

February 18, 2011

Subject: Implementation of Annual Renewal for Precertified Firms

Beginning April 1, 2011, firms precertified in one or more categories for engineering, surveying, or architecture services must complete the Annual Renewal process in order to remain eligible to submit Letters of Interest for future contracts. This is a simple process that can be completed through the TxDOT CCIS Online system.

Annual Renewal is governed by Section 9.41, subsection (h) of Title 43 in the Texas Administrative Code (TAC). The purpose of Annual Renewal is to maintain, on an annual basis, the most current contact information and employee status for each precertified firm in the CCIS database. Firms that complete the renewal process will maintain a status of "Active." Firms that do not complete the renewal process by the annual renewal deadline will have a status of "Inactive" until the renewal process has been completed. The Annual Renewal deadline is March 31 of each year.

Most precertified firms have one or more employees with a User ID and approved security access to enter the CCIS Online System. If your firm does not have an individual with a User ID and password, please complete the security forms located at: http://www.txdot.gov/business/contractors_consultants/ccis.htm or contact the agency contact identified below for assistance. One of these individuals will need to enter the system and complete the brief Annual Renewal process to obtain the initial "Active" status for the firm. Upon logging into the system, click the CCIS System Help option at the top of the page to access the CCIS Help Guide. Detailed instructions for completing the process are located under section 6 of the guide.

For future reference, the status of any precertified firm is available on the internet by looking up the firm on the list of precertified firms. The status is identified with each firm name. See the following link <http://www.dot.state.tx.us/des/precert/precert1.htm>.

The Annual Renewal requirement will be included in each Notice of Intent posted after March 31, 2011.

If you have questions or need assistance, please contact Paula McGinley in the Design Division - Consultant Contract Office at (512) 416-2218 or by e-mail at paula.mcginley@txdot.gov.