



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N758 - CM
Indianapolis, Indiana 46204

www.in.gov/indot

Eric Holcomb, Governor
Michael Smith, Commissioner

July 7, 2023

CONSTRUCTION MEMORANDUM 23-08

TO: District Deputy Commissioners
District Construction Directors
District Technical Service Directors
District LPA Coordinators
District Project Management Directors
Project Management
District Area Engineers
Project Engineers/Supervisors/Managers
Field Engineers

A handwritten signature in blue ink, appearing to read "Gregory G. Pankow".

FROM: Gregory G. Pankow, Chief Engineer of Construction
Division of Construction Management and District Support

SUBJECT: E-Ticketing Incentive

Recurring Special Provision (RSP) 106-C-280 E-TICKETING INCENTIVE has recently been approved and provides Contractors the opportunity to receive an incentive payment for each e-ticket furnished and delivered to the Department's Portal, MyDOTportal. The e-ticket incentive will apply to all HMA, Concrete, and Aggregate e-tickets which are marked "Delivered" in the Portal and utilized as the basis of payment or source document in the final construction record. The e-ticket incentive will be applied at a unit price of \$2.00 per ticket for each ticket delivered to the Department's Portal meeting the requirements of the RSP.

The new RSP will be effective for all contracts starting with the December 2023 letting. Contractors requesting to incorporate the e-ticketing incentive on a contract prior to that time will be permitted to do so through a change order to the contract. The change order will add RSP 106-C-280. The Contractor may request to receive the incentive on all state and federally funded contracts with the exception that contracts utilizing LPA funds will be excluded.

An e-ticket incentive field guide is also available which provides guidance to PEMS on generating an e-ticket incentive report. The e-ticket incentive report will be utilized to calculate payment to the Contractor and to document the incentive amount for the final construction record. The e-ticket incentive report is also required to be shared with the Contractor as it provides a breakdown of e-tickets supplied by each supplier on a contract. The incentive will not apply to alternate e-ticket systems selected by the Contractor or Supplier that do not transfer e-tickets to the Department's MyDOTportal.

Any questions should be directed to your Construction Management Field Engineer.

ATTACHMENTS:

RSP 106-C-280 E-TICKETING INCENTIVE
E-TICKET INCENTIVE FIELD GUIDE

GGP/JJN/jtb

106-C-280 E-TICKETING INCENTIVE

(Adopted 06-15-23)

Description

This work shall consist of furnishing an electronic material delivery ticket, e-ticket, and delivering the e-ticket to the Department's e-ticketing portal, MyDOTportal, in accordance with 105.03.

Construction Requirements

The Department will pay an incentive for each e-ticket which is delivered to the Department's e-ticketing portal. The incentive will only apply to e-tickets which are:

- (a) The latter of submitted after June 30, 2023 or the date this provision was added to the contract,
- (b) One of the following material types: Asphalt, Concrete, or Aggregate,
- (c) Marked "Delivered" by Department personnel in MyDOTportal, and
- (d) Utilized as the basis of payment or source document in the final construction record.

The e-ticket furnished and delivered to the Department's e-ticketing portal shall be in accordance with 106.01(b)1. The information provided on each e-ticket furnished shall be in accordance with 106.01(b)2.

Method of Measurement

The e-ticket incentive will be measured by the number of tickets, furnished and delivered to the Department's e-ticketing portal. The Department will provide a report to the Contractor showing the number of delivered tickets per supplier.

Basis of Payment

The e-ticket incentive will be paid for at the contract unit price per each ticket, furnished and delivered to the Department's e-ticketing portal. The unit price for this incentive will be \$2.00 per ticket. The incentive will be applied as a one-time payment on the partial pay estimate after the contract is substantially complete.

Payment will be made under:

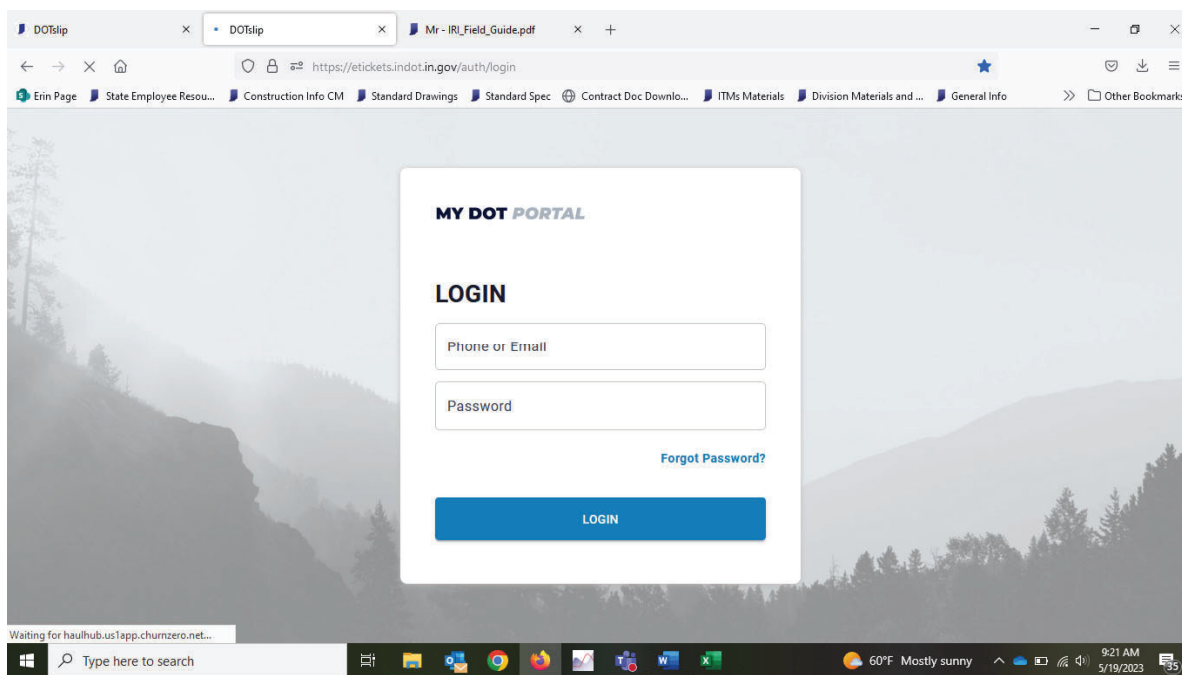
Pay Item	Pay Unit Symbol
E-Ticket Incentive.....	EACH

The incentive will not apply to alternate e-ticket systems selected by the Contractor or Supplier that do not furnish and deliver e-tickets to the Department's e-ticketing portal.

E-TICKET INCENTIVE FIELD GUIDE

- The e-ticket incentive will be a one-time payment at the time of final acceptance of the contract. The report generated by this field guide will be utilized for final payment and should be submitted as part of the Final Construction Record. Each supplier will have a separate e-ticket total count shown on the individual supplier sheets of this report. The total shown for each supplier will then be added up for a single e-Ticket Incentive Final Payment to the Prime which covers all suppliers.
- The steps in this Guide facilitate downloading all e-ticket data on a contract from the Departments e-ticket Portal and customizing the downloaded Finals Report to determine Final Incentive Payment Amounts.
- District Final Records verification of e-ticket incentive payment requires no comparison of e-tickets produced in this report with tickets utilized for payment of other pay items. The report generated by utilizing this Field Guide is stand alone and sufficient for payment of the e-ticket incentive and FCR documentation when the steps outlined within are followed.

- 1) Open **MyDOTPortal** (<https://etickets.indot.in.gov/>) and **login**, if this is your first login you will need to setup a username and password.



- 2) Scroll Down and find your **contract number and description** in the Portal as shown. (For this example: R-42153, ON US 30 at Various Locations)

The screenshot shows the DOTslip portal interface. At the top, there is a search bar and navigation options. The main content area displays the project name "ON US 30 AT VARIOUS LOCATIONS" in a red box. Below it, a table lists project details:

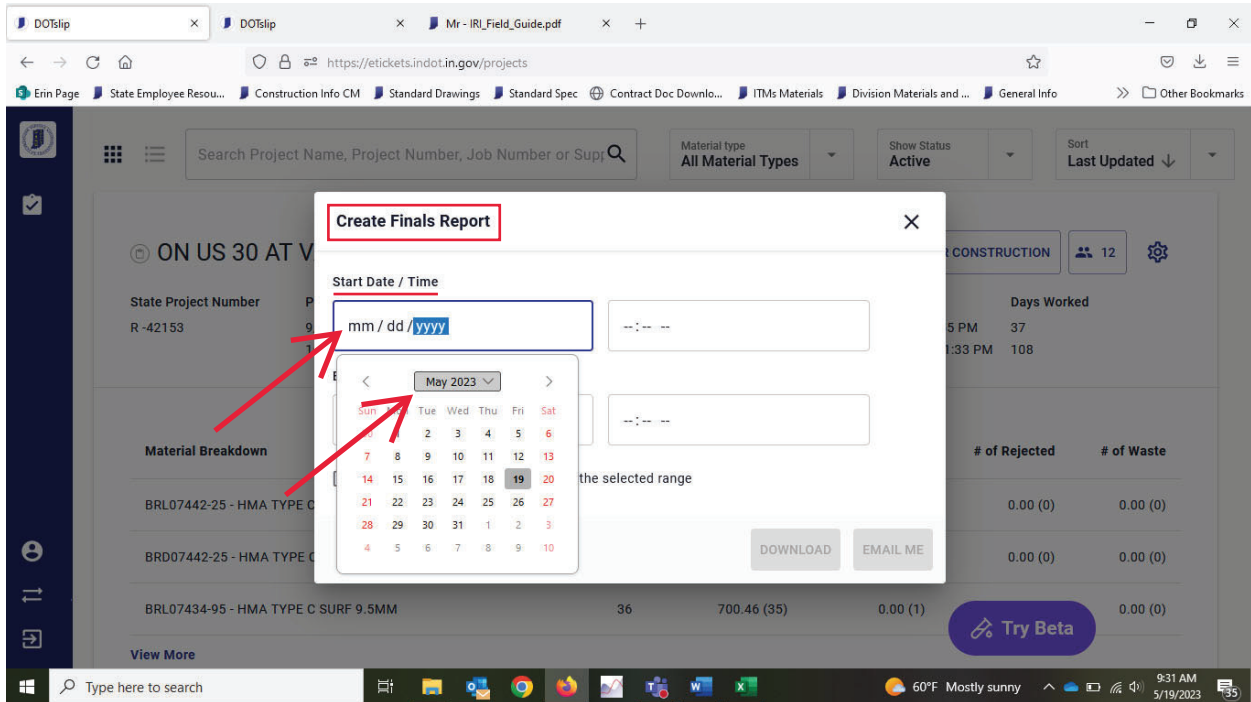
State Project Number	Project Start	Job Number	Supplier	Last Ticketed	Days Worked
R-42153	9/14/2021	540258	Ozinga	8/5/2022, 1:55 PM	37
	10/19/2021	R42153A	Phend & Brown	11/14/2022, 1:33 PM	108

Below the table is a "Material Breakdown" section with columns for "# of Loads", "# of Delivered", "# of Pending", "# of Rejected", and "# of Waste".

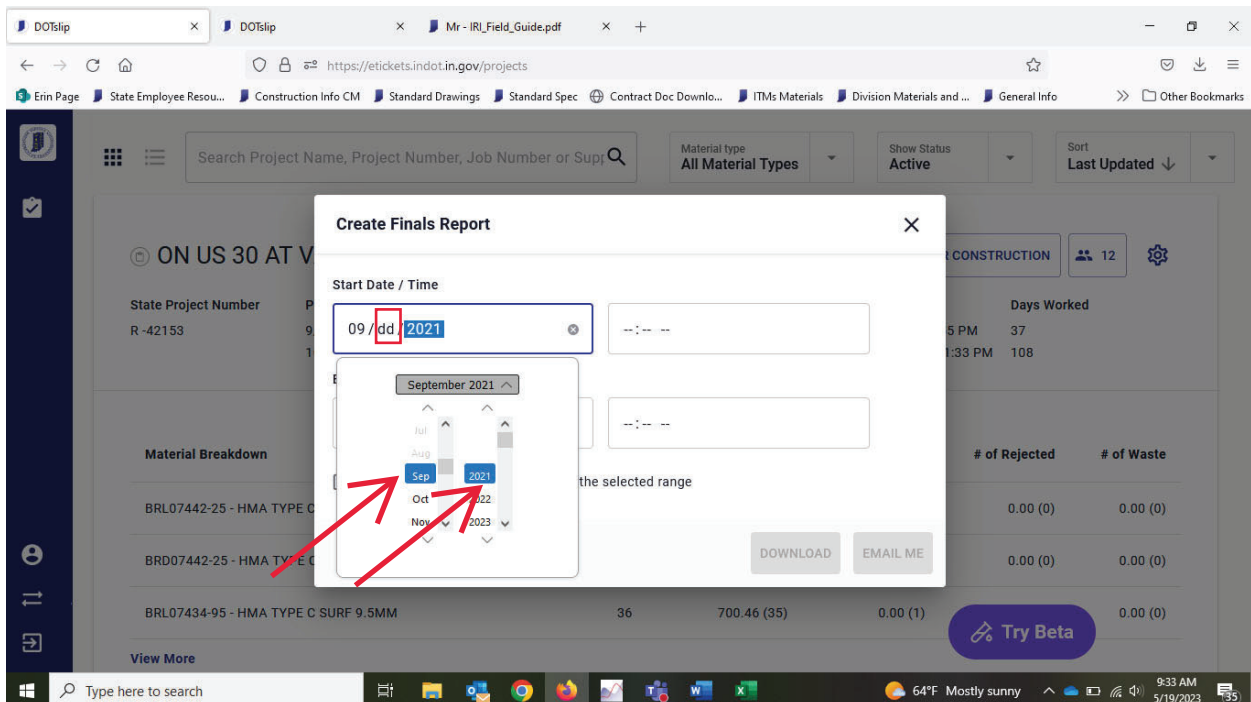
- 3) Select **Finals Report** as shown, this will generate a single excel file with individual sheets for each supplier that will list every e-ticket received on the contract.

The screenshot shows the same DOTslip portal interface as above. The "FINALS REPORT" button is highlighted with a red box, and a red arrow points to it. The project details table and material breakdown section are also visible.

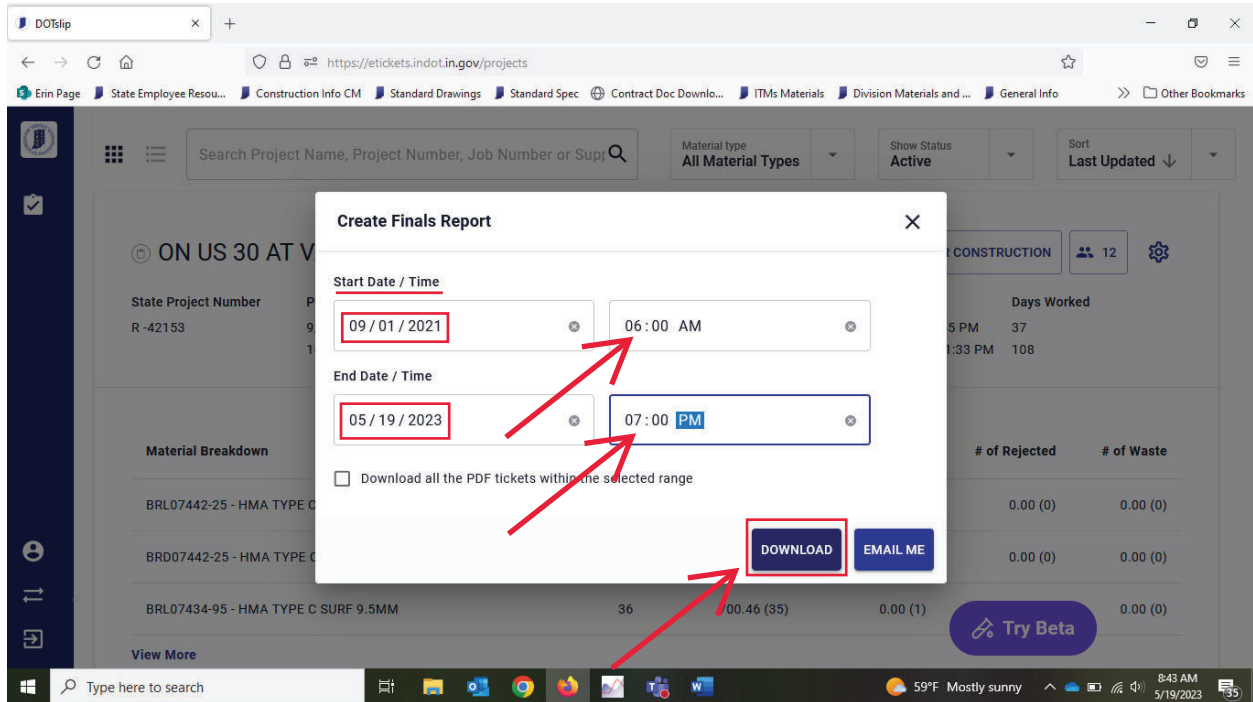
- The **Create Finals Report** box will appear, click on the **Start Date/Time** box. Then the Calendar box will appear, click on the **Month/Year gray toggle** box. (Or if you know the earliest date of tickets, just type in the date)



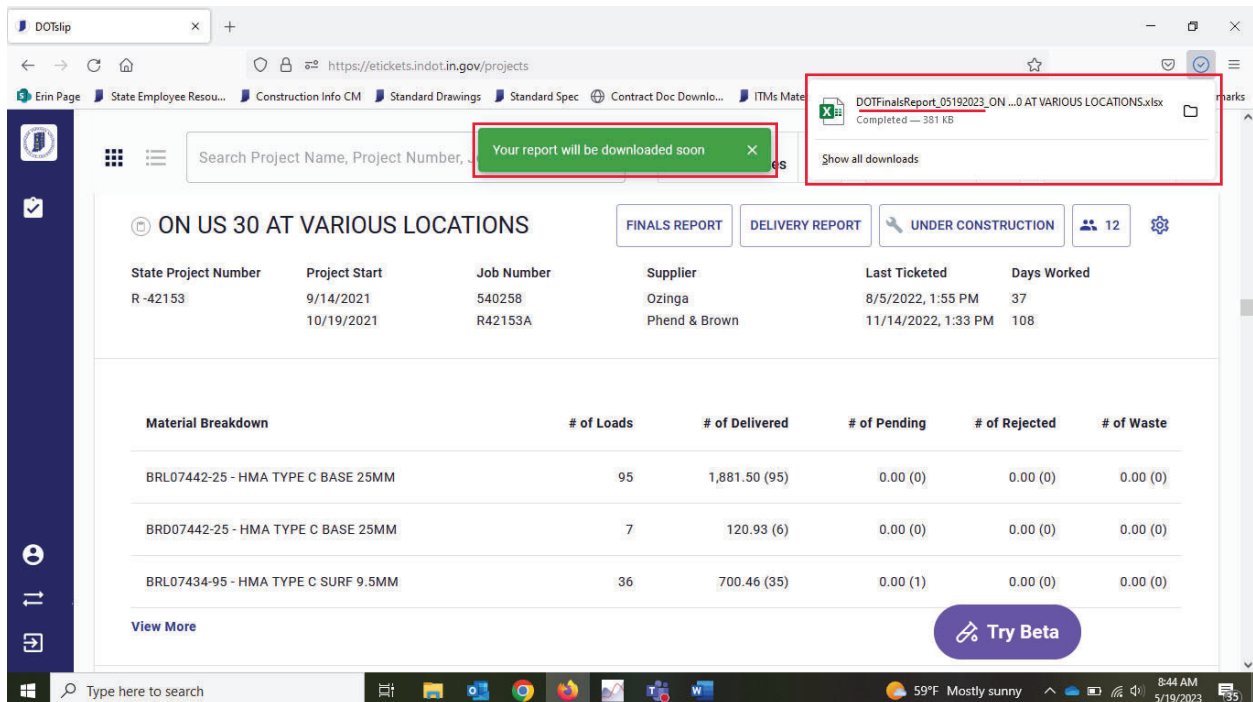
- In the **Calendar** box as shown below scroll and select the **earliest year** and **earliest month** available, this represents the earliest month and year tickets were received on the contract. Then, for the **day (dd)** type in 01 for the 1st day of the month. (Skip this step if you typed in the earliest date of tickets)



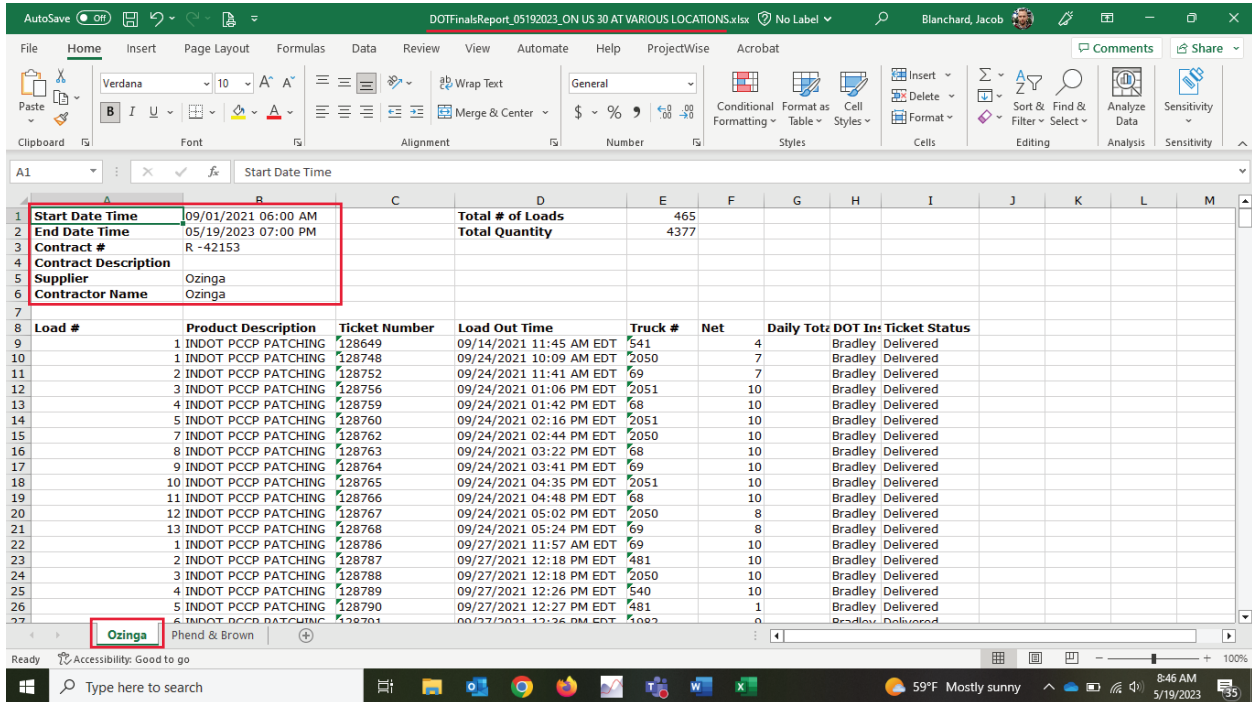
- 6) For the **End Date/Time**, either follow the same steps to select today's date or type in today's date which will cover all tickets during your contract timeframe. Then, on **Start time** type in 6:00am and on **End time** type in 7:00pm as shown. When all dates/times are filled in select **Download** as shown.



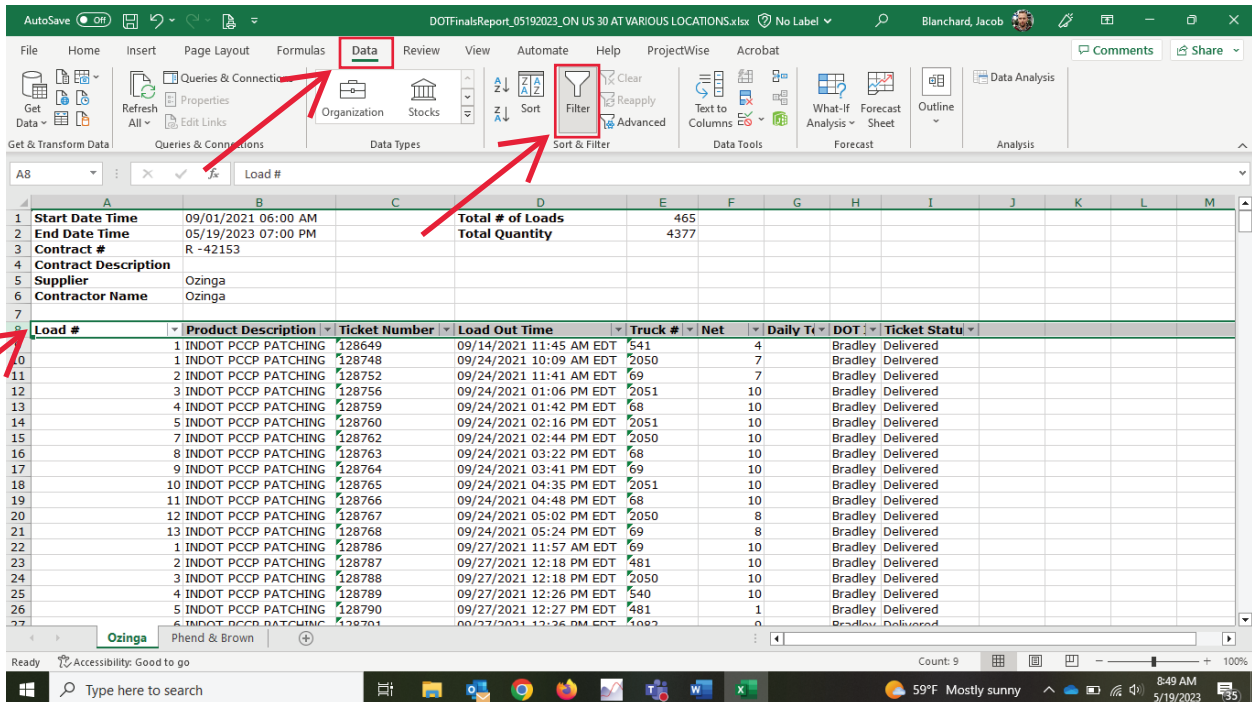
- 7) You will see a notification that your **report is downloading**, upon completion open the file location of your download (usually in downloads folder, or documents folder, or on the desktop). Select the excel file which starts with **DOTFinalsReport_** as shown.



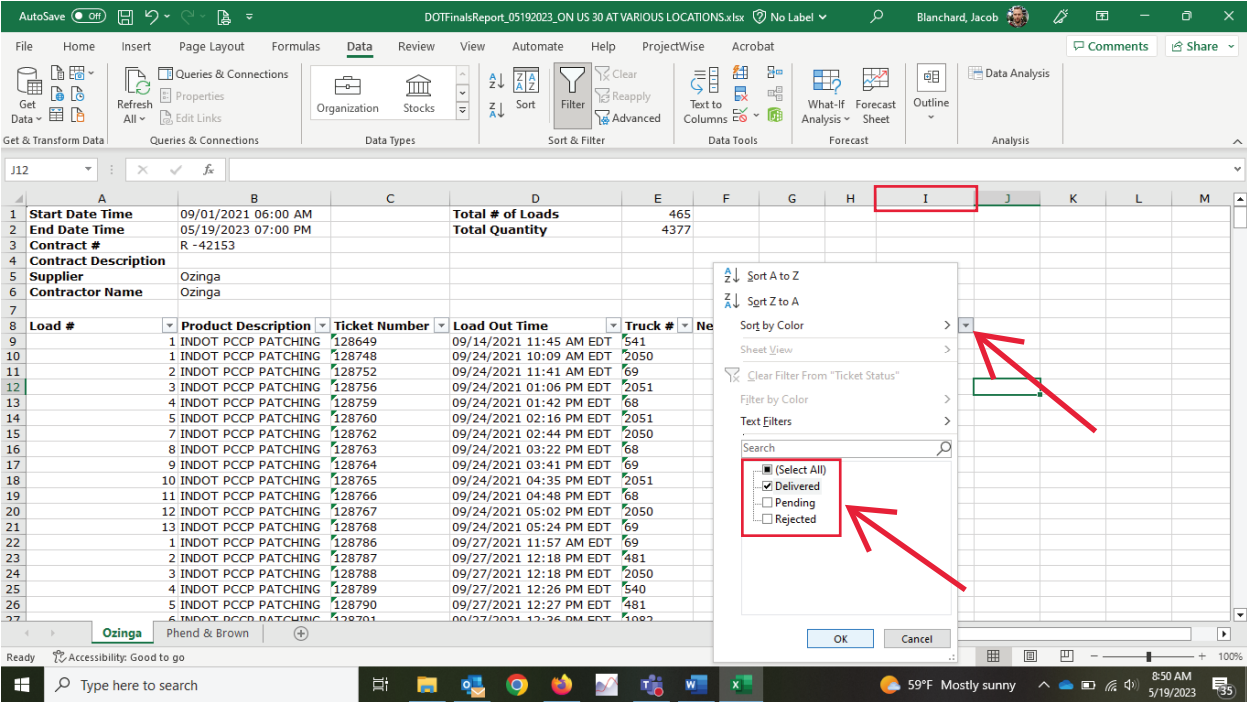
8) The **Finals Report** excel file will show e-ticket data for every ticket on the contract between the start and end dates selected for each supplier. (For this example, the first sheet of the report is for Ozinga)



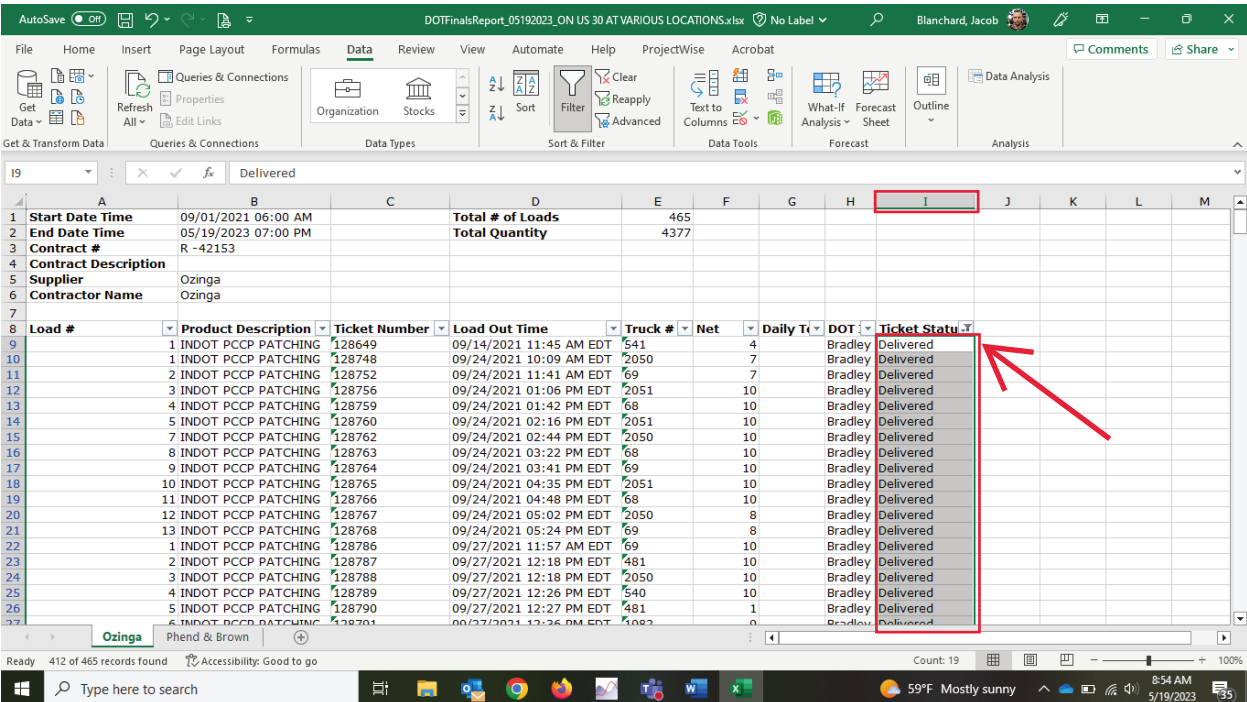
9) To Format the **Finals Report** for final payment and FCR submission, first select the row with all of the column headings, then select the **Data** tab, then select the **Filter** button as shown.



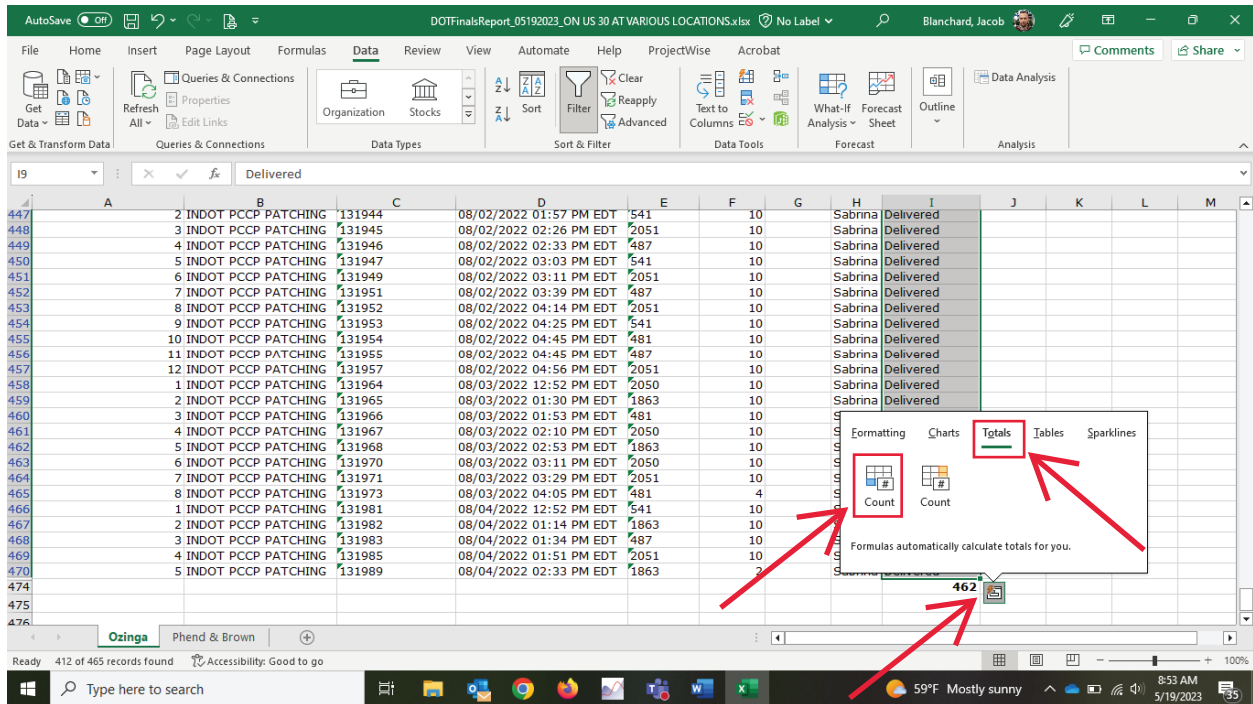
10) Now you should see **filter drop downs** on each column, select the filter drop down on **column I ticket status**. This will bring up the **filter box** shown below, **uncheck all the other boxes** and only **check "Delivered"**. (This will remove all other status of tickets and only keep "Delivered" tickets)



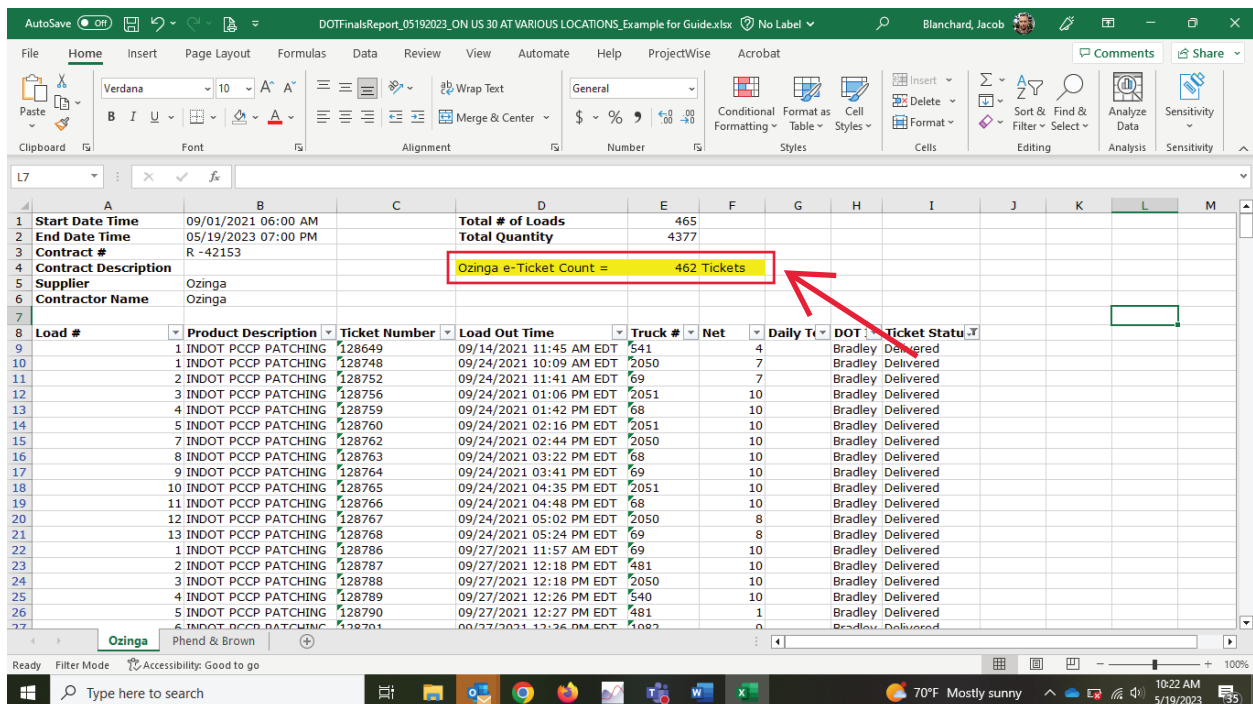
11) Next move your mouse to the **first ticket under column I ticket status** and left click and hold and continue to scroll down, keep scrolling until you placed the **box** around all of the ticket cells in column I as shown. (See next step showing scroll to the bottom of column I)



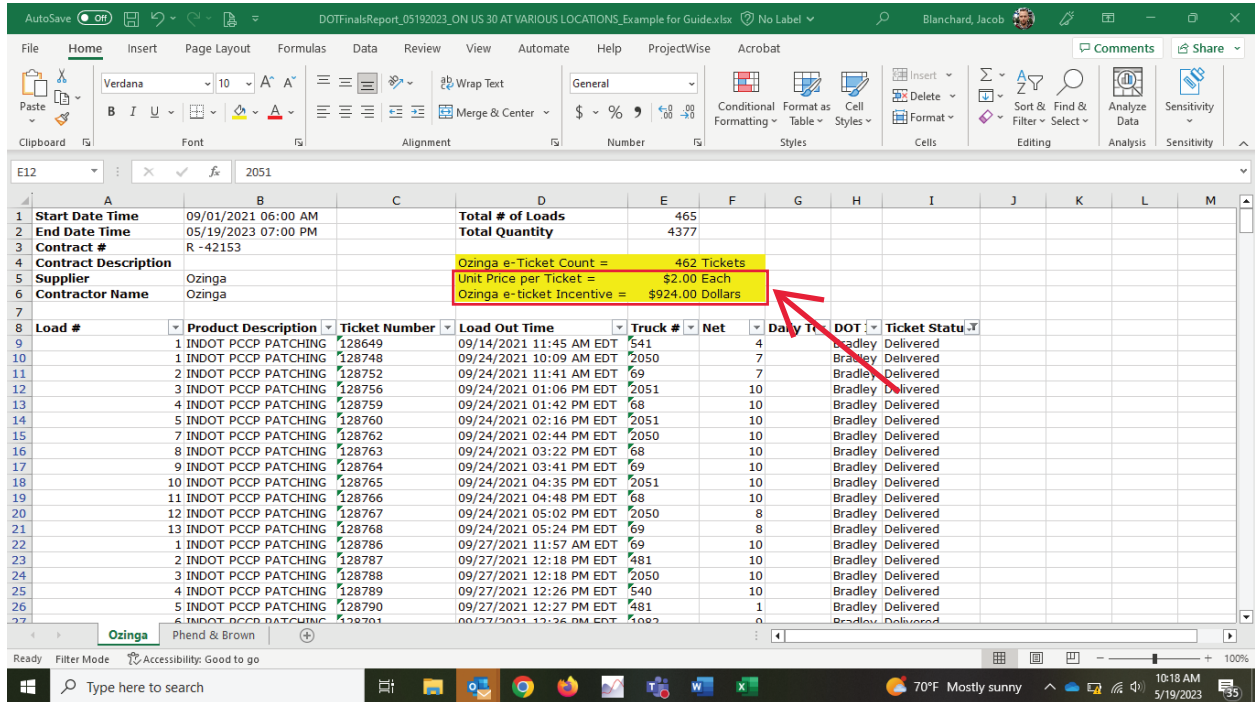
12) After scrolling the box to the bottom of the row, release your right click. Select the **small icon** shown which will bring up the **data box** also shown here. Select the **Totals tab** and then select the **count box** with the blue color shown. This will auto-count the # of Delivered Tickets in Column I.



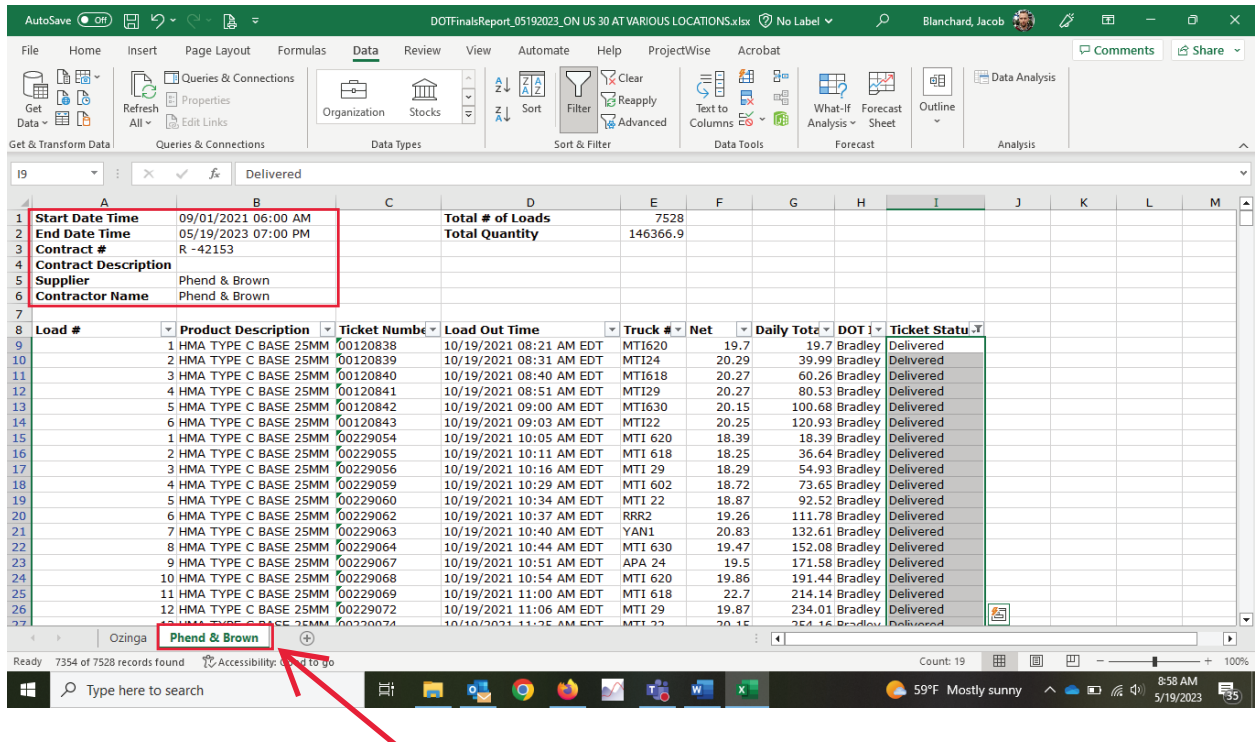
13) Go back to the top of the sheet and select a cell to type in the **Suppliers Name** and **e-ticket Count** and select another cell to type in the **e-ticket Count total** (just determined in the previous step) as shown. Then select the next cell and type in **Tickets** as the unit of measure.



14) Next in similar fashion, select cells the next row down and type in the **Unit Price per Ticket equals \$2.00 and Each**. Then, select cells the next row down and type in the **Suppliers Name and e-ticket incentive equals the payment in dollars**. (Supplier Incentive = Ticket Count x Unit Price per Ticket)



15) Move on to the next supplier by selecting the **next supplier tab** in the spreadsheet as shown and **repeat steps 9 through 14** for this supplier.



16) Having followed **steps 9 through 14** for the second supplier, type in the **e-ticket Count**, the **Unit Price**, and the **Supplier e-ticket Incentive** as shown in our example for this second supplier.

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Total	DOT	Ticket Status
1	HMA TYPE C BASE 25MM	00120838	10/19/2021 08:21 AM EDT	MTI620	19.7	19.7	Bradley	Delivered
2	HMA TYPE C BASE 25MM	00120839	10/19/2021 08:31 AM EDT	MTI24	20.29	39.99	Bradley	Delivered
3	HMA TYPE C BASE 25MM	00120840	10/19/2021 08:40 AM EDT	MTI618	20.27	60.26	Bradley	Delivered
4	HMA TYPE C BASE 25MM	00120841	10/19/2021 08:51 AM EDT	MTI29	20.27	80.53	Bradley	Delivered
5	HMA TYPE C BASE 25MM	00120842	10/19/2021 09:00 AM EDT	MTI630	20.15	100.68	Bradley	Delivered
6	HMA TYPE C BASE 25MM	00120843	10/19/2021 09:03 AM EDT	MTI22	20.25	120.93	Bradley	Delivered
7	HMA TYPE C BASE 25MM	00229054	10/19/2021 10:05 AM EDT	MTI 620	18.39	18.39	Bradley	Delivered
8	HMA TYPE C BASE 25MM	00229055	10/19/2021 10:11 AM EDT	MTI 618	18.25	36.64	Bradley	Delivered
9	HMA TYPE C BASE 25MM	00229056	10/19/2021 10:16 AM EDT	MTI 29	18.29	54.93	Bradley	Delivered
10	HMA TYPE C BASE 25MM	00229059	10/19/2021 10:29 AM EDT	MTI 602	18.72	73.65	Bradley	Delivered
11	HMA TYPE C BASE 25MM	00229060	10/19/2021 10:34 AM EDT	MTI 22	18.87	92.52	Bradley	Delivered
12	HMA TYPE C BASE 25MM	00229062	10/19/2021 10:37 AM EDT	RRR2	19.26	111.78	Bradley	Delivered
13	HMA TYPE C BASE 25MM	00229063	10/19/2021 10:40 AM EDT	YAN1	20.83	132.61	Bradley	Delivered
14	HMA TYPE C BASE 25MM	00229064	10/19/2021 10:44 AM EDT	MTI 630	19.47	152.08	Bradley	Delivered
15	HMA TYPE C BASE 25MM	00229067	10/19/2021 10:51 AM EDT	APA 24	19.5	171.58	Bradley	Delivered
16	HMA TYPE C BASE 25MM	00229068	10/19/2021 10:54 AM EDT	MTI 620	19.86	191.44	Bradley	Delivered
17	HMA TYPE C BASE 25MM	00229069	10/19/2021 11:00 AM EDT	MTI 618	22.7	214.14	Bradley	Delivered
18	HMA TYPE C BASE 25MM	00229072	10/19/2021 11:06 AM EDT	MTI 29	19.87	234.01	Bradley	Delivered
19	HMA TYPE C BASE 25MM	00229074	10/19/2021 11:25 AM EDT	MTI 22	20.15	254.16	Bradley	Delivered

17) Lastly, for the **Final Payment to the Prime Contractor**, add up the Supplier e-ticket Incentive for each supplier and determine the **Total e-ticket Incentive dollar amount**. (For our example **Total e-ticket Incentive** = P&B Incentive + Ozinga Incentive = \$15, 056 + \$924 = \$15,980)