

INDOT Construction Contracting Announcement

Unique Special Provisions Processing and Handling Change

Beginning on **October 1st**, all new Unique Special Provisions (USP) **will be required** to be submitted via our SharePoint portal.

An **automated process workflow** has been created to improve efficiency as well as promote increased vetting and controls to reduce overall risk and as prescribed by **Indiana Design Manual Section 19-03 (Figure 19-3D)**.

Virtual training sessions begin on August 27th. The first five sessions will be focused to specific users or contributor groups. The last two are for anyone we may have missed the earlier sessions. The Microsoft Teams link will be posted on the [Contract Letting Information](#) webpage.

Before you attend your training session please watch the USP Training Video and review the USP Process User's Guide.

Training will be hands on so make sure you're a member of INDOT_UniqueSpecialProvisions Team **before** you come to your training session.

To locate the USP Training Video and the USP Process User's Guide go to

[INDOT_UniqueSpecialProvisions Team](#)

Find the channel named [USP Training](#). Located in the tab of that channel you will find [USP Training](#) and [USP Training Video](#).

Scheduled Training

August	27	1:00PM	<ul style="list-style-type: none">• Contracts• Construction Management• Legal
September	1	9:30AM	<ul style="list-style-type: none">• Subject Matter Experts
September	3	10:00AM	<ul style="list-style-type: none">• Project Managers• Area Engineers• Designers
September	4	9:30AM	<ul style="list-style-type: none">• Subject Matter Experts
September	15	9:30AM	<ul style="list-style-type: none">• Project Managers• Area Engineers• Designers
September	16	9:30AM	<ul style="list-style-type: none">• Open Training
September	17	1:30PM	<ul style="list-style-type: none">• Open Training

**You are required to attend a USP training session.*

*If you've **not** joined the INDOT_UniqueSpecialProvisions Team please contact Melanee Habig at mhabig1@indot.in.gov.*