

Piggyback Request Form for Services

Requestor's Name:		Phone:	
Department/Division:		Email:	
Brief description of services requested:			
Requested Piggyback Agency:			
Requested Piggyback Supplier:			
Reason for Piggyback Request:	Lack of County expertise Volume pricing Other, please describe	Need quickly Avoid writing specifications	
Requirements for these item(s):	One-time purchase	Multiple purchases	Ongoing requirements
Estimated Amount for this request:	\$		
Total Amount for all requirements:	\$		

Estimated time and effort to review and complete piggyback request.

	State Contract (competed by DES)	Local Agency interlocal (ILA)	NASPO/WSCA	GSA	US Communities
PB Review Time	1-2 weeks	2-4 weeks	3-6 weeks	3-6 weeks	3-6 weeks
Additional Service Contract Reviews:	Risk Management Purchasing/ Human Rights	Risk Mgmt Purchasing/ Human Rights	Risk Mgmt Purchasing/ Human Rights PA's Office	Risk Mgmt Purchasing/ Human Rights PA's Office	Risk Mgmt Purchasing/ Human Rights PA's Office
Approval Required:	Up to \$25K, Executive's Office approval required. Over \$25K, Council approval required. Please add 2 to 4 weeks to timeline for council approval.				
Documents Required for Review	Summary page Contract/bid Specific item listed in bid & pricing	Contract/bid Ad Award Specific item listed & pricing	Contract/bid Ad Award Specific item listed & pricing	Contract/bid Ad Award Specific item listed & pricing	Contract/bid Ad Award Specific item listed & pricing
The Purchasing Division will contact the appropriate agency to obtain copies of the required documents. If you have applicable documents, please forward them to Purchasing with the Request Form.					

Recommendation for most efficient use of Piggyback contracts/bids for services:

1. Piggybacks for unusual or unique services where the County does not have experience may work well to avoid the cost of a consultant.
2. Caution should be used when considering a piggyback for ongoing or repetitive service requirements. As the County does not control the piggyback contract including pricing, terms, substitutions, and expiration, piggybacking is generally not a good option for continuing requirements.
3. Piggyback requests for bids/contracts competed outside of the State of Washington must meet the County's requirements and require Executive's Office approval. Please note that out-of-state piggyback contracts will be subject to review by the State Auditors and as such are rarely approved.