



Request # WCP25-033
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE PROCESS

Contract Title: CITI Protected Health and Research Practices Training Program

Contract Description: Training program for required HIPAA training and research best practices.

Contract Duration: 3 years Previous Contract # (if applicable) _____

Requesting Department: Innovation and Performance Contract Type: Commodities

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) 2

Justification:

This agreement is to procure the Collaborative Institutional Training Initiative (CITI) training program, including required Protected Health (HIPAA) data handling for City staff and other research best practices. This procurement extends the City's license to be available to all staff that require training. A Sole Source letter is attached.

Signed by: *Heidi Norman* Date: 10/31/2025
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Department Director

OMB Procurement: *Jennifer L. Olinger* Date: 11/3/2025
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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: *Jesse Cyrlus* Date: 11/4/2025
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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.



October 24, 2025

RE: SOLE SOURCE LETTER

To Whom It May Concern:

This letter is to confirm that the CITI PROGRAM web-based training program is a sole source product/service, created, developed, sold and distributed exclusively by CITI PROGRAM. No division of CITI PROGRAM, nor any other company, makes a similar or competing product/service. This product/service must be purchased directly by institutions from CITI PROGRAM. There are no agents or dealers authorized to represent this product/service.

Additionally, competition is precluded by the existence of an agreement with the creators/developers, who has given us an exclusive right to market this product/service.

There are no other like products/services available for purchase that would serve the same purpose or function and there is only one price for the named products/services because of exclusive distribution or marketing rights.

If you desire additional information, don't hesitate to contact me at (305) 907-3375 at any time or visit our website at citiprogram.org. Thank you for your continued interest in our product/service.

Sincerely,

Gina Sullivan
Director, Sales
CITI Program, a division of BRANY