

HCPSS Cooperative\Piggyback Purchasing Checklist

Use this checklist to determine if an awarded contract meets the requirements to 'piggyback'

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Procurement Specialist:

Does the Solicitation Meet the Following Requirements:	YES	NO
Do we have the authority to bid/contract for the item or service?		
Is it solicited by a public or non-profit agency? City, County, State, School District, Port, non-profit, or Co-Op established for this purpose?		
Was the solicitation conducted and awarded using a process consistent to HCPSS Procurement Policies? (Does this meet our solicitation requirement for quotes or sealed process? Check what our dollar threshold process requires.)		
Does the solicitation and/or contract contain the language to piggyback?		
Verify the ICPA solicitation was competitively bid and publicly advertised.		
Was the contract awarded consistent with the RFP/IFB instructions? Review the bid tabs or evaluation summary and award recommendations.		
Has the awarded vendor agreed to allow piggybacks? May be included in the contract, may be referenced back to the solicitation document.		
Is the solicitation/contract still in effect? If it has renewals, do we have a copy of the valid renewal agreement?		
Check the State and Federal debarment list. Is the vendor listed?		
Have we obtain originating agency's competitive procurement documentation ?(including public advertisements and proposal evaluations)		
I have reviewed the items on the above checklist for this solicitation	and	
meets the requirements does not meet the requirements		
Requestor:	Date:	

Date:



HCPSS Cooperative\Piggyback Purchasing Checklist (Cont.)

STEP 1 - To be Completed by the Requestor

Requesting Office:					
Contact Name:					
Phone:	Email:				
Cooperative Procurement Agency/Organization:					
Contact Name:					
Phone:	Email:				
Vendor Name:					
Contact Name:					
Phone:	Email:				
Procurement Method:					
Contract Term:	Available Options:				
Purchase Description:					

Economic Justification

A cooperative review request from a program must include a verifiable economic justification as to why using a cooperative purchasing agreement is more cost effective or likely to relize savings than conducting a solicitation.



HCPSS Cooperative\Piggyback Purchasing Checklist (Cont.)

STEP 2 - To be Completed by the Procurement Specialist

YES NO

Was the solicitation advertised to the public preceding the date of bid or proposal opening for no less than 5 days and no more than 90 days?

Were sealed bids or proposals opened at a designated time and place?

Was there a witness to the opening?

(IFB ONLY) Were the names of bidders and amount of their bids recorded?

(IFB ONLY) Were the names of the bidders and the amount of their bids communicated or made available to the public in some manner?

(IFB ONLY) Was the award made to the responsive and responsible bidder who has submitted the lowest bid that met the requirements and criteria set forth in the bid?

(RFP ONLY) Were all proposals evaluated based on established Evaluation and Selection Criteria set forth in the solicitation?

(RFP ONLY) Were protests allowed as part of the process?

(Both) If the solicitation was sealed, were all bids/proposals kept secure and unopened until the date and time specified in the solicitation?

STEP 3 - To be Completed by the Director of Procurement and Materials Management

Approved: The cooperative procurement agreement referenced above has been determined to substantially meet the requirements of Maryland procurement law.

Denied: The cooperative procurement agreement referenced above has been determined not to substantially meet the requirements of Maryland procurement law.

Additional justification, if any:

Date:

Director of Procurement and Materials Management