



PURCHASING DEPARTMENT

ACCESSING ANOTHER ENTITY CONTRACT – PIGGYBACK CHECKLIST

AGENCY: City of Boynton Beach ITB/RFP No.: RFP 017-2510-
18/IT

DESCRIPTION: Comprehensive Analysis of Fleet Operations

INITIAL TERM FROM: _____ TO _____ RENEWALS: _____ OF _____

This checklist is to be used to guide the decision making process for accessing contracts of other entities as permissible the Purchasing Policies and Procedure Manual of The City of Delray Beach.

Documents to obtain from the entity and analysis for each:

The Solicitation

Analysis: Review the solicitation for competitiveness, to include public advertisement; ensure there is no restrictive language, qualifications, specs, etc. Do the specs/scope/estimated quantities align with the city's needs? Will the city's purchase break the scope in any way - additional/different services, quantities? Provide analysis below.

☒ Competitive in Nature

Comments:

☐ Restrictive in Nature

☒ Scope/Specifications/Quantities are appropriate

Vendor Responses

Analysis: Review the number of responses and if any were deemed non-responsive or non-responsible.

☒ Sufficient Responses

Comments:

☐ Insufficient Responses

Tally/Evaluation Scores

Analysis: Review for accuracy; for a selection committee to ensure skewing occurred.

no

☐ Acceptable Tally/Evaluation Scores/Ranking Comments: _____

Unacceptable Tally/Evaluation Scores/Ranking

Award Documents

Analysis: Ensure there is an appropriate award - via their governing body or appropriate official. If a contract value (with term) is approved, it must be included in the comment section below. The City must establish an access value and ensure it is similar or below the awarded value.

☒ Award Document Acceptable

Comments:

☐ Award Document Unacceptable

Executed Contract

Analysis: Ensure the following documents are contained in the bid

file:

____ Executed Contract and Renewals - verify contract
start & expiration dates as well as renewals

Comments:

____ Modifications/Amendments/Extensions

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