

LAKE STEVENS SCHOOL DISTRICT
PIGGYBACKING CHECKLIST – NOT FEDERAL
*Must complete **PRIOR** to any District commitment*

Name: _____ Date: _____
Awarding Entity: _____ State Located: _____
Purchasing Cooperative: _____
Awarded Vendor: _____
Contract No.: _____ Expires: _____
Renewal No.: _____ Expires: _____
Goods/Services Covered: _____

Required Relationship with Awarding Entity: *retain supporting documentation*

<input type="checkbox"/> Current Cooperative Membership Agreement and/or Expires: _____	<input type="checkbox"/> Current Interlocal Agreement Expires: _____
<input type="checkbox"/> Agreement contains the required contractual elements (RCW 39.34.030)	

Required Document Review: *retain supporting documentation* *notes:*

<input type="checkbox"/> Solicitation (RFB, RFP, RFQ) – plans and specs prepared	
<input type="checkbox"/> Advertisement/affidavit of publication/website	
<input type="checkbox"/> Vendor response to solicitation	
<input type="checkbox"/> Bid tabulation or summary of <u>all</u> bids received	
<input type="checkbox"/> Evaluation or scoring documents	
<input type="checkbox"/> Meeting minutes <i>(or other proof)</i> of governing body approval	
<input type="checkbox"/> Signed contract	

Required Piggybacking Checklist: *notes:*

<input type="checkbox"/> Procurement policy allows piggybacking	
<input type="checkbox"/> All other procurement options were evaluated and piggybacking was the best viable option	
<input type="checkbox"/> Awarding entity is a “Public Agency”	
<input type="checkbox"/> Awarding entity handled the procurement process itself	
<input type="checkbox"/> Awarding entity complied with its own procurement requirements – <i>consider certification from awarding entity with document review</i>	
<input type="checkbox"/> Awarding entity advertised in accordance with its own requirements – <i>consider certification from awarding entity with document review</i>	
<input type="checkbox"/> Solicitation posted on a public agency, purchasing cooperative or similar service provider website or access link provided to the notice on the state’s web portal per RCW 39.34.030(5)(b)	

Required Piggybacking Checklist:

notes:

<input type="checkbox"/> Solicitation allows us to use it post-award (assignability clause)	
<input type="checkbox"/> A proper evaluation of the bids was performed – criteria match solicitation	
<input type="checkbox"/> Bid process and other requirements were met for bid award	
<input type="checkbox"/> Contract allows us to use it post-award (assignability clause)	
<input type="checkbox"/> Contract includes the goods/services sought – quality, specifications or deliverables meet expectations	
<input type="checkbox"/> For a public works contract, the project plans and specifications are essentially the same and the price is reasonable when compared to original estimates (RCW 39.04.020)	
<input type="checkbox"/> Contract price is reasonable when compared to a cost or price analysis	
<input type="checkbox"/> Contract terms and conditions are acceptable	
<input type="checkbox"/> Contract hasn't expired and it is active for the period desired (including renewal options)	
<input type="checkbox"/> Quotes from awarded vendor reference contract information	
<input type="checkbox"/> Price and other elements monitored/matched to contract	

Terms:

- Awarding Entity Entity that directly awards the contract to the vendor
- Piggybacking Relying on the bid awards of others
- Public Agency *(RCW 39.34.020) any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special-purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state*
- RFB Request for Bid
- RFP Request for Proposal
- RFQ Request for Qualifications