

Piggyback Contracts: What Are They?

One of the procurement tools you can use for your acquisitions, at any dollar level and without additional competition, is existing contracts awarded by other public agencies (universities, colleges, cities, states, etc.) or cooperative purchasing groups (i.e. Educational and Institutional Consortium, US Communities Government Purchasing Alliance, Sourcewell, etc.). Often referred to as piggyback/adoptable contracts, these contracts can save time, money and resources, as well as leverage spend and economies of scale. Procurement Services makes the final decision as to whether the contract presented for piggybacking can be utilized by UCF, based on all procurement policies and regulations, so please request a review from Procurement Services prior to entering into a contract with the intent of using a contract you believe can be piggybacked.

To assist in determining the appropriate use of a piggyback contract, consider the following factors:

- Was the solicitation competitively bid and publicly advertised?
- Is the contract current/active? UCF **cannot** piggyback on an expired contract.
 - Does the contract have renewals and extensions? UCF may piggyback for the full remaining term(s), including renewals and extensions.
- Does the piggyback contract's relevant factors, including price, quantity, and scope of work match the parameters of your proposed contract? Please note that it is not enough that your intended contract and the contract you are adopting will be with the same company.
 - Is the scope of work equivalent or broad enough for use by UCF? There should be a similarity between the product or service sought and the piggyback contract.
 - Is the pricing similar or better to UCF's pricing? UCF's price must be the same or lower than the piggyback contract's pricing.

After Procurement Services has vetted and approved using a piggyback contract, attach the following documents to the requisition in PeopleSoft and/or the contract in Cobblestone:

- Executed piggyback contract between the supplier and contracting agency (if applicable)
- Solicitation document to show how the contract was competed
- Awarded supplier's response to the solicitation (bid/proposal)

If you have any questions about piggyback contracts, please contact Procurement Services at procurement@ucf.edu.

