



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

▼ Proposal: 000001 - INTERSECTION

Bid Letting: 00022402 - Call Order:006

General

Projects

Time

Special Provisions

Workflow

Agency Views

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

Proposal Summary

▼ Proposal: 000001 - INTERSECTION MODIFICATION/TRAFFIC

Bid Letting: 00022402 - Call Order:006

General

Select Provisions...

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.

| | | | | |
|---|----------------|---|--------------------------------------|----|
| ✓ | 102-008(x-x)19 | Bidding Requirements and Conditions | SSPR - SUPPLEMENTAL PROJECT SPECIFIC | 19 |
| ✓ | 102-009 | Bidding Requirements for Right-of-way Clearance Contracts | SSPR - SUPPLEMENTAL PROJECT SPECIFIC | 9 |
| ✓ | 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.

Save

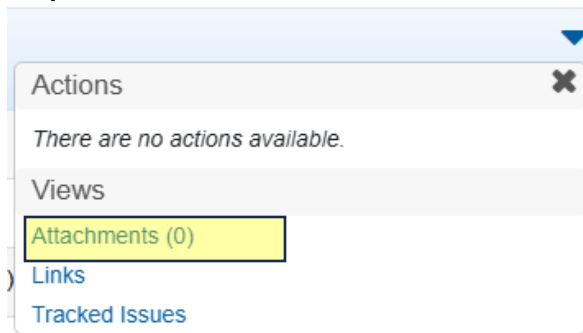
▼ ?

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

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

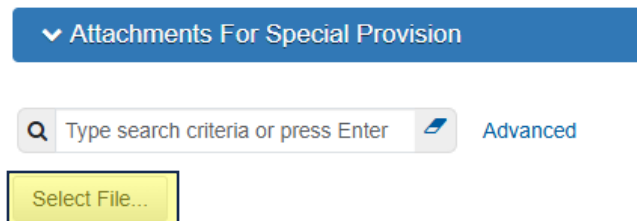
| ID | Type | Descr | |
|-------------|-----------------------------|---|---|
| 0-Documents | SPRQ - SPECIAL REQUIREMENTS | Use for proposal documents to be displayed before all special provisions. | ▼ |

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

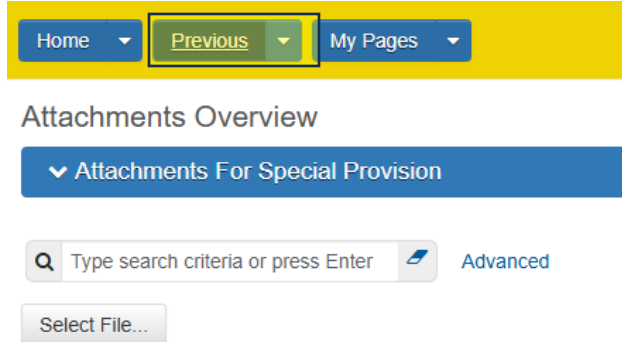


Step 7: On the **Attachment Overview screen**, click the **Select File** button and add the needed **File/Attachment**.

Attachments Overview



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



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