



## DEFINING THE PROBLEMS

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## PIGGYBACK CONTRACT FLOW CHART ORIGINAL SCHOOL DISTRICT (OSD)

- **Who starts the process?**
- **Why do we need them?**
- **What is the process to acquire buildings from a piggyback contract?**



## STARTING THE PROCESS

- **District determines that piggyback contract(s) is in its best interest**
- **District and architect prepare bid performance document with piggyback provision**
- **Manufacturer is an advisor to documents**



## STARTING THE PROCESS

- **District advertises for bids for specific project with piggyback provisions**
- **Pre-bid meeting**
- **Pre-qualify bidders**



## STARTING THE PROCESS

- **District receives bids and BID BONDS for project with piggyback provisions**
- **District board awards contract with piggyback provisions at a public meeting**
- **OSD issues contract per General Conditions in original bid package**



## STARTING THE PROCESS

- **Manufacturer provides all insurance and bonding naming OSD and executes contract**
  - Per Ed. Code, maximum length of contract is five (5) years
  - Contract is renewable each year on contract date or as established in contract



## STARTING THE PROCESS

- **Modular building(s) is designed and reviewed by architect and submitted to DSA**
  - Site specific for project
  - PC for standing bldg



## STARTING THE PROCESS

- **Approval of building(s) or PC**
- **Approval of site specific plan**
- **Receive A# from DSA**



## **PIGGYBACK PURCHASE**

# **PIGGYBACK PURCHASE ON OSD CONTRACT**



## **PIGGYBACK PURCHASE**

- **Manufacturer shares information on PC/piggyback contract with other school districts**
- **District reviews various manufacturer's piggyback**
- **Manufacturer submits pricing from OSD piggyback contract to other school district**



## **PIGGYBACK PURCHASE**

- **District legal council reviews OSD contract**
- **District determines that piggyback contract(s) is in its best interest**
- **Board of Education ratifies contract at a public board meeting**



## **PIGGYBACK PURCHASE**

- **Manufacturer receives PO or contract from other district**
- **Manufacturer submits bonding naming other school district**
- **Manufacturer submits PC plans to architect**

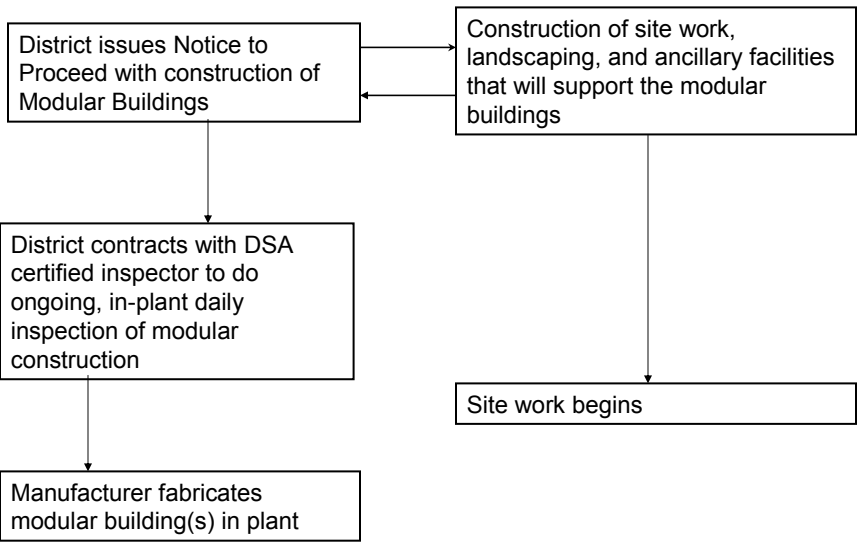


## PIGGYBACK PURCHASE

- **DSA approves site specific plan with A# Number**
- **District issues Notice to Proceed with construction**
- **District contracts with DSA certified inspector to do ongoing, in-plant daily inspection of modular construction**



## PIGGYBACK PURCHASE





## **PIGGYBACK PURCHASE**

- **Manufacturer reviews plans and coordinates delivery of building(s) to the site with the district architect**
- **Manufacturer delivers building(s) to developed school site**



## **PIGGYBACK PURCHASE**

- **Manufacturer sets up building(s) on the developed school site**
- **Final Form 6 submitted to DSA by manufacturer, school district, and IORs**

# Piggyback Contract Flowchart Original School District (OSD)

