



Piggyback Checklist

Contract Number/Name: National Cooperative Purchasing Alliance (NCPA) [Contract # 01-115](#) awarded to Granicus, LLC (competitively awarded under NCPA RFP #39-20 for Software and SaaS Solutions)

Services/Supplies to be provided: Compliance Monitoring Software for the purpose of monitoring and tracking short term rental of residential properties

Using Department(s): Department of Developmental Services / Code Compliance Division

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		NCPA Contract #01-115 allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		NCPA RFP #39-20
Piggyback Contract is Valid? Contract Expiration Date: 12/31/2025 (includes renewal terms, see comments)	Yes		Initial Term: 12/8/20 – 12/31/23 1st renewal: 1/1/24 – 12/31/24 2nd renewal: 1/1/25 – 12/31/25
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		Vendor (Granicus) was selected among 21 respondents to the RFP, with the 2 nd highest total score which included an assessment of pricing for their products/services.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Includes software 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.

Verified By: Steve Stewart, Asst Dir, Financial Services for Procurement

Date: March 4, 2021