

State Purchasing Checklist PB-25-0525

Use this checklist to determine if an awarded contract meets the requirements to 'piggyback'.

Agency	WA State DES 05116	Item	Install of EasyVista
RFP #	State of Utah CH16012	Amount	\$75,000
Title	CLOUD SOLUTIONS 2016-2026	Dept	IT
Supplier	Carahsoft / FMX Solutions	Requestor	Joanie Fadden
DOES THE BID MEET THE RCW REQUIREMENTS?		YES	NO
1	Do we have the authority to bid/contract for the item?	x	Motion 24-232
2	Did the State process the bid consistent with the RCW? RCW 39.26 'follows DES procurement process'	x	See Summary page
3	Was the bid advertised in compliance with the state's requirements? Where: State of Utah on 12/21/2015	x	See State of Utah Posting
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.	N/A	
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: 10/14/2016 – 9/15/2026	x	Carahsoft Master Agm AR2472 as amd
6	Does the bid and/or contract contain the language to piggyback? Where: p. 5 Section 2.4-7 participating states	x	State of Utah RFP CH16012
7	Requested items are listed in the bid/contract	x	Master Agm
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations. 38 awards to those over min required score. Solicited quotes from 5 Suppliers who could service EasyVista	x	Bid Tab & RFQuote-25-0548JM
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder	x	RFQuote-25-0548JM
10	There are no terms and conditions in the bid or contract that conflict with County code.	x	
11	Risk Management approves the insurance. Or the supplier has agreed to insurance requested by RM.		Pending insurance in the Purch Agm.
12	The requestor understands and agrees to the bid/contract terms and conditions of the state.	x	
13	Check the State and Federal debarment list. The supplier is not listed	x	
14	If services are included-An internet search of the awarded supplier was conducted and there were no human rights violations found. Indicate N/A if no services	x	
15	If services are included, confirm existing paperwork is sufficient.	x	

I have reviewed the items on the above checklist for this solicitation and it:

☒ meets the requirements ☐ partially meets ☐ does not meet the requirements

Buyer Name Lynne Yara Date 8/19/2025

Per SCC 3.04.140(2) and Executive Order 23-02(2.D.2), the following approval authorizes purchases and services not to exceed \$50,000 under the above referenced RFP for the life of the contract, any purchases exceeding \$50,000 shall also require county council approval.

Piggyback Approved _____ Date _____