



PURCHASING DIVISION
**PIGGYBACK PURCHASE
REQUEST FORM**

To ensure transparency and compliance Piggyback purchase requests must be approved in advance and accompanied by appropriate written documentation. This form, along with the required supporting materials, satisfies that requirement.

Purchases up to \$50,000 may be approved by the City Manager. Any purchase exceeding \$50,000 requires Commission approval.

Piggyback contracts are awarded for the full duration of the original agreement and are available for use by all City departments.

Date	8/12/2026
Department/Division	Administrative Services/IT Operations
Requestor	Jamal Mosley
Title	Interim IT Operations Manager
Phone	772-467-3000
Email	jmosley@cityoffortpierce.com

1. Vendor Information

Requested Vendor Name	Flagler Technologies, LLC
Address	5295 Town Center Rd Suite 201 Boca Raton, FL 33486
Point of Contact & Title	Shana Clark
Phone Number	(561) 207-1047
Email	shana.clark@flagler.io

2. Contract Information

Awarding Agency	TD Synnex
Contract Title and number requesting to piggyback	Region 4 Education Service Center (ESC) Contract #R250307
Vendor Name	Flagler Technologies, LLC
Contract Terms	Effective 6/24/2025-6/24/2028
Copy of the Contract and awarding agency documentation is attached	☒ Yes ☐ No

3. Product/Service being requested (be specific):

5 - NCE Office 365 G3 (GCC) Annual Commit 10/16/2026 10/15/2027 \$254.71 = \$52,215.55
10 - NCE Power BI Pro (GCC) Annual Commit NCE 3/23/2027-3/22/2028 \$121.82 = \$1,218.20
Total: \$53,433.75

4. Detailed description of the product/service's function and purposes:

FPPD Microsoft Office 365 and Power BI renewal for FY27.

5. Total cost of the requested product/service: \$ 53,433.75

6. Total estimated annual (fiscal year) cost of requested product/service: \$ 53,433.75

Account number: 3002

7. Is this product/service covered by a warranty? ☐ Yes ☒ No

If yes, please attach a copy of the warranty details.

8. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

If yes, please explain:

Note: by signing and returning this form you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contracts(s) and recommend its/their approval based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.

Requestor Signature 

Date 08/12/2026

Department Head Signature 

Date 8/17/26

The Purchasing Division has reviewed the request and has completed the required due diligence per the Purchasing Ordinances, Section 2-439(a)(5).

The Purchasing Division recommends the following as a piggyback:

PROCUREMENT APPROVAL

Purchasing Agent/Specialist

Name _____ Signature _____ Date _____

Purchasing Manager

Name Gelencia Carter Signature  Date 9-16-26