



HCPSS Cooperative\Piggyback Purchasing Checklist

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

Solicitation Title:

Cooperative Agency Name:

| DOES THE SOLICITATION MEET THE REQUIREMENTS | YES | NO |
|--|--------------------------|--------------------------|
| Do we have the authority to bid/contract for the item or service? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have a signed Agreement with the Agency? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the solicitation and/or contract contain the language to piggyback? | <input type="checkbox"/> | <input type="checkbox"/> |
| Advertising - was this solicitation advertised on a web site established and maintained by a public agency, purchasing cooperative or similar service provider, for purposes of posting public notice of solicitations or government agency website <u>or</u> provided an access link on the State's web portal to the notice? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was the contract awarded consistent to the RFP/IFB instructions? Review the bid tabs or evaluation summary and award recommendations. | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the awarded vendor agreed to allow piggybacks? May be included in the contract, may be referenced back to the solicitation document. | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the solicitation/contract still in effect? If it has renewals, do we have a copy of the valid renewal agreement? | <input type="checkbox"/> | <input type="checkbox"/> |
| Check the State and Federal debarment list. Is the vendor listed? | <input type="checkbox"/> | <input type="checkbox"/> |

I have reviewed the items on the above checklist for this solicitation and

meets the requirements
 does not meet the requirements

(Backup documentation has been scanned/saved into folder for this contract)

Requester: _____

Date: _____

Procurement Specialist Signature: _____

Date: _____



Cooperative Procurement Compliance Checklist

STEP 1 - General Information To Be Completed by Requester

Solicitation Title:

Requesting Office:

Contact:

Phone Number:

Email:

Cooperative Procurement Agency/Organization:

Contact Person:

Address:

Phone Number:

Email:

Contract Number:

Vendor Name:

Phone Number:

Email:

Procurement Type:

Contract Term:

of Options:

Purchase Description:

Anticipated Cost:

STEP 2 - General Submission Requirements To Be Completed by Procurement Specialist

1. 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? Yes No

If the solicitation was advertised to the public for less than 5 days or for longer than 90 days please identify how long the notice period was:

2. Were sealed bids or proposals opened at a designated time and place? Yes No

3. Was there a witness to the opening? Yes No

4. If the solicitation was in the form of a Request for Proposals (RFP), skip to step 6 below. If the solicitation was in the form of an Invitation for Bids (IFB), please answer the following.

- Were the names of bidders and amount of their bids recorded? Yes No

Were the names of the bidders and the amount of their bids communicated or made available to the public in some other manner? If so, please explain how:

- 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? Yes No

5. Skip to step 7 below.

6. If solicitation was done by RFP, were all proposals evaluated based on established Evaluation and Selection Criteria set forth in the solicitation? Yes No

7. Were protests allowed as part of the process? Yes No

8. If the solicitation was sealed, were all bids/proposals received kept secure and unopened until the date and time of bid/proposal opening? Yes No

STEP 3 - Economic Justification to Be Completed by Requester

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

STEP 4 - To Be Completed by Procurement Director

- 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:

Director of Procurement

Date