



## **PIGGYBACKING FOR GREEN PURCHASING: Tips and Resources for Local Agencies in Alameda County To Leverage Purchasing of Environmentally Preferable Products**

### **What is Piggybacking**

“Piggybacking” or *Leveraged Purchasing* is when a public agency uses an existing public contract as a template to form their own contract directly with the vendor to purchase on the same or similar terms. Your agency does not become a signatory to, or participate in, the original contract but instead negotiates a new contract with the vendor based on the initial public entity’s contract.

### **Benefits of Piggybacking**

You may be able to save time, money and resources by leveraging other government agencies’ successful competitive bidding processes. There is no need for repetitive bids for like products when contracts are already in place. For example, Alameda County’s volume pricing and policies for environmentally preferable purchasing and local procurement mean you may get best value while supporting a local green economy.

### **How to Piggyback on Alameda County Contracts**

Each agency must evaluate the specific contract documents to determine if the competitive process and awarded contract allow for piggybacking and meet your agency’s rules and regulations for contracting. Below are some tips to get you started on piggybacking.

1. **Identify contracts of interest** to determine if the specifications are consistent with your needs. Alameda County contract award summaries are posted at:  
[www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/closedbids.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/closedbids.jsp)  
Select bid excerpts of ‘green bids’ are posted at:  
[www.acgov.org/sustain/what/purchasing/bids/excerpts.htm](http://www.acgov.org/sustain/what/purchasing/bids/excerpts.htm)
2. **Request the contract, award document** and any other documents necessary for your evaluation. Contact the Alameda County Purchasing Department at (510) 208-9623.
3. **Ensure the contract term is open** for the time your agency requires. Most County contracts are issued for three years with the option of two one-year renewals.
4. **Check if there are any conditions that conflict with your agency’s contracting requirements.** Note that the County generally has specific contracting requirements including preferences for certified Small, Local and Emerging Businesses, and a requirement for awarded contractors to participate in the First Source Program. Find more information at [www.acgov.org/auditor/sleb/](http://www.acgov.org/auditor/sleb/).
5. If you decide to piggyback, **follow your agency’s procedures** to initiate negotiations with the vendor to form a separate contract that is based on Alameda County’s contract specifications.

## California Statewide Commodity Contracts <[www.dgs.ca.gov/pd/Programs/Leveraged/contracts.aspx](http://www.dgs.ca.gov/pd/Programs/Leveraged/contracts.aspx)>

The Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. These contracts are developed through a competitive bidding process.

### How to Find

[State Contracts Index Listing](http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf) <[www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf](http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf)>

All available Statewide Commodity Contracts, Food Contracts, Master Agreements, State Price Schedules, and Western States Contracting Alliance (WSCA – now NASPRO ValuePoint) contracts are listed in this index.

Listings note whether or not the contract is open to local agencies and if the contract is Green EPP Compliant (see DGS Buying Green at [www.dgs.ca.gov/buyinggreen/Home.aspx](http://www.dgs.ca.gov/buyinggreen/Home.aspx)) or contains State Agency Buy Recycled Campaign (SABRC) Compliant Line Items (see SABRC at [www.calrecycle.ca.gov/BuyRecycled/StateAgency/](http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/)).

### How to Use

1. Download the current contract from the [State Contracts Index Listing](#).
2. Review the contract user instructions to determine whether the contract is available for use by your agency and if the product(s) meet your needs.
3. Follow the appropriate ordering procedures, as outlined.

## Other Piggybacking Opportunities

- [NASPO ValuePoint Cooperative Purchasing Organization](#) (formerly WSCA-NASPO). Since 1993 NASPO ValuePoint (formerly known as WSCA) has been the cooperative purchasing arm of NASPO (National Association of State Procurement Officials). The State of California participates in selected WSCA agreements and these contracts are available to all State of California governmental entities (state agencies, cities, counties, school districts, universities, etc.) that spend public funds for the purchase of both goods and services.
  - [www.naspovaluepoint.org/#/home/contracts](http://www.naspovaluepoint.org/#/home/contracts)
- [U.S. Communities Government Purchasing Alliance](#). U.S. Communities was founded in 1996 as a partnership between the Association of School Business Officials, the National Association of Counties, the National League of Cities and the United States Conference of Mayors. U.S. Communities government procurement resources and solutions are available to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing.
  - [www.uscommunities.org/](http://www.uscommunities.org/)
- [California Multiple Award Schedules \(CMAS\)](#). The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services. All pricing, products and/or services offered have been previously bid and awarded by the Federal General Services Administration (GSA). The State of California then develops totally independent CMAS contracts for the same products and services at equal or lower prices. These contracts are structured to comply with California procurement codes, guidelines, and policies. The use of these contracts is available to state and local government agencies.
  - [www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx](http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx)

Disclaimer: The information contained in this document shall not be construed as legal advice or an official endorsement of the entities listed. There is no guarantee of costs savings or that you will be able to piggyback on any contract. Please contact your counsel regarding piggybacking and/or any legal issues.

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