



Request # WCP24-028
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE
PROCESS

Contract Title: Lewis Neatrou Group LLC

Contract Description: Strategic planning and related professional services for the Commission on Human Relations

Contract Duration: 1 year Previous Contract # (if applicable) 54538

Requesting Department: Commission on Human Relations 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:

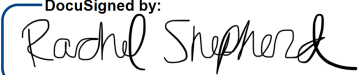
Please list all exemption types that apply (see page 2) Single Source (original contract had the same waiver)

Justification*:

The prior strategic planning firm, EnterChange Group, has dissolved. That entity had a single source waiver to complete strategic planning for the Commission

Amanda Neatrou of Lewis Neatrou Group LLC is absorbing contracted projects from EnterChange Group. Ms. Neatrou has exclusive access to confidential data collected during the first half of the strategic planning process, as well as the analysis of that data. Transfer of the data to a new vendor

(outside of Lewis Neatrou Group) is not possible due to the privileged nature of the data and transfer to the Commission would breach confidentiality.

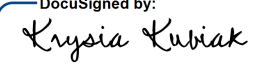
Signed by:  Date: 10/15/2024
DocuSigned by: Rachel Shepherd
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Department Director

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

OMB Procurement:  Date: 10/15/2024
DocuSigned by: Jennifer Ojinger
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After completion, please email this form, along with any appropriate backup to procurement@pittsburghpa.gov

Waiver Request is hereby: X Granted Denied

Chief Solicitor:  Date: 10/21/2024
DocuSigned by: Krystia Kubiak
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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.