



Request # WCP24-010
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE PROCESS

Contract Title: Thomson Reuters -WestLaw

Contract Description: Legal research tool and database

Contract Duration: 40 Months Previous Contract # (if applicable) _____

Requesting Department: Law Contract Type: Professional Service

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

Please list all exemption types that apply (see page 2) 8

Justification*: WestLaw is one of two major legal research platforms used by law firms and legal departments. This contract is needed so the Law Department can provide legal advice to all City departments.

Signed by: Krysia Kubiak
Department Director

Date: 3/4/24

*In addition to the justification, the Law forms attached below must also be completed and all appropriate backup submitted.

OMB Procurement: Jennifer L. Ojinger Date: 3/15/2024
DocuSigned by: 27C648B8BCFF4A3...

After completion, please email this form, along with any appropriate backup to procurement@pittsburghpa.gov

Waiver Request is hereby: X Granted Denied

Chief Solicitor: Krysia Kubiak Date: 3/18/2024
DocuSigned by: AAC91186A3CF4B7...

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.

Certificate Of Completion

Envelope Id: 44F7242053ED44BE9D71E8AF1BEEA547	Status: Completed
Subject: Complete with DocuSign: WCP24-010 Thomson Reuters.pdf	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jennifer Olzinger
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	414 Grant Street
	Room 502
	Pittsburgh, PA 15219
	jennifer.olzinger@pittsburghpa.gov
	IP Address: 205.141.129.43

Record Tracking

Status: Original	Holder: Jennifer Olzinger	Location: DocuSign
3/15/2024 9:38:34 AM	jennifer.olzinger@pittsburghpa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Pittsburgh	Location: DocuSign

Signer Events

Jennifer Olzinger
 jennifer.olzinger@pittsburghpa.gov
 Assistant Director-Procurement
 City of Pittsburgh
 Security Level: Email, Account Authentication (Optional)

Signature

DocuSigned by:

 27C648B8B8CFF4A3...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 205.141.129.43

Timestamp

Sent: 3/15/2024 9:39:45 AM
 Viewed: 3/15/2024 9:39:59 AM
 Signed: 3/15/2024 9:40:04 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Lynda Bartolowits
 Lynda.Bartolowits@pittsburghpa.gov
 Contract Administrator
 Security Level: Email, Account Authentication (Optional)

Completed

Using IP Address: 205.141.129.43

Sent: 3/15/2024 9:40:04 AM
 Viewed: 3/15/2024 9:41:05 AM
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Electronic Record and Signature Disclosure:
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Krysia Kubiak
 Krysia.Kubiak@pittsburghpa.gov
 Solicitor
 Security Level: Email, Account Authentication (Optional)

DocuSigned by:

 AAC91186A3CF4B7...
 Signature Adoption: Pre-selected Style
 Using IP Address: 205.141.129.43

Sent: 3/18/2024 4:00:10 AM
 Viewed: 3/18/2024 6:13:55 AM
 Signed: 3/18/2024 6:14:06 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/1/2022 5:30:46 AM
 ID: f8bc2c33-bfa0-46c1-b4c9-326a24836f50

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
<p>Jesse Exilus jesse.exilus@pittsburghpa.gov Assistant City Solicitor City of Pittsburgh Security Level: Email, Account Authentication (Optional)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 3/18/2024 6:14:08 AM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/15/2024 9:39:46 AM
Certified Delivered	Security Checked	3/18/2024 6:13:55 AM
Signing Complete	Security Checked	3/18/2024 6:14:06 AM
Completed	Security Checked	3/18/2024 6:14:08 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: riley.stewart@pittsburghpa.gov

To advise Carahsoft OBO City of Pittsburgh of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at riley.stewart@pittsburghpa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to riley.stewart@pittsburghpa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify Carahsoft OBO City of Pittsburgh as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Pittsburgh during the course of your relationship with Carahsoft OBO City of Pittsburgh.