

PIGGYBACKING CHECKLIST

ITEM	YES/NO
1. Has the district evaluated all procurement options and determined piggybacking is the best viable option for the procurement?	
1a. Does the district's procurement policy support use of this procurement method?	
2. Has the awarding entity's solicitation and contract been obtained and reviewed for the original bid award?	
2a. Did the awarding entity handle the procurement process itself? (You cannot piggyback on a contract that is already a piggyback on another.)	
2b. Does the solicitation and contract allow for others to use the bid award (i.e., Does it contain an assignability clause)?	
2c. Does it include the goods or service sought?	
2d. Is the contract active, and will it be open for the period desired (including renewal options). And is the option for piggybacking valid, if applicable?	
2e. Do the quality, specifications or deliverables meet your expectations?	
2f. Has the district evaluated the effect of or drawback to any changes or options it would like, but that this procurement method would not provide for?	
2g. Is the price reasonable when compared with a cost or price analysis?	
3. Do you qualify to piggyback on another's contract and not have to comply with your own bidding requirements? If no, go directly to checklist Question 4.	
3a. Is the awarding entity considered a "public agency" under RCW 39.34.020 ? If no, go directly to checklist Question 4.	
3b. Did the public agency follow its own bid requirements and complete a proper evaluation of bids? If no, go directly to checklist Question 4.	
3c. Was the notice of bid or solicitation posted on a website of a public agency, purchasing cooperative or similar service provider website, for purposes of posting public notice of bid or proposal solicitations; or was an access link provided on the state's web portal to the notice? If no, go directly to checklist Question 4.	
3d. Was documentation obtained to support that the bid process and various requirements were met? Keep records for your files OR a signed certification from the public agency attesting that it met its own bid law requirements (if it is a procurement of good, not an option for public works).	

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ITEM	YES/NO
4. If you do not qualify under Step 3 above, have you evaluated whether the bid meets your requirements?	
4a. Did the awarding entity follow its own bid requirements and complete a proper evaluation of bids?	
4b. Was the bid advertised in accordance with the awarding entity's requirements and notice posted on its website?	
4c. Does the bid award also adhere to your local district's procurement requirements?	
4d. Was documentation obtained to support the bid process and various requirements were met? Keep records for your files.	
5. If using federal funds, did you ensure all federal procurement requirements are met?	
5a. Does the awarding entity's procurement process comply with the most restrictive of your district's state, local, or federal procurement requirements?	
5b. Did you ensure compliance with suspension and debarment requirements before entering into a contract with the vendor (do not rely on the awarding entity)?	
5c. Did you consider any specific guidance the federal agency might have, including contacting your grantor if needed?	
5d. Does your draft or proposed contract with the vendor include required contract language such as for the Davis-Bacon Act (prevailing wages)?	
6. Did you enter into an interlocal agreement or contract with the awarding entity after completing the steps above?	
6a. Did you ensure any interlocal agreement meets legal requirements under RCW 39.34.030 ?	
6b. Did you become a member if using a cooperative?	
6c. If relying on a membership agreement in place of an interlocal agreement, did you ensure it met applicable requirements?	

Name

Signature

Title

Date