

Piggyback/Cooperative Checklist

The University allows piggyback options from approved Cooperative's. Below is a general due diligence checklist that can help you quickly evaluate whether or not you can use a cooperative contract.

This checklist is intended as a general guide that covers the basic diligence requirements for most public agencies. For a more efficient process, please confirm your department's specific requirements with Procurement before entering in a requisition.

Cooperative purchasing diligence starter checklist:

- Contract term:** The contract is still active, and it will be active for the duration of the time you'll need to use it.
- Contract scope:** The goods and services you want to purchase are included in the contract scope.
- Lead agency:** The lead agency is a public agency.
- Competitive bidding:** The contract was created through a formal competitive bidding process.
- Cooperative language:** The original bid solicitation and contract contain cooperative language.
- Source documents:** You can access and review source documents. Typically, you'll want to see the original bid solicitation and any addenda, the executed contract, and any contract amendments or modifications. In some cases, you may also want to evaluate the bid tabulation, vendor's response, and/or proof of advertisement.