



## Piggyback Checklist

**Using Department(s):** Department of Information Technology

**Piggyback Contract Number/Name:** State of Florida – Department of Management Services – Suncom Communication Services – Contract # DMS-17/18-004B

**Services/Supplies to be provided:** Telecommunication Services

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** State wide agency contract can provide lower costs due to higher volume and staff time is more effectively used.

### Procurement Code, Section 38.41(C)(5):


(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

Piggyback Justification Criteria	YES	NO	COMMENT
Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	Yes		Using a State contract allows for better pricing due to higher volume.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		


**\*If you answered no to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management staff.**

ITEMS VERIFIED	YES	NO	COMMENT
Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract?	Yes		DMS-17/18-004B allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		ITN DMS-17/18-004
Piggyback Contract is Valid? Contract Expiration Date: 07/13/2025	Yes		
Goods / Services requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract?	Yes		

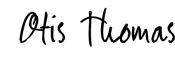
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

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**Requestor's Signature:** \_\_\_\_\_  
**Date:** 4/4/2024

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**Director's Signature:** \_\_\_\_\_  
**Date:** 4/4/2024

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**CPO Signature:** \_\_\_\_\_  
**Date:** 4/9/2024

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