



## Piggyback Checklist

**Using Department(s):** City-wide Departments

**Piggyback Contract Number/Name:** OMNIA Partners Region 4 Contract, R190801

**Services/Supplies to be provided:** Oracle Managed Services Support, Maintenance and Licensure

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** Selecting the OMNIA Partners Region 4 Contract will reduce transaction and administrative costs, workload, and processing time. The City will also benefit from the combined buying power of multiple agencies, thereby reducing costs. As well as the ability to take advantage of standardized contract terms and vendor service levels.

**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		The terms allow for a better pricing/terms than if we were to do our own solicitation.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The Piggyback contract in place meets the cities current and future needs without utilizing City staff time and resources.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funds for the purchase of services via the Piggyback contract are not part of a grant or other prohibitions

**\*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		OMNIA Partners Region 4 Contract, R190801 allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date: 12/31/2024	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		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		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	Indemnification clause only.

**Requestor's Signature:** SMV  
**Date:** 10/19/22

**Director's Signature:** Raheem Saad  
**Date:** 10/19/22

**CPO Signature:** Steve Stewart  
**Date:** 10/19/2022