GOAL: Publish the final costs of an Emergency/Emergency Extension if the original Emergency Statement cost was estimated.

Clone Original Bid	→	Original PO Change Order
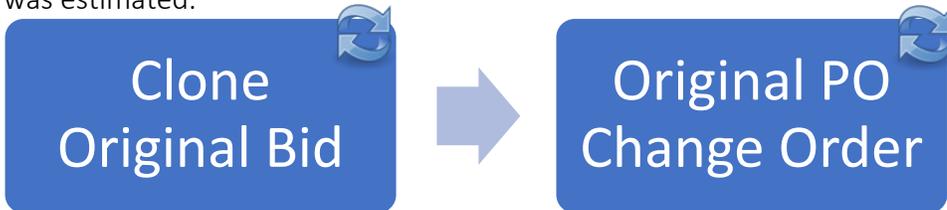
Publish Final Costs (if original statement was estimated)

Clone Original Bid	⚲ General Tab	⚲ Update Fields ⚲ Type Code: 43 – Emergency Final Cost ⚲ Bid Opening Date: Allow for approvals and the required minimum 14-day public posting period. ⚲ Short Description: **Emergency Final Costs** ⚲ Electronic Response: Uncheck ⚲ Rolling Enrollment: Check ⚲ Link to Original Contract: Link to the original Bid ⚲ Save and Continue	Agency
	⚲ Items Tab	⚲ Update Items to Reflect Final Actual Cost ⚲ Save and Continue	Agency
	⚲ Attachments Tab	⚲ Add File | Document	Show to Vendor | |---|---| | Emergency Final Cost Statement | Yes | | Agency Specific Forms | No | | Communications for the file | No | ⚲ Save & Continue	Agency
	⚲ Bidders Tab	⚲ Lookup and Add Vendors ⚲ **Select NIGP Code** ⚲ Find It ⚲ Select vendors ⚲ Save & Exit ⚲ **Unrestricted Bid** ⚲ **Hide Bid Holders List on Vendor Side: Check** ⚲ Save and Continue	Agency
	⚲ Summary Tab	⚲ Review All Information ⚲ Save & Continue	Agency

		Conduct Approvals	
	⌐ Summary	⌐ Send Bid	SPO

STOP HERE – DO NOT CONVERT TO PO

Original PO - Create Change Order to Document Final Costs	⌐ Change Order Tab	⌐ Create Change Order	Agency
	⌐ General Tab	⌐ Update Fields (keep notes for Bold Fields) ⌐ Actual Contract Begin Date: Do Not Change ⌐ Actual Contract End Date: Change to Actual ⌐ Full SAP Contract Value: Final Actual Costs ⌐ Award Amount (including initial term plus any Extensions): Final Actual Costs	Agency
	⌐ Items Tab	**Add or Update Items Final Actual Costs** ⌐ Quantity: Make Any Changes	Agency
	⌐ Attachment	<table><tr><td>**Document**</td><td>**Show to Vendor**</td><td>**Confidential**</td></tr><tr><td>Final Cost Statement</td><td>Yes</td><td>No</td></tr><tr><td>Communications for the procurement file</td><td>No</td><td>Yes</td></tr><tr><td>Agency Specific Documents</td><td>No</td><td>Yes</td></tr></table>	Agency
	⌐ Summary	⌐ Comment for the Whole Change Order: Emergency Final Costs ⌐ Field Descriptions: Update and revise to fully explain change ⌐ Submit for Approval	Agency

		Conduct Approvals	

Apply Change Order	⌐ Summary	⌐ Change Order ⌐ Apply Change Order	Agency