



## Piggyback Checklist

Using Department(s): Information Technology

Piggyback Contract Number/Name: 43210000-23-NASPO-ACS

Services/Supplies to be provided: Computer Equipment, Peripherals, and Related Services

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The savings that this contract provides is advantageous to the City, as opposed to purchasing at retail price. Since these products were already solicited by NASPO, the City saves time, cost, and resources, if a solicitation were to be posted.

### 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		Pricing would be the same or higher compared to piggyback pricing due to volume discounts.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The time and effort to create our own RFP would be considerable.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding will be from IT FY-24 accounts.

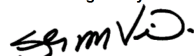
**\*If you answered no to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management staff.**

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		43210000-23-NASPO-ACS allows use by 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: 06/30/2025	Yes		10/24/2023-06/30/2025
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		Dell Marketing LP 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 warranties relating to equipment, and repair/replacement of components.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Requestor's Signature:****Date:** 3/20/2024

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**Director's Signature:****Date:** 3/21/2024

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**CPO Signature:****Date:** 3/22/2024

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