





**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 realize savings than conducting a solicitation.*



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**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**