

**UNIVERSITY OF NORTH FLORIDA
PIGGYBACK CHECKLIST – REQUIRED DOCUMENTATION
NON-FEDERAL FUNDING ONLY**

Definition: *Piggyback Contracting is “a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own.” – NIGP*

To assist in the performance of your review, and to determine if a situation exists where you may be able to participate in the piggybacking (assignment) of an existing agreement, the following considerations are provided. **Attach or save all documentation substantiating your determination in the appropriate file.**

Response

1. Have you obtained a copy of the contract and the solicitation document, including the specifications?
2. Is the Original Agreement current and active?
3. Have you obtained a copy of the awarded firms’ submittal/response, including pricing?
4. Does the solicitation and contract contain an express “assignability” clause that provides for the assignment of all or part of the specified deliverables?
5. Was a copy of the legal advertisement (i.e. newspaper, website posting, third-party provider posting) obtained?
6. Is the Procurement Method (i.e. negotiations vs. bid) used allowable by Florida Statutes and UNF Regulations?
7. How was pricing determined to be fair and reasonable? Was a cost or price analysis performed by the original contracting agency documenting the reasonableness of the price?
8. Was there a proper evaluation of the bids or proposals?
9. If you will require changes to the deliverables, are they “within the scope” of the contract? Ensure they are not “cardinal changes.”

All documentation that was obtained and verified is to be saved along with this completed form.

Solicitation/Contract Number:	
Contracting Entity (State, City, etc):	
Cooperative Name (if applicable):	
Contractor/Supplier Name:	
Checklist Completed by:	
Date Completed:	
Notes: 	