



## Piggyback Checklist

Using Department(s): **Office of Human Resources**

Piggyback Contract Number/Name: **RFP#53-23 Employment Related Health Care Services**

Services/Supplies to be provided: **Providing comprehensive wellness exams to full time employees, namely the Life Scan.**

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** **Prices for Life Scans will increase if the City goes out to market.**

### 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?	X		The vendor has informed of an 15.4% increase to the current piggyback costs
Will use of the piggyback contract save City staff administrative time, efforts and resources?	X		City of Clearwater has already gone out to market to solicit vendors who offers a comprehensive wellness exam and results show that Life Extension Clinic continues to lead the market with the Life Scans
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	X		Funds have been budgeted in the Self Insurance fund to cover the cost of the contracted amount.

**\*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?	X		Yes, Contract ID# 23-1487 allows use by all government entities per the RFP #53-23
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	X		Yes, RFP #53-23

Piggyback Contract is Valid? Contract Expiration Date:	X		Yes, Expires December 31, 2024 with three additional one-year renewal options
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?	X		Yes, Please refer to Exhibit A
Does the piggyback contract have acceptable terms and conditions?	X		Yes, Please refer to Exhibit A
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	X		Yes, Please refer to email by vendor
Is pricing "Fair and Reasonable" in the piggyback contract?	X		Current valuation is \$600 per exam
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	X		
Piggyback Contract has Warranty Conditions?		X	
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		X	

**Requestor's Signature:**    
**Date:** 4/8/2024

**Director's Signature:**    
**Date:** 4/8/2024

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