

Task List for Using Piggybacking Option for Vehicle Purchases:

- Complete the Piggybacking Worksheet:

Best Practices Procurement Manual

Table of Contents page on FTA's website:

http://www.fta.dot.gov/grants/13054_6037.html

Scroll down to B.16 for Piggybacking Worksheet

- Receive a letter from contracting agency allowing your agency to access the contract (This will ensure the vehicles needed are available and not already promised, before you do the rest of the work outlined below)
- Receive and review the contract to ensure it has an assignability clause (allows others to purchase a specified number of vehicles), and that it meets Oregon procurement laws
- Review vehicle specifications and determine if the vehicle meets the agency's needs
- Receive a copy of all required manufacturer's certifications
- Complete the cost analysis documents to provide rationale for selecting this piggyback opportunity over those vehicles available on the state price agreement contracts (turn them in to your RTC and keep the originals in your agency's procurement files as long as the vehicles are used in transit service, plus three years)
- Complete the Pre-Award and Post-Delivery Certifications (and make sure to keep all required certifications in agency's procurement files as long as the vehicles are used in transit service, plus three years)