**Frequently Asked Questions (FAQs)**

**Cooperative/Consortium/Federal Agency Piggyback Purchase Request Form**

1. **What does CCFA mean?**

Answer: CCFA is the acronym for cooperative/consortium/federal agency. These entities generally represent the entities whose existing contracts State agencies may piggyback.

1. **What is piggyback?**

Answer: NIGP provides that piggyback “is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity. Generally, the originating entity will competitively award a contract that will include language allowing for other entities to utilize the contract, which may be to their advantage in terms of pricing, thereby gaining economies of scale that they would otherwise not receive if they competed on their own.”

1. **What is a piggyback purchase request?**

Answer: A piggyback purchase request is a request of a State agency to purchase or lease supplies and services which have been procured by a federal agency; a consortium of governmental, educational, medical, research, or similar entities; or a group purchasing organization of which the chief procurement officer or State agency is a member or affiliate.

1. **How do I answer the question, “What is the initial term of the CCFA’s agreement?”**

Answer: The initial term is the start date to the end date of the initial term, even if it is currently expired. It provides information helpful in determining when the CCFA will resolicit for this need; resoliciting for this need provides an opportunity for UPP to participate in the solicitation.

1. **Why was the selected vendor awarded a contract by the CCFA?**

Answer: The CCFA should have publicly available information explaining why the vendor was awarded a contract. For example, the CCFA may have required a minimum score for vendors to achieve to be awarded a contract and the awarded vendor achieved a score of X out of Y points which met the minimum score required.

1. **How should I respond to the question “Why did the agency award this contract?**

Answer: The agency should explain why it selected this contract. If there were multiple awarded vendors in this cooperative’s offerings, the Agency should explain why it selected this vendor. The response needs to provide information to enable a determination that it is in the best interest of the state to use this contract. The agency should be able to state that it is in the best interest because, for example, the vendor has the lowest price based on market research or the pricing represents a significant cost savings to the State from what the State currently pays.

1. **Vendor will not register in the Illinois Procurement Gateway. Is there a waiver process?**

Answer: The CPO-GS requires all vendors for a piggyback request to be registered in the Illinois Procurement Gateway (IPG). There is not a waiver process. If vendor will not register in the IPG, the agency should conduct a procurement pursuant to the Illinois Procurement Code.

1. **Do I have to obtain a Small Business Set-Aside Program Waiver?**

Answer: Yes, if the purchase is in one of the set-aside categories or is under the small purchase threshold.

1. **Is my director’s signature required or may my director delegate the authority to sign the piggyback purchase request?**

Answer: Yes, the director’s signature is required. No, the director may not delegate the authority to sign the piggyback purchase request. A request to piggyback is an exception to Illinois procurement policies and practices that values competitive and transparent procurement.

1. **The form requires the Director’s signature. May the signature be in wet ink or does it have to be an electronic signature?**

Answer: This Form must remain electronic to obtain the SPO, UPP and CPO’s signature. The best practice is for your director to sign this form electronically. If the Agency director provides a wet ink signature, Agency must provide (1) a scanned copy of the form that includes the Agency director’s signature and (2) the completed electronic form. If your director does not have a PKI digital ID, please see below:

* You must use Internet Explorer
* Make sure you have the latest version of Java
* Install Entrust software. The following link is provided for your convenience. However, if you have questions, please contact your agency’s IT resource.

[https://truepass01.illinois.gov/downloads/ESP/Current\_version/​](https://truepass01.illinois.gov/downloads/ESP/Current_version/)

* Click this link: <https://www2.illinois.gov/sites/doit/services/catalog/security/Pages/pki.aspx>

Click “Get a Digital ID” option on the right side. This Digital ID is used with the Entrust Security Provider software application to sign the Form. If you have questions about the Entrust Security software applicable, please contact your agency’s IT resource.

1. **Will the PPB issue a waiver for a piggyback purchase request transaction?**

Answer: A waiver is not required because a piggyback purchase is subject to the Governmental Joint Purchasing Act, not the Illinois Procurement Code.

1. **If an Agency Director signs the request form with a wet signature, can the signature page be submitted as an attachment to the original form that will contain the SPO’s electronic signature?**

Answer: Yes, the signature page may be submitted as an attachment to the PDF fillable form. The PDF fillable form must be submitted to obtain SPO, UPP and CPO signatures.