



Request # WCP26-016
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE PROCESS

Contract Title: ePlus Employment Agreement

Contract Description: Agreement with ePlus to employ Tom Juip for 8 hours per week for 52 weeks

Contract Duration: 12 months Previous Contract # (if applicable) _____

Requesting Department: I&P 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) 3 (iii)

Justification:

The City of Pittsburgh information technology network is currently a patchwork of equipment and configurations. It is not completely documented and, until NetPgh is complete, is not yet centrally manageable. One individual, Tom Juip, has worked on and supported this network for over 20 years. When the network errors or fails, we require Tom's specific knowledge to troubleshoot and restore services. It is not currently possible to transfer this knowledge to other individuals or teams. Tom's work on NetPGH is critical to the success of the project which will significantly improve and stabilize the city's IT infrastructure. Tom is employed exclusively by ePlus and his services are only available via a contract with ePlus.

Signed by: Sylvia Harris
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Department Director

Date: 5/28/2026

DocuSigned by: Jennifer L. Ojinger
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Date: 5/28/2026

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

Waiver Request is herebyby: X Granted Denied

Chief Solicitor: Lisa Friedman Marcus
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Date: 6/22/2026

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.