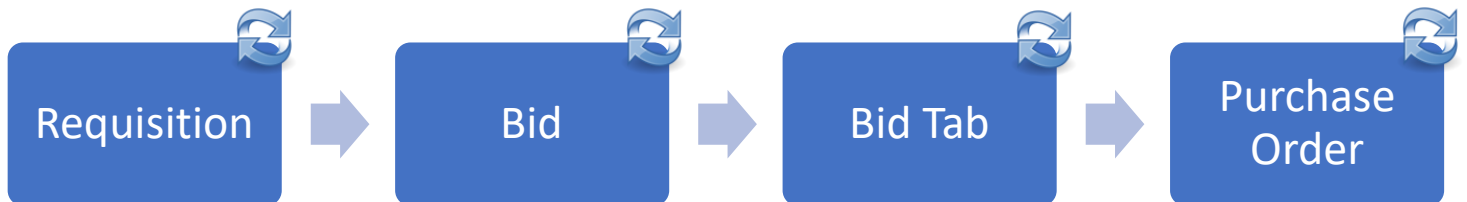



## 7 No-Cost, Farm Lease and Concession


**GOAL:** Create an IFB or RFP for no cost contract



Stage	Tab	Task	Who
<b>Requisition</b>			
Create Req	<ul style="list-style-type: none"> <li>✓ BidBuy Home</li> </ul>	<ul style="list-style-type: none"> <li>✓ Add document. Click on the “+” sign to the right of the BidBuy logo</li> <li>✓ Requisition</li> </ul>	Agency
	<ul style="list-style-type: none"> <li>✓ General Tab</li> </ul>	<ul style="list-style-type: none"> <li>✓ Short Description: This should uniquely identify the procurement as this is a searchable field.</li> <li>✓ Requisition Type: Open Market</li> <li>✓ Type Code: Select the appropriate type code as this is a searchable field.</li> <li>✓ Save and Continue</li> </ul>	Agency
	<ul style="list-style-type: none"> <li>✓ Items Tab</li> </ul>	<p><b>Option 1:</b> Add Open Market</p> <ul style="list-style-type: none"> <li>✓ Item Type: Normal</li> <li>✓ Description: Specification of the item that the Agency is procuring (This is a searchable field).</li> <li>✓ Quantity</li> <li>✓ Estimated Cost – this should reflect value to the state and vendor, as appropriate</li> <li>✓ Unit of Measure</li> <li>✓ NIGP Code (Class and Item)</li> <li>✓ Save and Add New (if adding multiple line items) or Save and Exit</li> </ul> <p><b>Option 2:</b> Search Items:</p> <ul style="list-style-type: none"> <li>✓ Advanced Search</li> <li>🖨 Search Field Details</li> <li>✓ Find It</li> <li>✓ Select Items from Search Results</li> <li>✓ Select Add to Req (Exit or Continue)</li> </ul>	Agency

<ul style="list-style-type: none"> <li>Vendor Tab</li> </ul>	<p><b><u>Vendors will be added at the Bid Stage in the Bidders Tab</u></b></p>					
<ul style="list-style-type: none"> <li>Address Tab</li> </ul> <p><b><u>Use only if addresses were not specified on individual items.</u></b></p>	<ul style="list-style-type: none"> <li>To change Ship-to or Bill-to-Address, click to search for new address</li> <li>Enter <b>Search Criteria</b> or enter nothing to receive all addresses</li> <li>Click <b>Find It</b></li> <li>Select a new address</li> <li>Click Select to update address</li> <li>Click Save &amp; Continue to save changes and continue</li> <li>To apply changes to Ship-to to all items on Requisition - Click <b>Apply Ship-to to All Items</b></li> <li>To apply changes to Bill-to to all items on Requisition - Click <b>Apply Bill-to to All Items</b></li> <li><b>Important:</b> This will override any selections made at the address Sub-Tab for the Item Tab.</li> </ul>	Agency				
<p>Items Tab – Address Sub-Tab</p> <p><b><u>Shipping Option 2: Ship to/Bill items to multiple locations</u></b></p>	<ul style="list-style-type: none"> <li><b>Go to the Items Tab – Address Sub-tab</b></li> <li>Select the check box in the ‘Select All’ column next to the item to change address (Ship/Bill to Address)</li> </ul> <p><i>For DA Users:</i></p> <ul style="list-style-type: none"> <li>Select desired address from dropdown menu</li> <li>Click Apply to Selected</li> </ul> <p><i>For BP Users:</i></p> <ul style="list-style-type: none"> <li>Click <b>Q</b> at the lower part of the screen next to the Ship-to Address or Bill-to address</li> <li>Enter Search Criteria for address desired</li> <li>Click Find It</li> <li>Select radio dial next to desired address</li> <li>Click Select</li> </ul> <ul style="list-style-type: none"> <li>To apply changes to only selected items - Click <b>Apply to Selected</b></li> <li>Click <b>Save &amp; Continue</b> to save changes and continue</li> <li><b>*** To reset all addresses to the default from the Address Tab - Click Reset Selected to Header</b></li> </ul>	Agency				
<ul style="list-style-type: none"> <li>Accounting</li> </ul> <p><b>Note: Accounting Tab triggers the approval paths</b></p>	<ul style="list-style-type: none"> <li>Click on <b>Q</b> to search Accounting Codes</li> <li>Click “Find It”</li> <li>Select “Not Applicable.”</li> <li>Click “Save Based on Percentages”</li> <li>Click “Rebuild for All Items”</li> </ul>	Agency				
<ul style="list-style-type: none"> <li>Attachments</li> </ul>	<ul style="list-style-type: none"> <li>Add Files</li> <li>Verify that Show Vendor is <u>NOT checked</u> for any file or form that should <u>not</u> be accessible to the public.</li> </ul> <table border="1" data-bbox="578 1850 1320 1938"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> </tr> </thead> <tbody> <tr> <td>Procurement Justification Form</td> <td>No</td> </tr> </tbody> </table>	<u>Document</u>	<u>Show to Vendor</u>	Procurement Justification Form	No	Agency
<u>Document</u>	<u>Show to Vendor</u>					
Procurement Justification Form	No					

		<table border="1"> <tr> <td>BEP Goal Setting Review Form</td> <td>No</td> </tr> <tr> <td>Any communications for the procurement file</td> <td>No</td> </tr> <tr> <td>Any Agency Specific Forms *</td> <td>No</td> </tr> </table>	BEP Goal Setting Review Form	No	Any communications for the procurement file	No	Any Agency Specific Forms *	No	
BEP Goal Setting Review Form	No								
Any communications for the procurement file	No								
Any Agency Specific Forms *	No								
		<input checked="" type="checkbox"/> Save & Continue							
<input checked="" type="checkbox"/> Notes		<input type="checkbox"/> As needed	Agency						
<input checked="" type="checkbox"/> Reminders		<input type="checkbox"/> As Needed	Agency						
<input checked="" type="checkbox"/> Summary		<input checked="" type="checkbox"/> Review all Data <input checked="" type="checkbox"/> Submit for Approval (check routing tab for appropriate approvals) <input checked="" type="checkbox"/> Continue	Agency						
<b>Conduct Approvals</b> 									
<b>Process Bid</b>	<input checked="" type="checkbox"/> Home Screen	<u>Option 1:</u> <input checked="" type="checkbox"/> Requisitions Ready for Purchasing Box <input checked="" type="checkbox"/> Requisition Hyperlink  <u>Option 2:</u> <input checked="" type="checkbox"/> Requisitions <input checked="" type="checkbox"/> Ready for Purchasing <input checked="" type="checkbox"/> Requisition Hyperlink	Agency						
	<input checked="" type="checkbox"/> Summary Tab of the Req	<input checked="" type="checkbox"/> Convert to Bid <input checked="" type="checkbox"/> Bid Document Hyperlink	Agency						
<b>BID</b>									
	<input checked="" type="checkbox"/> General Tab	<input checked="" type="checkbox"/> Type Code: As Appropriate <input checked="" type="checkbox"/> Allow Electronic Response: in consultation with SPO this may be unchecked <input checked="" type="checkbox"/> Bid Available Date: Select now <input checked="" type="checkbox"/> Bid Opening Date: Allow for approvals and the required minimum 14-day public posting period. <input checked="" type="checkbox"/> Purchase Method: Open Market <input type="checkbox"/> Info Contact: Complete <input checked="" type="checkbox"/> Pre-bid Conference: Complete as appropriate <input type="checkbox"/> Bulletin Description: Enter <input type="checkbox"/> SPO Name: Enter <input checked="" type="checkbox"/> Is this subject to Small Business Set-Aside?: Select NO <input checked="" type="checkbox"/> Is there a BEP/VBP Participation Goal? Yes/No If Yes, enter BEP/VSB Info <input checked="" type="checkbox"/> Save & Continue	Agency						
	<input checked="" type="checkbox"/> Items Tab	<input checked="" type="checkbox"/> Review and revise as necessary (should reflect total value to state & vendor, as appropriate)	Agency						

	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Review and revise as necessary	Agency																		
	<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Review and revise as necessary <b>Note: if any items were added:</b> <input checked="" type="checkbox"/> Save Based on Percentages <input checked="" type="checkbox"/> Rebuild For All Items	Agency																		
	<input checked="" type="checkbox"/> Attachments	<input checked="" type="checkbox"/> Add Files Verify that Show Vendor is NOT Checked for any file or form that should NOT be accessible to the public. <table border="1" data-bbox="576 598 1323 1071"> <thead> <tr> <th>Document</th> <th>Show to Vendor</th> </tr> </thead> <tbody> <tr> <td>Solicitation Document (IFB or RFP)</td> <td>Yes</td> </tr> <tr> <td>Blank Forms A and B</td> <td>Yes</td> </tr> <tr> <td>Approved Goal Setting Forms</td> <td>No</td> </tr> <tr> <td>VBP Documentation</td> <td>No</td> </tr> <tr> <td>Any All-Agency and Agency Specific forms*</td> <td>No</td> </tr> <tr> <td>Any communications for the procurement file</td> <td>No</td> </tr> <tr> <td>Final Evaluation Tool (if RFP)</td> <td>No</td> </tr> <tr> <td>Evaluation Team (if RFP)</td> <td>No</td> </tr> </tbody> </table>	Document	Show to Vendor	Solicitation Document (IFB or RFP)	Yes	Blank Forms A and B	Yes	Approved Goal Setting Forms	No	VBP Documentation	No	Any All-Agency and Agency Specific forms*	No	Any communications for the procurement file	No	Final Evaluation Tool (if RFP)	No	Evaluation Team (if RFP)	No	Agency
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	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Add as necessary	Agency																		
	<input checked="" type="checkbox"/> Bidders Tab	<input checked="" type="checkbox"/> Lookup and Add Vendors <input checked="" type="checkbox"/> Select NIGP Code <input checked="" type="checkbox"/> Find It <input checked="" type="checkbox"/> Select vendors <input checked="" type="checkbox"/> Save & Exit <input checked="" type="checkbox"/> Unrestricted Bid <input checked="" type="checkbox"/> <b>Hide Bid Holders List on Vendor Side: Check</b> <input checked="" type="checkbox"/> Save & Continue	Agency																		
	<input checked="" type="checkbox"/> Reminders	<input checked="" type="checkbox"/> Add as necessary	Agency																		
	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Review all data <input checked="" type="checkbox"/> Submit for Approval <input checked="" type="checkbox"/> Continue	Agency																		
<b>Conduct Approvals</b> 																					
<b>Send Bid</b>	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Select Change bid status to “sent” and Notify Vendors <input checked="" type="checkbox"/> Send Bid <input checked="" type="checkbox"/> Click OK to notify vendors	SPO																		

	<ul style="list-style-type: none"> <li>✔ Amendments (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>✔ Create Bid Amendment</li> <li>✔ Enter changes to Tabs and Save and Continue</li> <li>✔ Attach Any Required Documents and Save and Continue</li> <li>✔ Comment Box: You may leave blank if you do not wish to send the Amendment to vendors. Add Comment if You Will Send to Vendors</li> <li>✔ Save &amp; Continue</li> <li>✔ Return to Bid</li> <li>✔ Notify SPO to Apply the Amendment</li> </ul>	Agency	
	<ul style="list-style-type: none"> <li>✔ Amendments</li> </ul>	<ul style="list-style-type: none"> <li>✔ Click Amendment number</li> <li>✔ Verify Show to Vendor Option</li> <li>✔ Apply Bid Amendment</li> </ul>	SPO	
<b>BID TAB</b> <b>Bid tab is required to interface with the PPB Clearinghouse</b>				
Review Quotes	<ul style="list-style-type: none"> <li>✔ Summary Tab of the Bid</li> </ul>	<ul style="list-style-type: none"> <li>✔ Open Bid (at bottom of the page)</li> <li>✔ Select Bid Tab (at bottom of the page)</li> </ul>	Agency	
Create Quotes (After Bid Opening Date)	<ul style="list-style-type: none"> <li>✔ Summary Tab of Bid Tab</li> </ul>	<ul style="list-style-type: none"> <li>✔ View Submitted Quotes</li> <li><b>NOTE: Open all submitted quotes to ensure the attachments are marked Confidential</b></li> <li>✔ Create New Quote (on Vendor's behalf if not already submitted in BidBuy)</li> </ul>	Agency	
	<ul style="list-style-type: none"> <li>✔ Quote General Tab</li> </ul>	<ul style="list-style-type: none"> <li>✔ Vendor Name</li> <li>✔ Received Date</li> <li>✔ Are you registered and active in the IPG?</li> <li>✔ Did you attach Forms A or Forms B?</li> </ul>	Agency	
	<ul style="list-style-type: none"> <li>✔ Quote Items Tab</li> </ul>	<ul style="list-style-type: none"> <li>✔ Enter Price</li> <li>✔ Note: If a No-Cost Contract (does NOT apply to Concessions or Farm Leases)- In the <b>Alternate Description</b>, enter "Total Gross Value" (revenue to be paid to the state plus business value to the vendor for the life of the contract) and the terms offered by the vendor.</li> <li>✔ Select <b>Save &amp; Continue</b>.</li> </ul>	Agency	
	<ul style="list-style-type: none"> <li>✔ Quote Terms &amp; Conditions Tab</li> </ul>	<ul style="list-style-type: none"> <li>✔ Review Terms and Conditions in Attachments</li> <li>✔ Answer appropriately: "Yes," "Yes with exceptions," or "No"</li> </ul>	Agency	
	<ul style="list-style-type: none"> <li>✔ Attachments Tab</li> </ul>	<ul style="list-style-type: none"> <li>✔ Add Files</li> <li><b>Note: ALL documents attached to quote must be marked confidential.</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Document</td> <td style="width: 50%;">Confidential</td> </tr> </table>	Document	Confidential
Document	Confidential			

		<table border="1"> <tr> <td>Documents submitted by vendor</td> <td>Yes</td> </tr> <tr> <td>Picture or copy of time-stamped submission</td> <td>Yes</td> </tr> <tr> <td>Communications for the procurement file</td> <td>Yes</td> </tr> </table>	Documents submitted by vendor	Yes	Picture or copy of time-stamped submission	Yes	Communications for the procurement file	Yes																						
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	<input checked="" type="checkbox"/> Quote Summary Tab	<input checked="" type="checkbox"/> Save & Continue <input checked="" type="checkbox"/> Submit Quote <input checked="" type="checkbox"/> Back to Bid Repeat steps above to submit all paper bids received	Agency																											
Tabulate Bids	<input checked="" type="checkbox"/> Bid Summary Tab	<input checked="" type="checkbox"/> Bid Tab <input checked="" type="checkbox"/> Review Quotes for Responsiveness <input checked="" type="checkbox"/> Select Quotes to be Considered <b>Note: Uncheck any quote that should not be considered for award</b> <input checked="" type="checkbox"/> Save & Continue	Agency																											
Award Bid	<input checked="" type="checkbox"/> Bid Tab Items Tab	<input checked="" type="checkbox"/> Select Vendor for Award → Award All or by line item <input checked="" type="checkbox"/> Save & Continue	Agency																											
	<input checked="" type="checkbox"/> Bid Tab Attachments	<input checked="" type="checkbox"/> Attach all Additional Files  Verify that <b>Show Vendor</b> is <i>NOT checked</i> for any file or form that should <i>not</i> be accessible to the public. <table border="1"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> <th><u>Confidential</u></th> </tr> </thead> <tbody> <tr> <td>Unsigned Notice of Award</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Forms A</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Forms B and IPG printouts including ownership information</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Conflict of Interest review form</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Bid/RFP Opening Sign-In Sheet</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Comptroller Offset</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Completed Non-responsive forms</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Evaluation Scoring Sheets (if RFP)</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table>	<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>	Unsigned Notice of Award	No	Yes	Forms A	No	Yes	Forms B and IPG printouts including ownership information	No	Yes	Conflict of Interest review form	No	Yes	Bid/RFP Opening Sign-In Sheet	No	Yes	Comptroller Offset	No	Yes	Completed Non-responsive forms	No	Yes	Evaluation Scoring Sheets (if RFP)	No	Yes	Agency
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Evaluator Conflict of Interest Forms (if RFP)	No	Yes													
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All-Agency and Agency specific forms	No	Yes													
Communications for the file	No	Yes													
	<p> Bid Tab</p> <p> Summary Tab</p>	<p> Review</p> <p> Submit for Approval</p> <p> Continue</p>	Agency												
<b>Conduct Approvals</b>															
Publish Amendment to attach Notice of Award	<p> Amendments Tab</p>	<p>Complete Notice of Award Form (if required) to include <u>Total Value</u> (revenue to be paid to the state plus business value to the vendor for the life of the contract)</p> <p> Create Amendment</p> <p> Attachments</p> <p> Add File</p> <table border="1"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> </tr> </thead> <tbody> <tr> <td>SPO Signed Notice of Award</td> <td>Yes</td> </tr> </tbody> </table> <p> Save and Continue</p> <p>Notify SPO to apply Bid Amendment</p>	<u>Document</u>	<u>Show to Vendor</u>	SPO Signed Notice of Award	Yes	SPO								
	<u>Document</u>	<u>Show to Vendor</u>													
SPO Signed Notice of Award	Yes														
	<p> Amendment Tab</p>	<p>Verify Show to Vendor Option</p> <p> Apply Bid Amendment (NOA)</p>	SPO												
PPB Reminder	<p> Reminder Tab</p>	<p> Due Date: 14 Days</p> <p> Comment: Waiver Request</p> <p> Remind Whom: PPB Waiver/Other Request</p> <p> Days Prior to Remind: 14 Days</p> <p> Send Email: Check</p> <p> Save &amp; Continue</p>	SPO												
Convert to PO	Home Screen	<p><u>Option 1:</u></p> <p> Select Bid Hyperlink in "Recent Documents"</p> <p><u>Option 2:</u></p>	Agency												

		<input type="checkbox"/> Bid Solicitations → Approved → Bid Hyperlink <u>Option 3:</u> <input type="checkbox"/> Advanced Search to find Bid	
	<input type="checkbox"/> Bid Tab <input type="checkbox"/> Summary Tab	<input type="checkbox"/> Create PO <input type="checkbox"/> Continue	Agency

**Purchase Order**

<b>Process PO</b>	<input type="checkbox"/> Summary Tab	<input type="checkbox"/> New PO Hyperlink to View PO	Agency														
	<input type="checkbox"/> General Tab	Complete Required Fields, including: <input type="checkbox"/> TYPE CODE: As Appropriate A – Competitive Sealed Bidding OR B – Competitive Sealed Proposal <input type="checkbox"/> <b>PO TYPE: Open Market</b> <input type="checkbox"/> <b>Blanket (SAP Only - when syncing with SAP)</b> <input type="checkbox"/> Is this a Small Business Set Aside Procurement?: No <input type="checkbox"/> Actual Contract Begin Date: Enter <input type="checkbox"/> Actual Contract End Date: Enter <input type="checkbox"/> Fiscal Year of Obligation: Enter <input type="checkbox"/> SAP Vendor Number: Enter <input type="checkbox"/> Full SAP Contract Value: Enter <input type="checkbox"/> No-Cost Contract?: <b>YES</b> <input type="checkbox"/> Notice of Award Amount: Enter \$0 <input type="checkbox"/> Is there a BEP/VBP Participation Goal?: Yes/No If Yes, enter percentages. <input type="checkbox"/> Save & Continue	Agency														
	<input type="checkbox"/> Control Tab (this tab will only appear when you are using a Blanket PO)	<input type="checkbox"/> Contract Begin and End Dates: Enter <input type="checkbox"/> Cooperative Purchasing Allowed: Uncheck <input type="checkbox"/> Add New: Search and Add Agency allowed to purchase from contract <input type="checkbox"/> Establish Control Thresholds <input type="checkbox"/> Save and Continue	Agency														
	<input type="checkbox"/> Attachment Tab	<input type="checkbox"/> Add any attachments <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Document</u></th> <th style="text-align: left;"><u>Show to Vendor</u></th> <th style="text-align: left;"><u>Confidential</u></th> </tr> </thead> <tbody> <tr> <td>Vendor Signed Contract</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>IOC Offset (if 30 days has passed since award)</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Any protest decisions</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Communications for the procurement file</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table>	<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>	Vendor Signed Contract	No	Yes	IOC Offset (if 30 days has passed since award)	No	Yes	Any protest decisions	No	Yes	Communications for the procurement file	No	Yes
<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>															
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Any protest decisions	No	Yes															
Communications for the procurement file	No	Yes															



	<ul style="list-style-type: none"> <li>Summary Tab</li> </ul>	<ul style="list-style-type: none"> <li>Update Any Red Errors</li> <li>Submit for Approval</li> <li>Continue</li> </ul>	Agency									
<b>Conduct Approvals</b> 												
<b>Please note: Agency may execute the contract only after SPO approval of the PO. Any contracts that do not receive SPO approval may be void.</b>												
Send PO	<ul style="list-style-type: none"> <li>Home Screen</li> </ul>	<p><u>Option 1:</u></p> <ul style="list-style-type: none"> <li>Select PO Hyperlink in “Recent Documents”</li> </ul> <p><u>Option 2:</u></p> <ul style="list-style-type: none"> <li>PO’s Ready to Send --&gt; PO Hyperlink</li> </ul> <p><u>Option 3:</u></p> <ul style="list-style-type: none"> <li>Advanced Search to find PO</li> </ul> <p><u>Option 4:</u></p> <ul style="list-style-type: none"> <li>Click the hyperlink on the Bid</li> </ul>	Agency									
	Summary Tab	<ul style="list-style-type: none"> <li>Select “Send Email and Notify Vendor” or “Set to Printed Status</li> <li>Save and Continue</li> </ul>	Agency									
Create Change Order to attach executed contract and complete procurement file	<ul style="list-style-type: none"> <li>Change Order</li> </ul>	<ul style="list-style-type: none"> <li>Create Change Order</li> </ul>	Agency									
	<ul style="list-style-type: none"> <li>Change Order: Attachments Tab</li> </ul>	<ul style="list-style-type: none"> <li>Verify that <b>Show Vendor</b> is <u>NOT checked</u> for any file or form that should <u>not</u> be accessible to the public.</li> <li>Add Files</li> </ul> <table border="1"> <thead> <tr> <th><u>Document</u></th> <th><u>Show to Vendor</u></th> <th><u>Confidential</u></th> </tr> </thead> <tbody> <tr> <td>Fully Executed Contract</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Any other documents to complete procurement file</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Save &amp; Continue</li> </ul>	<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>	Fully Executed Contract	Yes	Yes	Any other documents to complete procurement file	No	Yes	Agency
<u>Document</u>	<u>Show to Vendor</u>	<u>Confidential</u>										
Fully Executed Contract	Yes	Yes										
Any other documents to complete procurement file	No	Yes										
	<ul style="list-style-type: none"> <li>Change Order: Summary Tab</li> </ul>	<ul style="list-style-type: none"> <li>Add Comment for whole Change Order</li> <li>Edit the Custom Column Descriptions with actual change information</li> <li>Save &amp; Continue</li> <li>Submit for Approval</li> </ul>	Agency									
<b>Conduct Approval</b> 												

	PO Summary	<ul style="list-style-type: none"><li>🔒 Access PO</li><li>🔒 Change Order Tab</li><li>🔒 Apply/Delete Change Order</li></ul>	Agency
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