



Request # WCP22-030 (assigned by OMB)

**CITY OF PITTSBURGH**  
**REQUEST FOR WAIVER OF COMPETITIVE PROCESS**

Contract Title: Microsoft Unified Enterprise Support

Contract Description: Sole Source

Contract

Contract Duration: 9/30/2022-4/30/2023

Requesting Department: Innovation & Performance Contract Type: Professional Services

Requests for exemption must be based on one or more of the categories listed in City Code 161.02B located here:

Please list all category numbers that apply (see page 2) (2) Sole Source Contract

Justification:

I&P needs to purchase a higher level of Support from Microsoft on the items and services on our Microsoft Enterprise Agreement. This higher level of support will provide I&P with a dedicated team to support issue resolution, include consulting hours and advise I&P on services. I&P was advised that since this service will be direct billed by Microsoft, we would be required to enter into a new agreement with Microsoft direct. Once the waiver is granted, I&P will enter legislation for approval to enter into an agreement with Microsoft for these services.

Signed by: Heidi Norman  
Department Director

Date: Aug 9, 2022

Waiver Request is hereby:  X Granted  Denied

OMB Procurement: Jennifer L. Obinger Date: 8/10/2022

After completion, please email this form, along with any appropriate backup to [procurement@pittsburghpa.gov](mailto:procurement@pittsburghpa.gov)

If a waiver is granted, contract authorization is then required by City Council. Department shall submit appropriate legislation and note the Resolution number on this form and submit a copy along with the contract when submitting to the Controller's Office for signature.

Resolution Number \_\_\_\_\_ Effective Date \_\_\_\_\_