

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-D-29
		Effective 3-25-10
Section GENERAL POLICIES	Agencies Affected ALL	Replaces 5-1-92
Title PIGGYBACKING (FORMERLY IDENTICAL REQUIREMENT CONTRACTS)		Page 1 of 2

AUTHORITY: [Wis. Stats.](#) 16.71

SCOPE: - to define piggybacking and open contract  
 - to establish policy for piggybacking

DEFINITIONS: I. "Piggybacking" is when an agency uses an existing open contract established by another agency. Piggybacks will not exist beyond the final contract date of the originating agency contract. The agency piggybacking will contact the originating agency to determine whether renewal options have been exercised prior to attempting to renew its contract with the vendor.

II. "Open contract" is a continuing contract for a specific period of time which is current, that is, operating within the designated contract period including renewal options.

CONTENT: An agency may use a contract established by another state agency, if agreeable to both the contracting agency and the vendor, to obtain the benefits of volume purchases and/or reduction in administrative expenses. It is the responsibility of the agency piggybacking on another agency's contract to complete Procedures I. A.-C. and submit the Piggybacking Data Form to the State Bureau of Procurement. Consolidated Agency Purchasing Services (CAPS) agencies will work through their Department of Administration CAPS staff.

PROCEDURES: I. The agency requesting to piggyback researches the original contract and determines that the following conditions are met.

A. The contract must be an open contract and must be current. Current contracts are contracts established with prices which have remained competitive since award.

B. The originating procurement must have been competitive, that is, several bidders, generic specifications, etc. Sole source contracts cannot be used to establish piggybacks.

C. The commodities or services to be purchased are the same as on the original contract. The prices must be the same or better and the terms and conditions acceptable to the agency.



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- II. Piggybacks are identified in the reference section of the purchase order as PRO-D-29. The agency that is piggybacking is responsible for meeting the requirements of Procedures I. A.-C. In addition, the agency will validate that the vendor is not listed in the Certification for Collection of Sales and Use Tax Ineligible Vendor Directory or Wisconsin Office of Contract Compliance Ineligible Vendor Directory. The agency will have the [Piggybacking Data Plan](#) or documentation showing all required information on file with the transaction. The agency will e-mail the Piggybacking Data Form to the State Bureau of Procurement at: [doadlprocplan@wisconsin.gov](mailto:doadlprocplan@wisconsin.gov). CAPS agencies will electronically submit the form to the assigned CAPS procurement specialist who will in turn submit it to the Bureau.
- III. The agency that is piggybacking is responsible for notifying the appropriate labor organization(s) and for completing a cost benefit analysis and continued appropriateness of contracting for services over \$25,000. (See [PRO-I-15](#), Cost Benefit Analysis.)

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Authorized:



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