



Request # WCP25-022
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE
PROCESS

Contract Title: Change Agents Training

Contract Description: Makes Operation Performance Excellence Gold Belt training content available online 24/7

Contract Duration: 1 year Previous Contract # (if applicable) 53872

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 exemption types that apply (see page 2) 10

Justification*:

The City's Operations Performance Excellence (OPE) team focuses on building the capability of City workers to improve their work processes.

Change Agents Training provides OPE access to their online Innovation Academy materials that feature City governments across the country.

Change Agents has tailored material specifically for Pittsburgh's use. Change Agents owns the material and OPE has 24/7 access. OPE uses

Innovation Academy for both in-person and online Gold Belt training. All City departments have sent staff to use this developmental resource.

Signed by: Signed by:
Heidi Norman
98CC90CEEA0C40D... Date: 9/5/2025
Department Director

*In addition to the justification, Law may request additional backup information.

OMB Procurement: DocuSigned by:
Jennifer Oljinger
27C648B8BCFF4A3... Date: 9/8/2025

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

Waiver Request is hereby: X Granted Denied

Chief Solicitor: DocuSigned by:
Krysia Kubiak
AAC91186A3CF4B7... Date: 10/3/2025

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.