



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

Matthew G. Bevin  
Governor

Greg Thomas  
Secretary

October 5, 2017

KYTC Prequalified Contractors

RE: Notification of launch for Electronic Change Order Approval Process (AgilePoint)

To whom it may concern:

As referenced in Construction Memorandum No. 04-2017, KYTC is pleased to announce that the launch of the new electronic change order approval process is now scheduled for Monday, October 9, 2017. Once this process is fully implemented, all change orders will be available for review and approval via the internet. These change orders will only be accessible from an email link which will be sent to the primary point of contact for applicable contracts.

Change orders that are currently in the approval process will be finished using the traditional method (mail and ink signature), so your company may still be receiving some change orders in that fashion in the immediate future.

Your company should have received a PIN number for approval of these change orders through the US mail, if you have been awarded a prime contract with KYTC in the past 2 calendar years. If you have not received that number, please contact KYTC at the email or phone below and a number will be sent to your company. If a PIN was not issued, one will be issued upon receipt of a prime contract, or by request.

Instructional documents, including a quick start guide for contractors can be found on our website at <http://transportation.ky.gov/Construction/Pages/Electronic-Change-Order-Approval-Instructions.aspx>.

Please address any questions to [KYTC.SiteManagerTeam@ky.gov](mailto:KYTC.SiteManagerTeam@ky.gov) or the Division of Construction at (502)564-4780.

Sincerely,

Ryan Griffith, PE  
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Kentucky Transportation Cabinet  
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Frankfort, KY 40622

CC: SHE office  
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