State Purchasing Checklist-Goods

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

Agency	WA DES / NASPO	Item	RocketChat software licences
RFP #	AR2472	Amount	$675,000 over 3 years
Title	Cloud Solutions	Dept	Info Services
Supplier	Carahsoft Technology Corp	Requestor	Joanie Fadden

	DOES THE BID MEET THE RCW REQUIREMENTS?	YES	NO	Copies/ Comments
1	Do we have the authority to bid/contract for the item?	x		State MCUA
2	Did the State process the bid consistent with the RCW? State Participating Addendum #05116 with NASPO Master Agm #AR2472 with lead agency as State of Utah	x		Utah RFP CH16012 solicitation docs
3	Was the bid advertised in compliance with the state's requirements? Where: Utah's purchasing portal	x		Bid Posting Info
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: (DES) 8-1-2017 thru 9/15/2026	x		DES Contract
6	Does the bid and/or contract contain the language to piggyback? Where: *Utah's RFP has Naspo agreement in it. DES contract has MCUA*	x		DES Contract
7	Requested items are listed in the bid/contract			Price listing
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations.	x		Eval Scores
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder	x		Multiple awards (Carahsoft is one)
10	There are no terms and conditions in the bid or contract that conflict with County code.	x		Utah Contract w/ Amend 1
11	Risk Management approves the insurance. Or the supplier has agreed to insurance requested by RM. *See Section 13 in Utah contract*	x		Insurance Reqs
12	The requestor understands and agrees to the bid/contract terms and conditions of the state.	x		See security req's; EULA's on file; Email agr't
13	Check the State and Federal debarment list. The supplier is not listed	x		Researched
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		IT has to check EULA

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 4/1/2024

Pur Mgr may approve if all meets. If does not meet all items, Dir of Fin or Executive approval required.

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 Thornton, Bill Digitally signed by Thornton, Bill Date: 2024.04.01 11:12:10 -07'00' Date