

Guidance for Using the Administrative Qualification Status by Firm Lists

Administrative Qualification is a process used by TxDOT to verify that a provider performing engineering and design-related services has an indirect cost rate that meets department requirements. TxDOT’s Administrative Qualification Group (AQG) is the team within the Professional Engineering Procurement Services (PEPS) Division that is responsible for administering this process. The AQG has published four lists on the TxDOT.gov website to show the administrative qualification status by firm. The table below describes each of the four lists and gives the applicable procurement processes:

AQ status by firm list	Description	Procurement Processes the List is Applicable to
Firms that are Administratively Qualified	This list includes firms that have submitted either CPA audit or self-certification documentation that has been reviewed and approved by the AQG. Firms on this list are considered administratively qualified within the date ranges shown.	<u>Federal Processes:</u> <ul style="list-style-type: none"> • Federal process (with or without interviews) <u>Non-Federal (State Processes):</u> <ul style="list-style-type: none"> • Non-Federal (with or without interviews)
Firms Participating in the Federal SafeHarbor Program	This list includes firms that have been determined by the AQG to be eligible to use the Federal SafeHarbor rate of 120%.	<u>Federal Processes:</u> <ul style="list-style-type: none"> • Federal process (with or without interviews)
Firms ONLY Eligible to Compete for TxDOT’s State Processes	This list includes firms that have accepted the indirect cost rate developed by TxDOT, which is currently 120%.	<u>Non-Federal (State Processes):</u> <ul style="list-style-type: none"> • Non-Federal (with or without interviews)
Non-Engineering Firms OR Firms Performing Exempt Services	Firms listed may compete for non-engineering tasks on both Federal and Non-Federal Procurements and exempt engineering categories (services) on Non-Federal Procurements. Per Texas Administrative Code (TAC) 9.34(8)(A)(B)	<u>Federal Processes:</u> <ul style="list-style-type: none"> • Federal process (with or without interviews) <u>Non-Federal (State Processes):</u> <ul style="list-style-type: none"> • Non-Federal (with or without interviews)