



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

Revised Date:

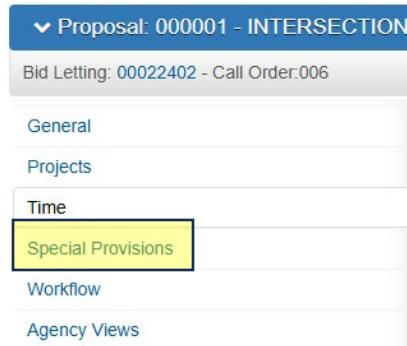
Revised By:

Changes Made:

Special Provisions

Step 1: On the *Proposal Summary screen*, click the **Special Provisions** tab.

Proposal Summary



Step 2: Click the **Special Provisions** button.

Proposal Summary



Step 3: From the **Select Provisions** window, select all the **Special Provisions** for the Contract and Proposal by clicking the row and clicking the **Add to Proposal** button.

<input checked="" type="checkbox"/> 102-008(x-x)19	Bidding Requirements and Conditions	SSPR - SUPPLEMENTAL PROJECT SPECIFIC	19
<input checked="" type="checkbox"/> 102-009	Bidding Requirements for Right-of-way Clearance Contracts	SSPR - SUPPLEMENTAL PROJECT SPECIFIC	9
<input checked="" type="checkbox"/> 102-009(x-x)19	Bidding Requirements for Right-of-way Clearance Contracts	SSPR - SUPPLEMENTAL PROJECT SPECIFIC	19

Load next 50 Showing 10 of 315

Add to Proposal

Step 4: After selecting your **Special Provisions**, click the **Save** button.

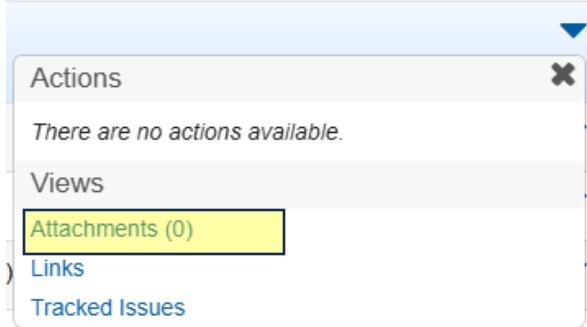


NOTE: All Proposal specific Special Provisions must have a PDF attached.

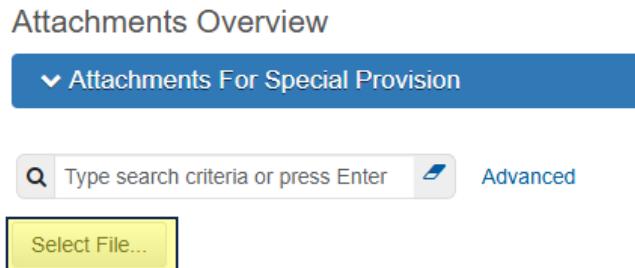
Step 5: On the specific **Special Provision**, click the **Row Action Arrow**.

ID	Type	Descr	
0-Documents	SPRQ - SPECIAL REQUIREMENTS	Use for proposal documents to be displayed before all special provisions.	

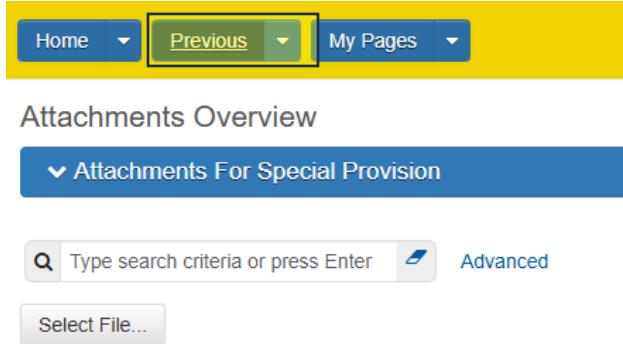
Step 6: From the **Row Action Menu**, click **Attachments**.



Step 7: On the **Attachment Overview screen**, click the **Select File** button and add the needed **File/Attachment**.



Step 8: Back on the **Attachment Overview** screen, click the **Previous** button.



Step 9: Add **Attachments** to the remaining **Special Provisions** you added.