



Request # WCP23-027
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE PROCESS

Contract Title: Planet Technologies, Inc

Contract Description: continued access to Evolve 365 Microsoft training library and O365 Advantage technical support

Contract Duration: 1 year with an option to renew

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) 10

Justification:

Evolve 365 is for all City staff. In 2022-2023 Evolve has been used to create customized learning tracks to meet departmental needs. An Excel master class co-created with our training coordinator was very popular. Via step-by-step tutorials, Evolve can build staff's capability from Teams, SharePoint, OneDrive, Bookings and PowerPoint to more advanced applications like Power Automate and Power BI. O365 Advantage gives I&P staff support to manage and grow Office 365 environments which are critical to I&P infrastructure as applications migrate to the cloud.

Signed by: Heidi Norman
Department Director

Date: Apr 25, 2023

Waiver Request is hereby: X Granted Denied

OMB Procurement: Jennifer L. Olinger Date: 5/5/2023

After completion, please email this form, along with any appropriate backup to 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 _____