) | \$ (221,607) | | \$ 2,489,431 | 127.63% |
| Indirect Cost Rate (Less FCCM) | | | | | | 127.63% |
| FCCM Rate | | | | | | 0.50% |

Calculating Your ICR

- Indirect Costs: Fringe Benefits (FB)
- General Overhead (OH)
- Direct Labor (DL)
- Indirect Cost Rate (ICR)
- $(FB + OH) / DL = ICR \%$

ABC Engineering, LLC
Indirect Cost Rate Schedule
For the Year Ended December 31, 2022

| Account Number & Description | General Ledger Acct Balance | Direct Costs | Disallowed Costs | Ref | TXDOT's Disallowed Costs | Proposed Rate | % of Direct Labor |
|---|-----------------------------|---------------------|---------------------|-----|--------------------------|---------------------|-------------------|
| DIRECT LABOR | \$ 1,950,501 | \$ 1,950,501 | \$ - | | | \$ 1,950,501 | 100.00% |
| INDIRECT COSTS: FRINGE BENEFITS | | | | | | | |
| 6300 Benefits: Bonuses..... | \$ 234,060 | \$ - | \$ (28,560) | (a) | | \$ 205,500 | 10.54% |
| 6310 Benefits: 401(k)..... | 97,525 | - | - | | | 97,525 | 5.00% |
| 6320 Benefits: PTO (vac., sick, and holiday)..... | 253,565 | - | - | | | 253,565 | 13.00% |
| 6820 Insurance: Disability..... | 58,515 | - | - | | | 58,515 | 3.00% |
| 6830 Insurance: Life..... | 21,846 | - | (800) | (b) | | 21,046 | 1.08% |
| 6840 Insurance: Medical..... | 136,535 | - | - | | | 136,535 | 7.00% |
| 6850 Insurance: Workers' Comp..... | 15,799 | - | - | | | 15,799 | 0.81% |
| 7500 Payroll Taxes: FICA and Med..... | 180,421 | - | - | | | 180,421 | 9.25% |
| 7510 Payroll Taxes: FUTA and SUTA..... | 78,020 | - | - | | | 78,020 | 4.00% |
| TOTAL FRINGE BENEFITS | \$ 1,076,286 | \$ - | \$ (29,360) | | | \$ 1,046,926 | 53.67% |
| GENERAL OVERHEAD | | | | | | | |
| 6700 Indirect Labor..... | \$ 741,190 | \$ - | \$ (3,300) | (c) | | \$ 737,890 | 37.83% |
| 5010 Direct: Lodging, Meals, and Travel..... | 122,101 | (122,101) | - | (d) | | - | 0.00% |
| 5020 Direct: Employee Mileage Reimbursements..... | 159,941 | (159,941) | - | (d) | | - | 0.00% |
| 5030 Direct: Rentals and Supplies..... | 21,851 | (21,851) | - | (d) | | - | 0.00% |
| 5040 Direct: Subconsultants..... | 44,862 | (44,862) | - | (d) | | - | 0.00% |
| 6000 Advertising and Marketing..... | 23,991 | - | (6,750) | (e) | | 17,241 | 0.88% |
| 6100 Automobile Expense..... | 68,268 | - | (13,580) | (f) | | 54,688 | 2.80% |
| 6200 Bank Service Charges..... | 9,753 | - | - | | | 9,753 | 0.50% |
| 6400 Contributions and Gifts..... | 14,629 | - | (14,629) | (g) | | - | 0.00% |
| 6500 Depreciation Expense..... | 117,030 | - | - | | | 117,030 | 6.00% |
| 6600 Dues and Subscriptions..... | 16,189 | - | (350) | (h) | | 15,839 | 0.81% |
| 6800 Insurance: Automotive..... | 15,409 | - | - | | | 15,409 | 0.79% |
| 6810 Insurance: Business Liability..... | 23,406 | - | - | | | 23,406 | 1.20% |
| 6900 Interest Expense..... | 36,084 | - | (36,084) | (i) | | - | 0.00% |
| 7000 Licenses and Permits..... | 21,456 | - | - | | | 21,456 | 1.10% |
| 7100 Maintenance and Repairs..... | 97,135 | - | - | | | 97,135 | 4.98% |
| 7200 Meals & Entertainment..... | 19,310 | - | (1,050) | (j) | | 18,260 | 0.94% |
| 7300 Misc. Fees, Fines, Penalties..... | 6,827 | - | (6,827) | (k) | | - | 0.00% |
| 7400 Office Expense: Cleaning..... | 8,192 | - | - | | | 8,192 | 0.42% |
| 7410 Office Expense: Postage and Delivery..... | 4,486 | - | - | | | 4,486 | 0.23% |
| 7420 Office Expense: Office Supplies..... | 32,183 | - | - | | | 32,183 | 1.65% |
| 7430 Office Expense: Other Office Expense..... | 35,889 | - | - | | | 35,889 | 1.84% |
| 7600 Personal Property Tax..... | 42,911 | - | - | | | 42,911 | 2.20% |
| 7700 Prof Fees: Accounting and Legal..... | 30,428 | - | - | | | 30,428 | 1.56% |
| 7800 Rent..... | 180,049 | - | (2,400) | (l) | | 177,649 | 9.11% |
| 7900 Telephone..... | 60,466 | - | - | | | 60,466 | 3.10% |
| 8000 Utilities..... | 29,472 | - | - | | | 29,472 | 1.51% |
| Credit for Internal Allocations..... | - | - | (107,278) | (m) | | (107,278) | -5.50% |
| TOTAL GENERAL OVERHEAD | \$ 1,983,306 | \$ (348,555) | \$ (192,247) | | | \$ 1,442,504 | 73.96% |
| TOTAL INDIRECT COSTS & OVERHEAD | \$ 3,059,593 | \$ (348,555) | \$ (221,607) | | | \$ 2,489,431 | 127.63% |
| Indirect Cost Rate (Less FCCM) | | | | | | 127.63% | |
| FCCM Rate | | | | | | 0.50% | |

Common Issues

Provide GL Acct Numbers used in Calculations

| AASHTO Audit Guide - Chapter 5 - Sample Overhead Schedule | | | | | |
|--|-----------------------------------|---------------------|---------------------|-----------------------------|-------------------------|
| SAMPLE CONSULTING COMPANY, Inc. | | | | | |
| Statement of Direct Labor, Fringe Benefits, and General Overhead | | | | | |
| For the Year Ended December 31, 20XX | | | | | |
| Account Number & Description | General Ledger Account Balance | Direct Costs | Disallowed Costs | Proposed Company Wide | % of Direct Labor |
| DIRECT LABOR | \$ 1,950,501 | \$ 1,950,501 | \$ - | \$ 1,950,501 | 100.00% |
| INDIRECT COSTS: FRINGE BENEFITS | | | | | |
| 6300 Benefits: Bonuses..... | \$ 234,060 | \$ - | \$ (28,560) (a) | \$ 205,500 | 10.54% |
| 6310 Benefits: 401(k)..... | 97,525 | - | - | 97,525 | 5.00% |
| 6320 Benefits: PTO (vac., sick, and holiday)..... | 253,565 | - | - | 253,565 | 13.00% |
| 6820 Insurance: Disability..... | 58,515 | - | - | 58,515 | 3.00% |
| 6830 Insurance: Life..... | 21,846 | - | (800) (b) | 21,046 | 1.08% |
| 6840 Insurance: Medical..... | 136,535 | - | - | 136,535 | 7.00% |
| 6850 Insurance: Workers' Comp..... | 15,799 | - | - | 15,799 | 0.81% |
| 7500 Payroll Taxes: FICA and Med..... | 180,421 | - | - | 180,421 | 9.25% |
| 7510 Payroll Taxes: FUTA and SUTA..... | 78,020 | - | - | 78,020 | 4.00% |
| TOTAL FRINGE BENEFITS | \$ 1,076,286 | \$ - | \$ (29,360) | \$ 1,046,926 | 53.67% |
| GENERAL OVERHEAD | | | | | |
| 6700 Indirect Labor..... | \$ 741,190 | \$ - | \$ (3,300) (c) | \$ 737,890 | 37.83% |

Expensed totals traced from ICR, to TB & GL

AASHTO Audit Guide - Chapter 5 - Sample Overhead Schedule

SAMPLE CONSULTING COMPANY, Inc.
Statement of Direct Labor, Fringe Benefits, and General Overhead
For the Year Ended December 31, 20XX

| Account Number & Description | General Ledger Account Balance | Direct Costs | Disallowed Costs | Proposed Company Wide | % of Direct Labor |
|--|--------------------------------|---------------------|------------------|-----------------------|-------------------|
| DIRECT LABOR | \$ 1,950,501 | \$ 1,950,501 | \$ - | \$ 1,950,501 | 100.00% |
| INDIRECT COSTS: FRINGE BENEFITS | | | | | |
| 6300 Benefits: Bonuses | \$ 234,060 | \$ - | \$ (28,560) (a) | \$ 205,500 | 10.54% |
| 6310 Benefits: 401(k) | 97,525 | - | - | 97,525 | 5.00% |
| 6320 Benefits: PTO (vac., sick, and holiday) | 253,565 | - | - | 253,565 | 13.00% |
| 6820 Insurance: Disability | 58,515 | - | - | 58,515 | 3.00% |
| 6830 Insurance: Life | 21,846 | - | (800) (b) | 21,046 | 1.08% |
| 6840 Insurance: Medical | 136,535 | - | - | 136,535 | 7.00% |
| 6850 Insurance: Workers' Comp | 15,799 | - | - | 15,799 | 0.81% |
| 7500 Payroll Taxes: FICA and Med. | 180,421 | - | - | 180,421 | 9.25% |
| 7510 Payroll Taxes: FUTA and SUTA | 78,020 | - | - | - | - |
| TOTAL FRINGE BENEFITS | \$ 1,076,286 | \$ - | \$ - | | |
| GENERAL OVERHEAD | | | | | |
| 6700 Indirect Labor | \$ 741,190 | \$ - | \$ - | | |

SAMPLE CONSULTING COMPANY, Inc.
Trial Balance
For the year Ended December 31, 20XX

| Description | Ending | Adjustments Debit | Adjustments Credit | Adjusted Ending |
|--|-----------|-------------------|--------------------|-----------------|
| 6300 Benefits: Bonuses | \$234,060 | | | \$234,060 |
| 6310 Benefits: 401(k) | \$97,525 | | | \$97,525 |
| 6320 Benefits: PTO (vac., sick, and holiday) | \$253,565 | | | \$253,565 |
| 6820 Insurance: Disability | \$58,515 | | | \$58,515 |
| 6830 Insurance: Life | \$21,846 | | | \$21,846 |
| 6840 Insurance: Medical | \$136,535 | | | \$136,535 |
| 6850 Insurance: Workers' Comp | \$101,867 | | \$86,068 | \$15,799 |
| 7500 Payroll Taxes: FICA and Med | \$31,703 | \$148,718 | | \$180,421 |
| 7510 Payroll Taxes: FUTA and SUTA | | | | \$78,020 |

SAMPLE CONSULTING COMPANY, Inc.
GENERAL LEDGER
For the Year Ended December 31, 20XX

| Date | Memo | Split | Debit | Credit | Balance |
|------------|--------------------------------|------------------|-------------------|-------------|-------------------|
| | 6300 Benefits: Bonuses | | | | 0.00 |
| 01/14/2022 | Performance Based Bonus Paid | Accounts Payable | 20,535.00 | | 20,535.00 |
| 02/25/2022 | Performance Based Bonus Paid | Accounts Payable | 19,564.00 | | 19,564.00 |
| 03/11/2022 | Performance Based Bonus Paid | Accounts Payable | 22,558.00 | | 22,558.00 |
| 04/08/2022 | Performance Based Bonus Paid | Accounts Payable | 23,568.00 | | 23,568.00 |
| 05/20/2022 | Performance Based Bonus Paid | Accounts Payable | 21,565.00 | | 21,565.00 |
| 06/03/2022 | Performance Based Bonus Paid | Accounts Payable | 25,153.00 | | 25,153.00 |
| 07/15/2022 | Performance Based Bonus Paid | Accounts Payable | 18,785.00 | | 18,785.00 |
| 08/26/2022 | Performance Based Bonus Paid | Accounts Payable | 11,254.00 | | 11,254.00 |
| 09/09/2022 | Performance Based Bonus Paid | Accounts Payable | 13,585.00 | | 13,585.00 |
| 10/17/2022 | Performance Based Bonus Paid | Accounts Payable | 18,525.00 | | 18,525.00 |
| 11/04/2022 | Performance Based Bonus Paid | Accounts Payable | 22,585.00 | | 22,585.00 |
| 12/30/2022 | Performance Based Bonus Paid | Accounts Payable | 16,383.00 | | 16,383.00 |
| | Total Benefits: Bonuses | | 234,060.00 | 0.00 | 234,060.00 |

RECAP: Expensed Items must be able to be traced to GL/TB



Include all ADJUSTMENTS in ICR Schedule

Depreciation Expense

CRITICAL:

- We must be able to trace the amount expensed for DEPRECIATION to the TB and Depreciation Report.
- The DEPRECIATION REPORT must list and provide a description and amt depreciated for the FY of every item that is included in the total amount expensed.

Natl. Compensation Matrix & Internal Control Questionnaire

Clearly Identify the NCM Disallowed amount in the ICR Schedule.

- Consistent Information from the NCM to the ICR Schedule

Matching Gross Revenue amount in Internal Control Questionnaire and National Compensation Matrix.

- Gross Revenue identified in section A.9. of ICQ must match the Gross Revenue identified in the NCM

90 Day Extension

90-Day Extension

- Must have a CURRENT RATE on file with TxDOT
- Complete Packet
 - CPA Audit
 - COG
 - Self-Certification
- Prior to the Firm's AQ Expiration rate
- One-time extension
- TAC 9.34(B)

Processing time for Desk Reviews

- First in First out
- Busy Season (Spring thru Summer)
- 60 Days Good Faith effort to complete the review
 - Complete and accurate packet
 - TAC 9.34

Become Administratively Qualified

Careers » Contact us » English ▾

Discover Texas ▾ Data and maps ▾ Do business ▾ Explore projects ▾ Stay safe ▾ About ▾

Home / Business

Engineering, architectural, and surveying consultants

Working with PEPS
[Qualifications-based selection »](#)

Become precertified
[Eligibility & application preparation and submittal »](#)

Become administratively qualified
[Non-federal & federal process and submittal process »](#)

Additional requirements for contracting with PEPS

Business opportunities
[Projected contracts, consultants selected](#)

Training and events
[PEPS conferences and fireside chats »](#)

Discover Texas ▾ Data and maps ▾ Do business ▾ Explore projects ▾ Stay safe ▾ About ▾

Home / Business / Engineering, architectural, and surveying consultants

Become administratively qualified

PEPS AQ Administrator
[Email](#)

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.




Questions & Discussion




Roy Gonzales

TxDOT PEPS Operations Manager

 Roy.Gonzales@txdot.gov

AQ Process Box

 PEPS_Admin_Quals@txdot.gov