



Login to iCX and Request Bid Proposal

Job Aid

Roles Impacted

Admin
Authorized Signer
Proposal Requester

Last Revised

December 20, 2024
R8.0.0.0



Introduction

This job aid provides step-by-step instructions for first-time users to log into the ExeVision Integrated Contract Exchange (iCX) web application and request a proposal for construction and maintenance projects.

✔ The iCX web application may also be referred to as the Integrated Contract Exchange(iCX) or the Electronic Bidding System (EBS). However, it will be referenced as iCX throughout this document.

✔ If you need assistance with any technical issues related to the application, please call 801-426-7777 or email txsupport@exevision.com.

Overview

To streamline contractor access to bidding functions, TxDOT has integrated the bid proposal request and bid submission into iCX. Both proposal requests and bid submissions are accomplished using the iCX application. Note that iCX allows contractors the option to receive a paper proposal. An informational proposal may still be viewed online, but contractors will receive paper proposals only upon request.

✔ Your company administrator is responsible for creating and managing accounts for employees who need iCX access to request proposals and submit bids on behalf of the company. The iCX administrator can also reset passwords when necessary. Each employee must use a unique work email address, as duplicate email addresses are not permitted in iCX.

Process Overview

This job aid covers the following activities for accessing iCX and requesting proposals in the application:

1. [First-Time User Login \(iCX\)](#)
2. [Proposal Request](#)
3. [Appendix – Reason Codes](#)

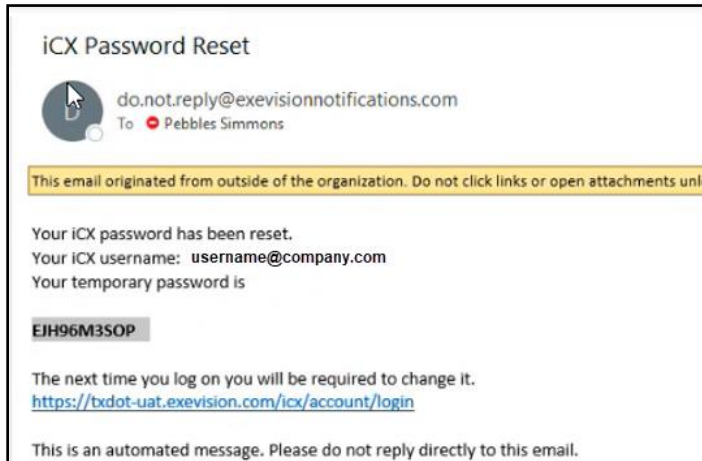


First-Time User Login (iCX)

1. Password Reset Email will be sent to your work email address

First-time users will receive an email titled 'iCX Password Reset' with the following login details:

- Your iCX username (company email address serves as your iCX username)
- Your temporary password (This is a one-time use password that expires within 3 days)
- Link address to be able to login to iCX web application



2. Click the provided link to open the iCX Login Page in a browser window.

3. Enter your username and the temporary password, then click the Login button.



4. First-time users will be directed to change their password. Enter your temporary and desired new passwords, then click 'Change Password.'



iCX requires a strong password:

- minimum 16 characters (required for new accounts and reset passwords)
- include letters, numbers, and at least one following special character (@#\$\$%^&!)
- must include one Capital letter



- may not use repetitive or sequential characters (e.g., 'aaa', '123abc')
- may not include the service name, the username, or derivatives

Change Password [X]

Current Password: [Masked]

New Password: [Masked]

Reenter password: [Masked]

[Change Password] or [Cancel]

5. After successfully changing your password, first-time users and anyone resetting their passwords will be prompted to set up three security questions. Select questions from the drop-down menu, enter your answers, and click 'Save.'

Security Questions

In the event that you forget your password and/or need to have it reset, you will be required to answer three security questions. Please select these questions from the choices below and enter your answer.

Security Question 1:* [Drop-down]

Your Answer:* [Text Input]

Security Question 2:* [Drop-down]

Your Answer:* [Text Input]

Security Question 3:* [Drop-down]

Your Answer:* [Text Input]

[Save]

6. Upon successful login, the iCX Dashboard will open.

iCXWeb | Menu | Welcome PSIMMIFREMAN | Logout | Details | Help

Dashboard

My Recent CCSJ/Projects

CCSJ Number	Project ID	Bid Open Date	Description	County	Highway	Status
No records to display						

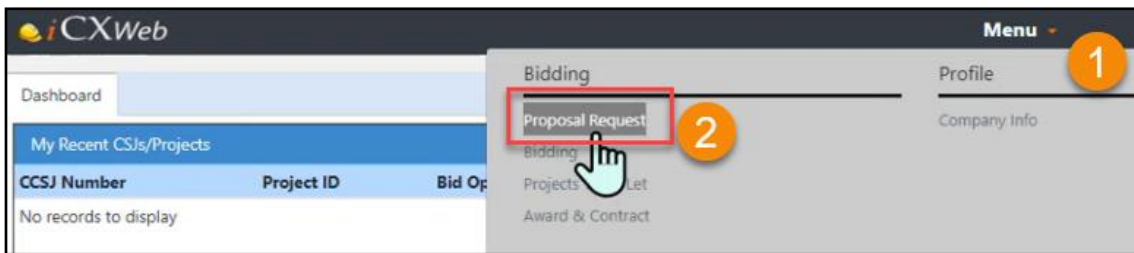
CCSJ Status

CCSJ Number	Project ID	Description	Status
No records to display			

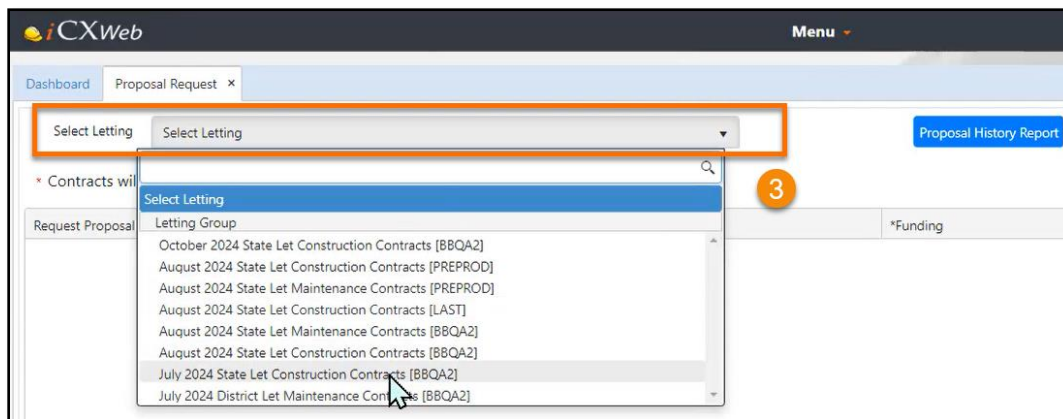


Proposal Request

1. Click **Menu**
2. Select **Proposal Request** under Bidding.



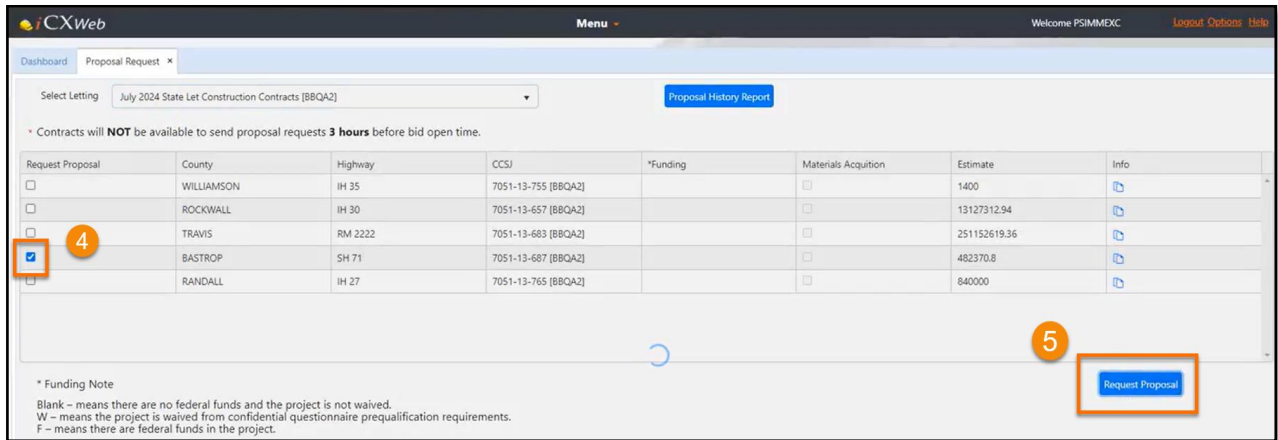
3. Click **Select Letting** and select the contracts of interest from the **drop-down list** with the desired letting by month, year, let type (State/Local District), and contract type (Construction or Maintenance).



4. A list of available projects will be displayed. Click the **checkbox** in the **Request Proposal** column to select items.
5. Click the **Request Proposal** button to submit the request.

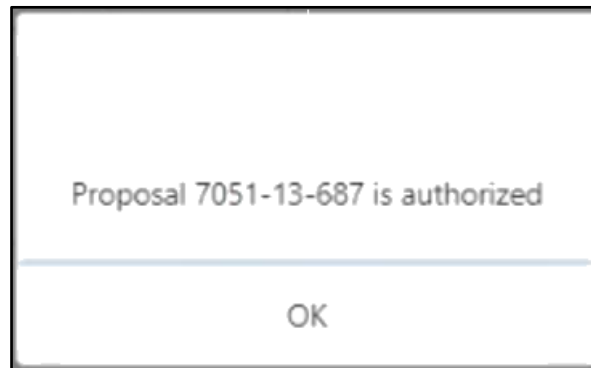


You can view contract details by clicking the document icon under the **Info** column.



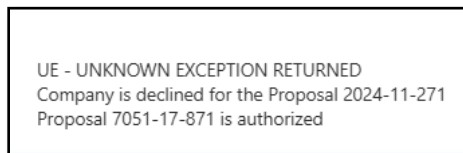
6. Review Proposal Request Confirmation

- After successfully requesting a proposal, a confirmation message will appear, indicating your request has been authorized/submitted.



7. Click **OK** to close the confirmation message.

8. The proposal request may be denied for a variety of reasons. Please refer to the [Appendix](#) for reason codes, and see the example image below illustrating a denial.



Vendors needing to submit a bid can refer to the **Login to iCX and Submit Vendor Bid** job aid for step-by-step instructions to log into the ExeVision Integrated Contract Exchange (iCX) web application and to submit a construction and maintenance contract bid using the iCX application.



Appendix – Reason Codes

Reason Codes if a vendor is not authorized to bid on a project.

Reason Code	Reason Code Description
AA	FOR APPROVAL - HOLD
AB	VENDOR IS A NEW CONTRACTOR OR UNABLE TO FIND CONTRACTOR
AD	VENDOR IS TEMPORARILY DISAPPROVED
AE	CURRENT STATEMENT EXPIRED
AF	VENDOR FINANCIAL DATA CHANGED
AL	INTENT LETTER NOT RETURNED
AM	ADDRESS CODE MISSING IN REQUEST
AN	REQUALIFICATION - HOLD
AR	VENDOR IS IN REJECTED OR DISAPPROVED STATUS
AU	VENDOR IS UNQUALIFIED
BR	BID RECEIVE UNTIL DATE CANNOT BE EMPTY
C0	CCSJ IS ON HOLD. REASON IS OTHER
C1	CCSJ IS ON HOLD. REASON IS VENDOR DEFAULTED ON PROJECT
C2	CCSJ IS ON HOLD BECAUSE THERE IS A BID ERROR
C3	CCSJ IS ON HOLD BECAUSE THERE IS AN UNBALANCED BID
C4	CCSJ IS ON HOLD BECAUSE VENDOR FAILED TO EXECUTE CONTRACT
C5	CCSJ IS ON HOLD. REASON IS OTHER
C6	CCSJ IS ON HOLD. REASON IS VENDOR DEFAULTED ON PROJECT
C7	CCSJ IS ON HOLD BECAUSE THERE IS A BID ERROR
C8	CCSJ IS ON HOLD BECAUSE THERE IS AN UNBALANCED BID
C9	CCSJ IS ON HOLD BECAUSE VENDOR FAILED TO EXECUTE CONTRACT
CI	INCORRECT FORMAT FOR CCSJ, MUST BE 9 DIGITS
CM	CCSJ MISSING IN REQUEST
CN	NO COURIER ACCOUNT ON FILE, PLEASE SELECT ANOTHER MAILING ADDRESS
D2	CHECK DEBARMENT DATES-HOLD
D3	CHECK DEB/SUSP FLAG - HOLD
D4	DEBARMENT/SUSPENSION CERTIFICATE NOT PRESENT
DB	VENDOR CANNOT RECEIVE ANY BID PROPOSALS
DS	VENDOR CAN RECEIVE STATE PROJECT PROPOSALS ONLY
DX	CHECK ISSUE FLAG - HOLD
E	BEFORE CCSJ LET DATE
E1	VENDOR PREVIOUSLY DEFAULTED ON PROJECT AND SO CANNOT RECEIVE PROPOSAL
E3	CHECK DEFAULT FLAG - HOLD
EX	3 MONTH GRACE PERIOD WILL EXPIRE BEFORE CCSJ LET DATE
F1	NEED LONGTERM DEBT INFORMATION
G1	PROJECT IS NOT WAIVED FOR VENDOR TO REQUEST PROPOSAL
G2	VENDOR NOT PREQUALIFIED FOR MQ.
HE	HOLD/EXCEPTION CODE NOT FOUND ON TACS
I	AVAILABLE AS INFO ONLY



MO	VENDOR CAN RECEIVE MATERIALS ONLY PROJECT PROPOSALS
MQ	TYPE OF QUALIFICATION - MQ - ERROR
P1	VENDOR HAS NOT ATTENDED MANDATORY PRE-BIDDERS CONFERENCE
PA	PROPOSAL HAS ALREADY BEEN SUCCESSFULLY REQUEST, CANNOT RE-REQUEST PROPOSAL
PC	PROJECT IS CANCELLED
PH	PROPOSAL IS IN HOLD STATUS
PM	PROJECT ID IS MISSING
PN	PROPOSAL IS NOT READY
PQ	MISSING TYPE OF QUALIFICATION BQ, MQ OR CQ.
PR	PROJECT ALREADY LET
R	PROJECT IS BEING REVISED
RA	REQUEST ALREADY ON FILE
RP	RECEIVE PROPOSAL FLAG VALUE IS MISSING
S	SYSTEM ERROR
SR	SIGNATURE AUTHORIZATION REQD
U	PROJECT IS UNAVAILABLE
UE	UNKNOWN EXCEPTION RETURNED
V	VENDOR RECORD NOT ON FILE
V1	VENDOR AVAILABLE BIDDER CAPACITY IS LESS THAN ESTIMATE OF PROJECT
V8	VENDOR IS DEBARRED FROM
V9	VENDOR IS SUSPENDED FROM
VM	VENDOR ID MISSING IN REQUEST
VN	VENDOR NOT SETUP IN VAULT
VW	VENDOR ID IS IN WRONG FORMAT
WF	PROJECT IS NOT WAIVED FOR VENDOR TO REQUEST PROPOSAL.