



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

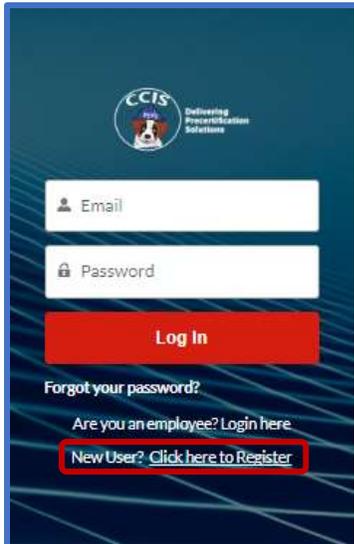
The purpose of this Job Aid is to provide guidance to consulting firms and their assigned Vendor Contacts on navigating the CCIS system. This includes managing the firms’ information, employees, precertifications, and Project Team Composition (PTC) forms.

Vendor Contact - A TxDOT CCIS Job Aid

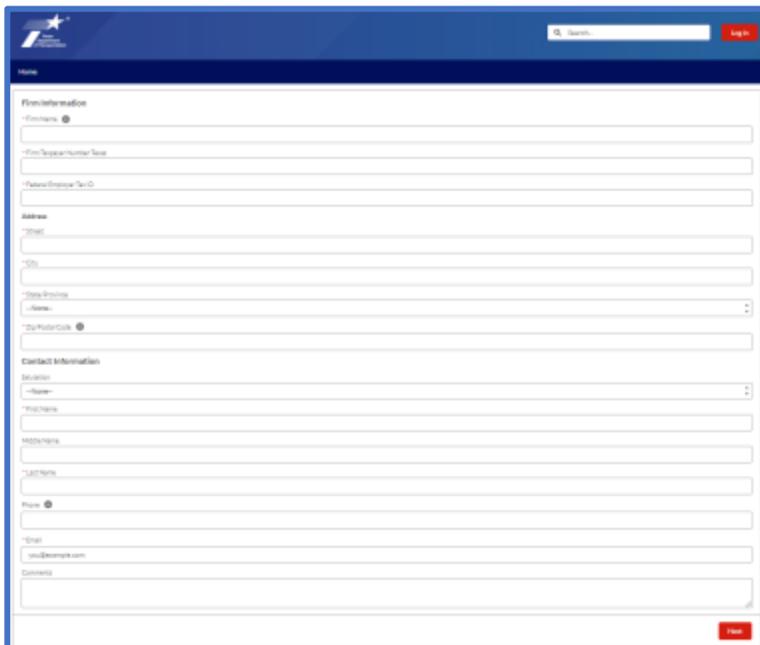
Initial CCIS Community Access Request

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.



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

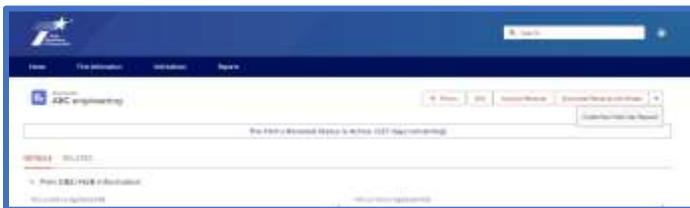


6. Your request is entered into a queue for approval by the Precertification Manager.
- If *accepted*, you will receive an email with your credentials to log into the system.
 - If *declined*, you will receive an email notification with a reason for denial.
7. Upon approval, you will receive an email 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 has a sub-header "Firm Name: ABC engineering(4753)". The form contains several fields under the "Contact Information" section, including "First Name", "Last Name", "Email", "Phone", "Address", "City", "State", "Zip", "Country", and "Comments". The "First Name" field has an asterisk (*) next to it, indicating it is mandatory. There is a red "Next" button in the bottom right corner of the form.

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

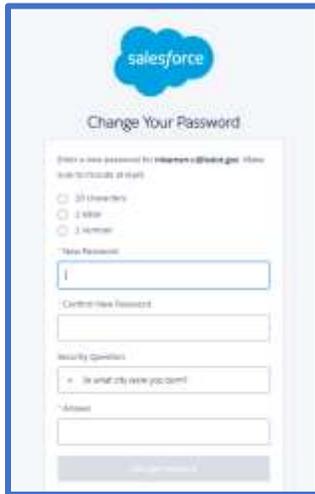


2. Select **Forgot your password?**
3. Enter the email address you used to register in CCIS and select **Reset Password**.



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

A screenshot of the Salesforce 'Change Your Password' form. The form is titled 'Change Your Password' and includes a 'salesforce' logo at the top. Below the title, there is a prompt: 'Enter a new password for [\[email address\]](#) (shown with first letters of each word)'. There are three radio button options: '20 characters', '12-16 characters', and '12-16 characters'. Below these options are two text input fields for 'New Password' and 'Confirm New Password'. There is also a 'Security Question' section with a dropdown menu and a text input field. At the bottom, there is an 'Address' section with a text input field and a 'Save Changes' button.

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

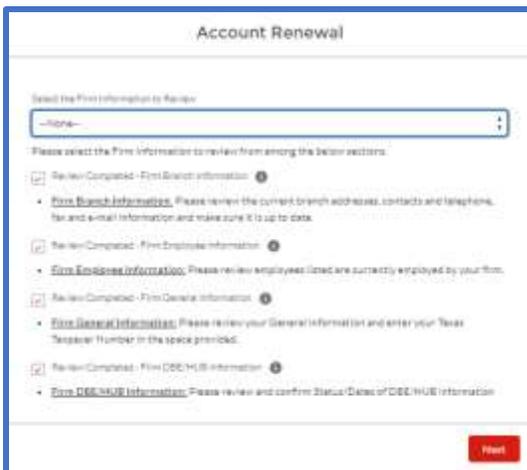
Follow these instructions to complete your firms' Account Renewal. All Account information needs to be renewed by March 31st every year. As a reminder, Vendor Contacts will receive an email reminding them to renew at the following times.

- 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.

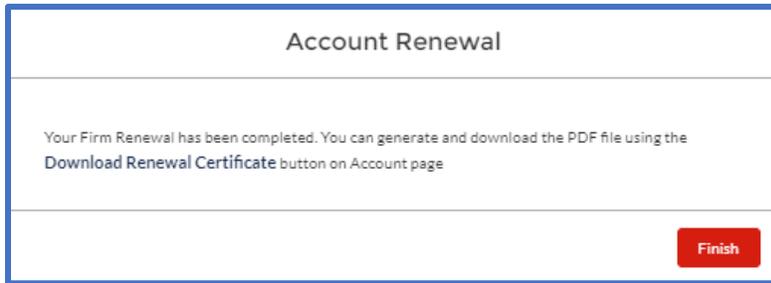


5. Select each item from the dropdown menu and update as needed. As you go through each section the fields will auto-populate with a checkbox. After all fields are checked, select **Next**.

A screenshot of the 'Account Renewal' form. At the top, it says 'Select the Firm information to Renew' 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 checkbox and a plus icon: 'Review Completed - Firm Branch Information', 'Review Completed - Firm Employee Information', 'Review Completed - Firm General Information', and 'Review Completed - Firm DCE/HUB Information'. Each section has a brief description of what to review. At the bottom right, there is a red 'Next' button.

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.

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Download a Renewal Certificate

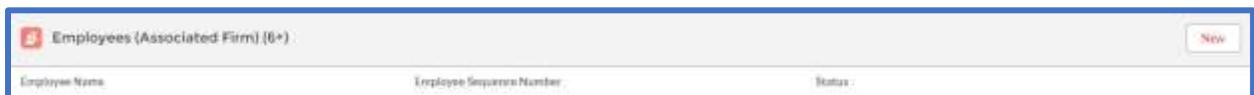
Follow these instructions to download your firm's renewal certificate.

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.

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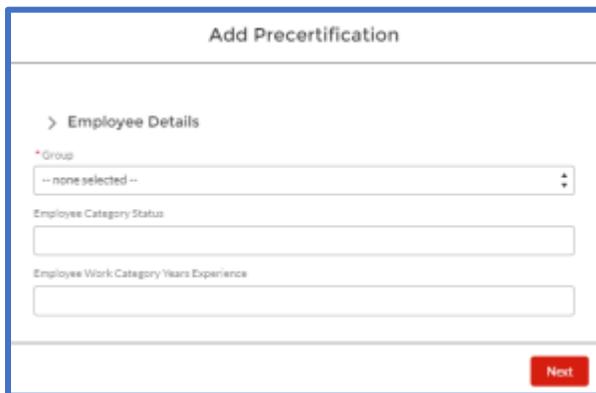
- The Precertification Manager will confirm within 2-3 business days to confirm the transfer or request additional details, if needed.

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.



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



- 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.

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The screenshot shows a web form titled "Add Project". It contains the following fields:

- Project Name: Text input with "Test Project" entered.
- Employee Name: Text input with "00036604" entered and a red user icon on the left and a close button on the right.
- Project Begin Date: Date picker with "May 10, 2023" selected.
- Project End Date: Date picker with "May 10, 2024" selected.
- Project Location: Text input with "Austin, TX" entered.
- Project General Description: Text area with placeholder text "This is where you will enter a General Project Description."
- Estimated Project Fees: Text input with "\$100,000" entered.
- Estimated Construction Cost: Text input with "\$500,000" entered.

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.

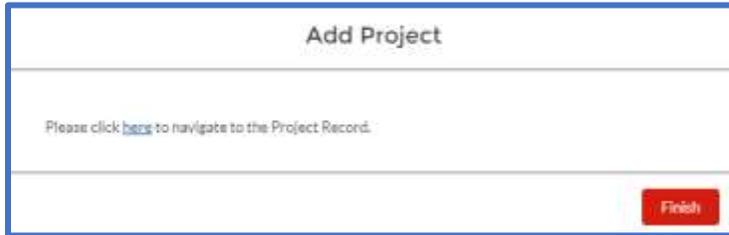
- It is important that you are entering the details from the perspective of the employee.
- This should be entered in first person format, using terms such as 'I performed,' 'I designed,' 'I managed,' etc.

The screenshot shows a web form titled "Add Project" with the following fields:

- Enter a Category: Dropdown menu with "5 - Bridge Design" selected.
- Enter a Work Category: Dropdown menu with "5.2.1 - Bridge Design" selected.
- Description of Work Category: Text area with placeholder text "This is where you will enter a detailed description of the work the employee performed as it relates to the Work Category."
- Add More Work Categories

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*

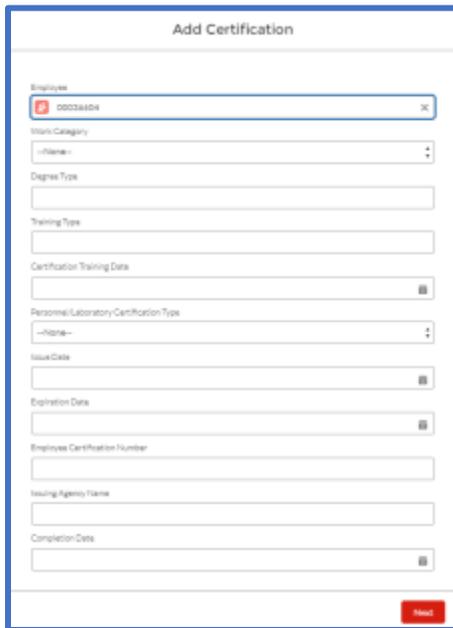
Follow these steps for each project record you need to create for each employee. Certifications include training courses required for a work category, licenses, educational degrees, etc. Before proceeding with this section, please be sure you have your employee's completed [Precertification Application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



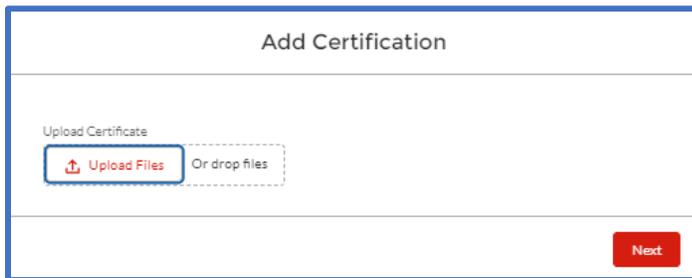
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8. Enter required information in all fields and select **Next**.



The screenshot shows a web form titled "Add Certification". It contains the following fields from top to bottom: a text input field for "Employee" with a search icon and a clear button; a dropdown menu for "Work Category"; a dropdown menu for "Name"; a text input field for "Degree Type"; a text input field for "Training Type"; a date picker for "Certification Training Date"; a dropdown menu for "Personnel/Laboratory Certification Type"; a date picker for "Issue Date"; a date picker for "Expiration Date"; a text input field for "Employee Certification Number"; a text input field for "Issuing Agency Name"; and a date picker for "Completion Date". A red "Next" button is located at the bottom right of the form.

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



The screenshot shows the "Add Certification" form with the file upload section highlighted. It features a red "Upload Files" button with an upload icon and a dashed box labeled "Or drop files". A red "Next" button is located at the bottom right of the form.

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.

Submit Certificate for Review

Training Type 

Training Date 

* Issuing Agency Name 

* Completion Date 

Upload Certificates

 Upload Files Or drop files

Submit

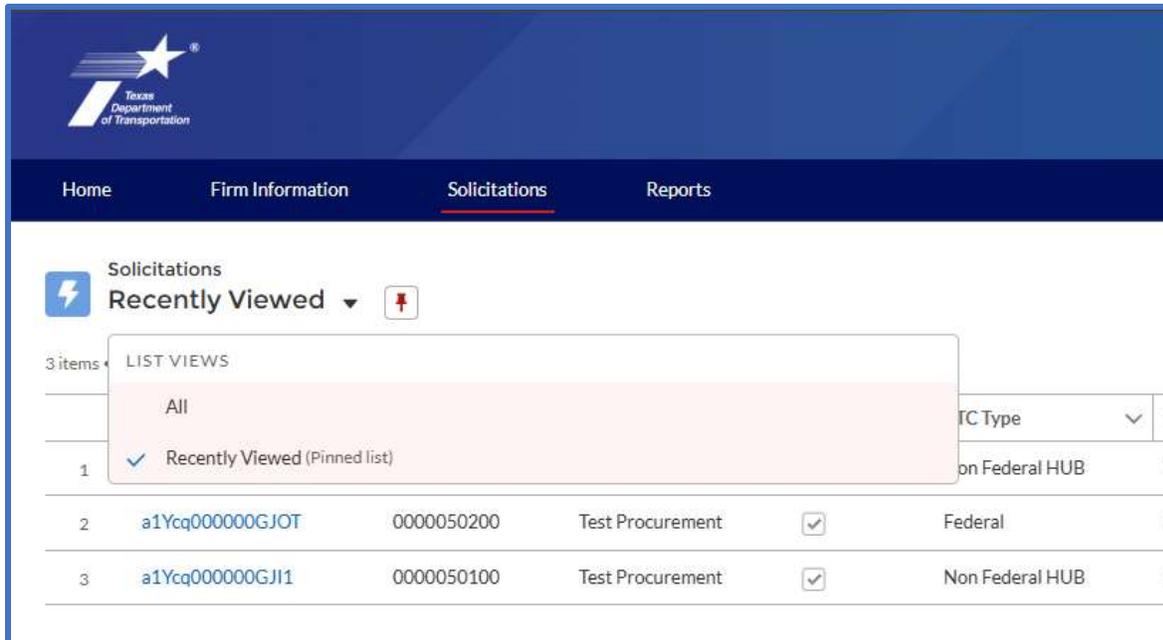
- Upload a copy of the certificate of completion.
- Select **Submit** to place this certificate in queue for review and approval by the Review Officer.

Project Team Composition (PTC) Form

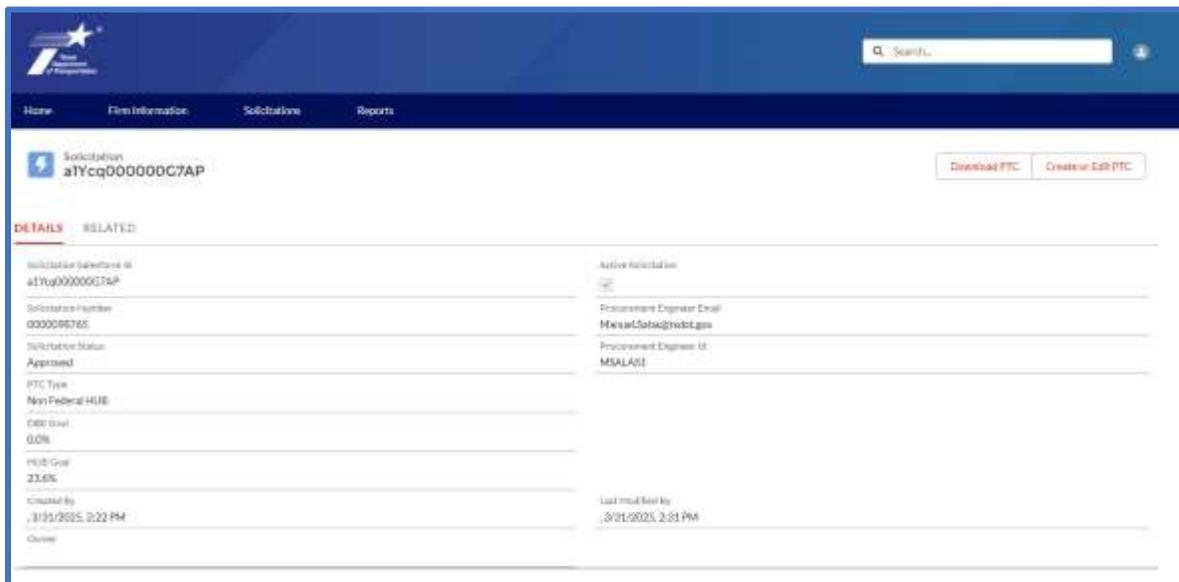
Follow these instructions to complete a PTC Form.

- [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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The screenshot shows a document titled "PTC Form Instructions". The text provides detailed guidance on how to complete the PTC form, including steps for verification, submission, and data entry. It covers sections for Part 1 (Firm Information) and Part 2 (Work Categories), detailing requirements for firm registration, administrative qualification, and work category selection. A "Close" button is visible in the bottom right corner of the document frame.

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: 33 Solicitation Number: 000000234

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 Sec No.	Acronym/Abbreviation*	Legal Firm Name**	Vendor ID Number		Yes/No	Prime	Non DBE	DBE	Total	DBE TUOF Directory(Y/N)	DBE NAICS Code
1	DOT	TxDOT Firm	123456789000	No	50.00	50.00					
Subproviders											
4729	ABC	Test Firm	902ES432100	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: 000000134

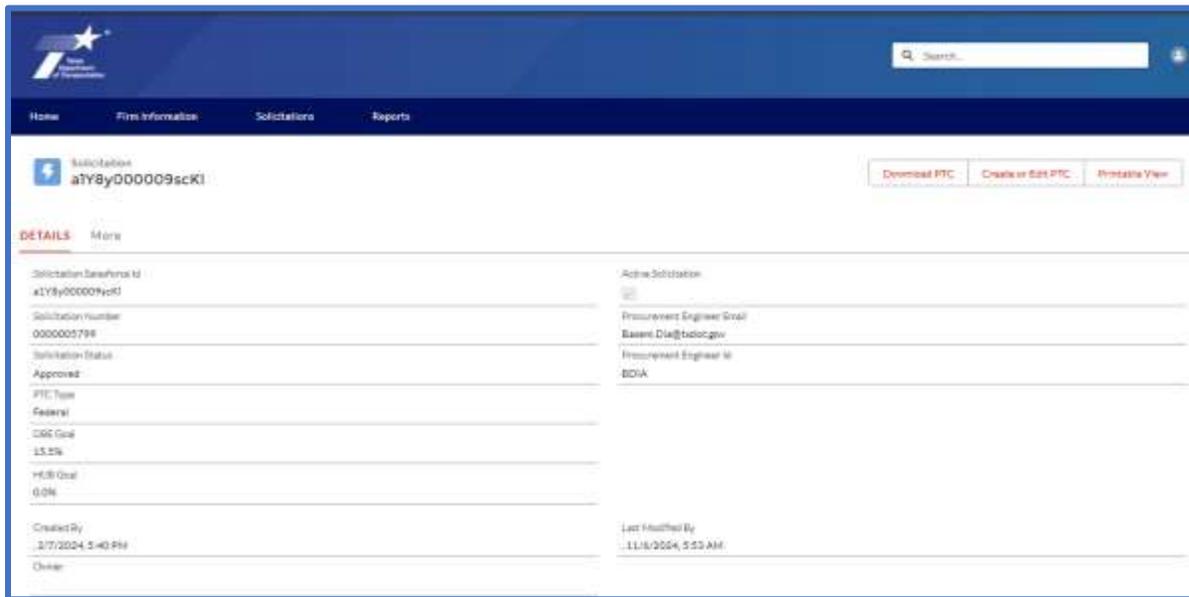
PTC Instructions Back To Part 1 Save Changes

Work Category No.	Category Name	Percentage Advertised	% Total	E&D Related Services	Firm Name	Number of Precertified Employees	Task Leader	CDN	ABC	XYZ
12.1	Public Involvement	20.00%	%	N	Select Firm					
11.3.1	Construction Superintendence	10.00%	%	N	Select Firm					
11.10.5	Construction Record Keeper	10.00%	%	N	Select Firm					
12.1.1	Alphabetic 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					
12.2.3	Hot Mix Asphalt (HMA) Plant Inspection and Testing	10.00%	%	Y	Select Firm					
13.4.1	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	CDN	ABC	XYZ
Total		100.00%	100%					N	N	N
<small>% of work that prime provider and subproviders are responsible for</small>								30%	25%	25%

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

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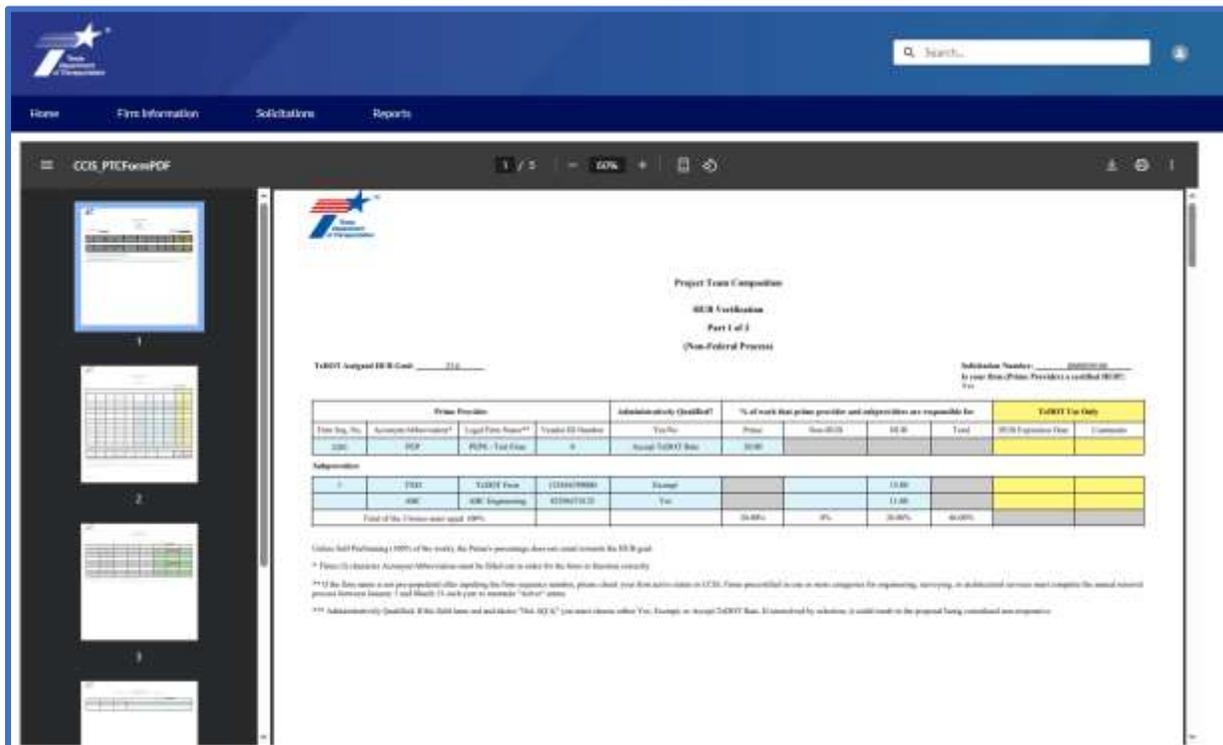
18. Select **Download PTC** to generate a PDF file of the PTC form you have just completed.



The screenshot shows the TxDOT CCIS portal interface. At the top, there is a search bar and navigation tabs for Home, Firm Information, Solicitations, and Reports. Below the navigation, the 'Solicitation' section is active, displaying the ID 'a1Y8y00009scKI'. To the right of the ID, there are three buttons: 'Download PTC' (highlighted in red), 'Create or Edit PTC', and 'Printable View'. Below this, the 'DETAILS' section is visible, showing various fields for the solicitation, including 'Solicitation Base Form ID', 'Solicitation Number', 'Solicitation Status', 'Approved', 'PTC Type', 'Federal', 'CIG Code', 'L5 5%', 'H&B Code', 'GON', 'Created By', and 'Last Modified By'.

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.



The screenshot shows the TxDOT CCIS portal interface. At the top, there is a search bar and navigation tabs for Home, Firm Information, Solicitations, and Reports. Below the navigation, the 'Solicitation' section is active, displaying the ID 'a1Y8y00009scKI'. To the right of the ID, there are three buttons: 'Download PTC' (highlighted in red), 'Create or Edit PTC', and 'Printable View'. Below this, the 'DETAILS' section is visible, showing various fields for the solicitation, including 'Solicitation Base Form ID', 'Solicitation Number', 'Solicitation Status', 'Approved', 'PTC Type', 'Federal', 'CIG Code', 'L5 5%', 'H&B Code', 'GON', 'Created By', and 'Last Modified By'.

The screenshot also shows a PDF viewer displaying the 'Project Team Composition' form. The form is titled 'Project Team Composition' and 'NEB Evaluation Part 1 of 2 (Non-Federal Process)'. It includes a table for 'Prime Provider' and 'Subcontractor' information, and a table for 'TxDOT Fee Data'.

Prime Provider	Subcontractor	Subcontractor (Qualified?)	% of work that prime provider and subcontractors are responsible for	TxDOT Fee Data						
Line No., %	Agency/Abbreviation*	Legal Firm Name**	Special ID Number	Yes/No	Prime	Sub-50%	10-20	Total	2019 Expiration Date	Comments
000	H&B	H&B - Total Fee	0	Special TxDOT Fee	10.00					
Subcontractor										
0	H&B	TxDOT Fee	000000000	Example				10.00		
	H&B	H&B Engineering	000000000	Yes				11.00		
Total of the 2 rows over equal 20%										

Subcontractor Fee Data

Subcontractor	Subcontractor (Qualified?)	% of work that prime provider and subcontractors are responsible for	TxDOT Fee Data				
0	Yes/No	Prime	Sub-50%	10-20	Total	2019 Expiration Date	Comments
		10.00%	0%	10.00%	10.00%		

Under full Performance (100%) of the work, the Prime's percentage does not exceed the 10% goal.

* Please do not enter Agency/Abbreviation for Subcontractors to enter the the firm or business name.

** If the firm name is not pre-qualified after applying the firm name to the system, please check your firm information in CCIS. Firm pre-qualification is done in many categories for engineering, surveying, architectural services and computer-aided design services.

*** Subcontractor (Qualified) If the field has an asterisk (***) it is a required field. For example, an asterisk on the TxDOT Fee, is required by solicitation. It could mean the program being submitted was incomplete.

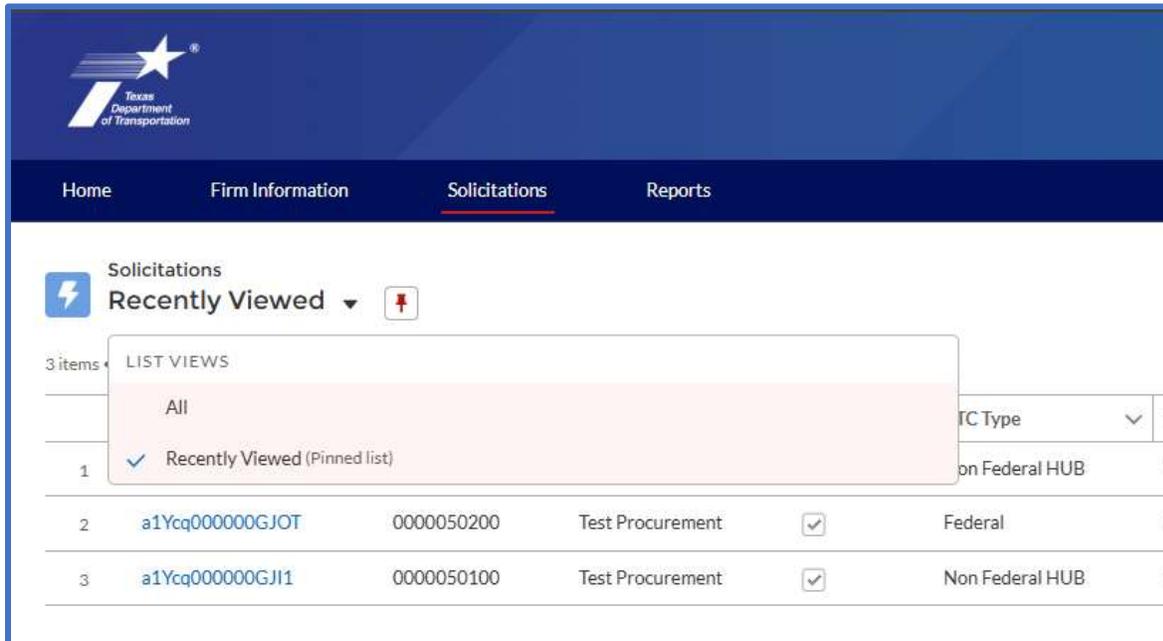
20. Upload your completed PTC form to the TxDOT Procurement Portal in [Bonfire](#).

Vendor Contact - A TxDOT CCIS Job Aid

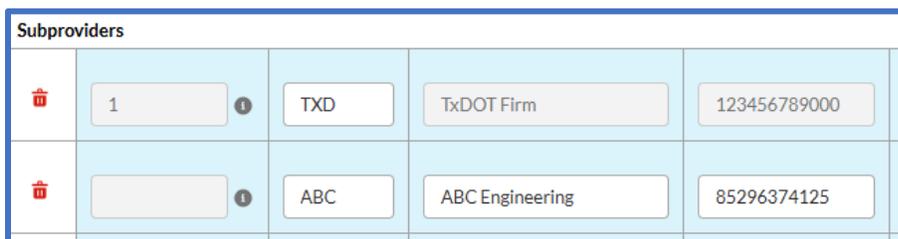
Resetting the PTC Form

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.



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' with two rows. Each row has a trash can icon in the first column, followed by a text input field, a dropdown menu, and two more text input fields.

Subprovider ID	Agency	Firm Name	Phone Number
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.