



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

Matthew G. Bevin  
Governor

Greg Thomas  
Secretary

CONSTRUCTION MEMORANDUM

No. 04-2017

TO: Prequalified KYTC Contractors

FROM: Ryan Griffith, P.E. *RCG*  
Director, Division of Construction

DATE: July 18, 2017

SUBJECT: Agile Point  
Electronic Change Order Approval

In an effort to continue with the Cabinet's eConstruction initiative, an application has been developed to make the Change Order process paperless. AgilePoint will allow all KYTC approvals and Contractor approvals to be accomplished with digital signatures. With cooperation from the industry, this application could significantly improve the change order process.

**PIN Process**

A PIN number will be sent to the mailing address on the KYTC's Prequalified Contractors List and will be addressed to the president or chief officer of the company. Please review the KYTC Prequalified Contractors List, located at <http://transportation.ky.gov/Construction-Procurement/Documents/Prequalified%20Contractors%20List.pdf> to insure that the mailing address and the president or chief officer for your company is correct. This information must be *updated by July 31<sup>st</sup>, 2017*. Contractors who only perform work as subcontractors will not need to be issued a PIN number as all change orders are signed by the Prime Contractor only. Therefore, only contractors who have been awarded contracts as the prime contractor in the previous two years will be issued PIN numbers. Afterwards, PIN numbers will be issued as requested or when a contractor is awarded a contract for the first time as the prime contractor.

**Approval Process**

Each Contractor will be assigned a PIN number by the Division of Construction. The PIN can be shared with as many or as few people as necessary, but only shared with people with the authority to sign



change orders for the company. The PIN number may be changed if forgotten or requested. When a change order is ready for review, the Contractor will receive an email at the confirmed email address containing a link to the change order. The link can be forwarded for review by others, including subcontractors. If the contractor approves, they will then digitally sign the change order using the provided PIN number. The Division of Construction will provide training materials at a later date.

Please address any questions to [KYTC.SiteManagerTeam@ky.gov](mailto:KYTC.SiteManagerTeam@ky.gov) or Matt Looney or Erika Drury at (502)564-4780.

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