



## Piggyback/Cooperative Contract Request Form and Checklist

(Use for purchase(s) over \$5,000, when piggybacking off other contracts)

<b>Department(s):</b> Police	<b>Division/Area:</b> Administration
<b>Requestor:</b> Madonna Dell'Olio	<b>Title:</b> Fiscal Affairs Manager
<b>Phone:</b> 954-967-4375	<b>Email:</b> mdellolio@hollywoodfl.org

<b>Requested Vendor:</b> UKG Kronos Systems, LLC	<b>Vendor Number:</b> 10202
<b>Address:</b> 900 Cheimsford Street, Lowell, MA 01851	
<b>Contact Person:</b> Nachaly Velez	<b>Title:</b> Customer Renewals Representative
<b>Phone:</b> N/A	<b>Email:</b> nachaly.velez@ukg.com

<b>Total cost of the requested product/service:</b> \$600,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$600,000.00
<b>Account Number(s):</b>	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	Omnia Partners Contract #24-6833 for Human Resource Systems and Related Products and Services
<b>Awarding Agency:</b>	Omnia Partners, Lead Agency Cobb County, GA
<b>Services/Supplies to be provided:</b>	UKG Telestaff Cloud subscription services
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	The piggyback contract 24-6833 is a Cooperative Agreement through Omnia Partners and procured by Cobb County, GA, for shared goods/services for use by state/local government, to streamline purchasing, provide strategic sourcing, and cost-effective shared services

**Procurement Code, Section 38.41(C)(5) AND 38.47:**

§ 38.41(C)(5) *Piggyback purchases. The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.*

§ 38.47 *Cooperative Purchasing. The CPO shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interest of the City is served.*

No.	Piggyback Justification Criteria	YES	NO	COMMENT
1	Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes? Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing? <b>Please explain.</b>	Yes		Yes, the pricing offered by the Omnia Partners cooperative is more favorable than the pricing we would obtain through our solicitation/quotes.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		It will save bid time, provide strategic sourcing, and cost savings.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	Yes		FY26 General Funds

**\*If you answered "No" to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management or Procurement staff.**

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> <li>Solicitation Packet;</li> <li>Vendor's Original Bid/Proposal to the Solicitation</li> <li>Bid/Evaluation Tabulation;</li> <li>Award Notice;</li> <li>Executed Contract and any Amendments;</li> <li>Any additional relevant documents</li> </ul>	Yes		
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		<b>Initial Term:</b> July 14, 2025 – July 13, 2029 <b>Renewal Terms:</b> three additional one-year periods through July 13, 2032
6	Does the piggyback contract allow the utilization of the contract by other entities, including use in the			This is a cooperative agreement from Omnia Partners led by Cobb County, Georgia, for local government use.

	state of FL if it's an out of state contract? <b>Please explain.</b>			
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? <b>If yes, please provide the solicitation number.</b>	Yes		Request for Proposals # 24-6833
8	Goods/Services/Pricing requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	Yes		The price quote reflects the product type/cost awarded under the piggyback contract.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		The Department reviewed the contract terms and conditions and deemed them acceptable.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? <b>Please attach COI/Risk approval, if applicable.</b>		N/A	
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	Yes		Please see Section 6.2
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>	Yes		Page 472, Section O.

### REQUESTING DEPARTMENT RECOMMENDATION

**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 contract(s) and recommend its/their approval to the Office of Procurement based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.**

**Requestor's Signature:**

**Date:** 11/12/2025

DocuSigned by:

Madonna Dell Olio

5665760E0224436...

DocuSigned by:

Jeffrey Devlin

9192390979AC450...

**Director's Signature:**

**Date:** 11/12/2025

### OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:

Otis Thomas

82A2D5C0D380438...

**Chief Procurement Officer's Signature:**

**Date:** 11/13/2025