Piggyback Checklist

Using Department(s): <u>City-wide department use</u>

Piggyback Contract Number/Name: <u>NASPO Contract #MA176-1</u>

Services/Supplies to be provided: <u>T-Mobile cellular phone and data services, products, and related equipment.</u>

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): <u>The direct price savings offered by this contract is beneficial to the City. It also generates administrative cost savings and expedites the purchasing process.</u>
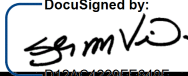
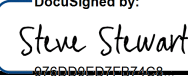| **Procurement Code, Section 38.41(C)(5):**			
(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, 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**		Prices/terms offered are significantly lower due to the combined buying power of its market which comprises multiple agencies
Will use of the piggyback contract save City staff administrative time, efforts and resources?	**Yes**		Leveraging the work that's been done by the lead agency saves time and money. It bypasses protracted steps of negotiations & approvals, workload & processing times
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	**Yes**		Funding for this purchase will be sourced from IT's FY-23 approved budget. No grant funds are involved.
*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**		The contract allows utilization by other government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	**Yes**		State of Utah Solicitation #CJ18012
Piggyback Contract is Valid? Contract Expiration Date: August 11, 2024	**Yes**		07/01/19-08/11/24

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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**		Vendor approves of using the contract.
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**		Includes system warranties relating to equipment, installations, and repair/replacement of components.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		**No**	Includes other remedies for damages/non-compliance.

Requestor's Signature: _____
Date: 5/24/2023

Director's Signature: _____
Date: 5/24/2023

CPO Signature: _____
Date: 5/25/2023