



Request # WCP26-006
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE
PROCESS

Contract Title: Fair Housing Partnership

Contract Description: Fair housing testing, training and technical assistance

Contract Duration: 1 year with option to extend 1 year Previous Contract # (if applicable) _____

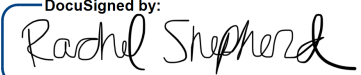
Requesting Department: Commission on Human Relations Contract Type: Professional Services

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

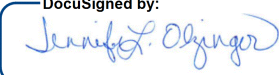
Please list all exemption types that apply (see page 2) (2)

Justification*:

The Fair Housing Partnership of Greater Pittsburgh (FHP) is the Department of Housing and Urban Development's sole Fair Housing Initiatives Program in Pittsburgh making it the only entity authorized to do fair housing testing and training in this jurisdiction. FHP is required to do training, testing, outreach and legislative coordination in obligation of its receipt of grant funding. CHR is Pennsylvania's only Fair Housing Assistance Program charged with enforcing fair housing laws in partnership with the service of FHP.

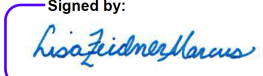
Signed by:  Date: 2/16/2026
31CD9FD7EF6D479...
Department Director

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

OMB Procurement:  Date: 2/16/2026
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:  Date: 3/8/2026
D63082116595413...

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: 2ABBBBBF-D872-48CF-8622-CAD026872773

Status: Completed

Subject: Complete with Docusign: WCP26-007 Fair Housing Partnership.pdf

Source Envelope:

Document Pages: 1

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Jennifer Olzinger

AutoNav: Enabled

414 Grant Street

Envelopeld Stamping: Enabled

Room 502

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Pittsburgh, PA 15219

jennifer.olzinger@pittsburghpa.gov

IP Address: 205.141.129.43

Record Tracking

Status: Original

Holder: Jennifer Olzinger

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2/16/2026 10:48:04 AM

jennifer.olzinger@pittsburghpa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Pittsburgh

Location: Docusign

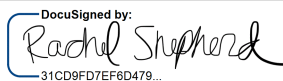
Signer Events

Rachel Shepherd

rachel.shepherd@pittsburghpa.gov

Security Level: Email, Account Authentication (Optional)

Signature

DocuSigned by:

31CD9FD7EF8D479...

Signature Adoption: Drawn on Device

Using IP Address: 205.141.129.43

Timestamp

Sent: 2/16/2026 10:51:31 AM

Viewed: 2/16/2026 11:03:17 AM

Signed: 2/16/2026 11:03:25 AM

Electronic Record and Signature Disclosure:

Accepted: 2/16/2026 11:03:17 AM

ID: 38bf8e99-075e-4bef-8bb1-37927198ae1c

Jennifer Olzinger

jennifer.olzinger@pittsburghpa.gov

Assistant Director-Procurement

City of Pittsburgh

Security Level: Email, Account Authentication (Optional), Logged in

DocuSigned by:

27C848B8BCFF4A3...

Signature Adoption: Uploaded Signature Image

Using IP Address: 205.141.129.43

Sent: 2/16/2026 11:03:26 AM

Viewed: 2/16/2026 11:06:24 AM

Signed: 2/16/2026 11:06:35 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lynda Bartolowits

Lynda.Bartolowits@pittsburghpa.gov

Contract Administrator

Security Level: Email, Account Authentication (Optional), Logged in

Completed

Using IP Address: 205.141.129.43

Sent: 2/16/2026 11:06:36 AM

Viewed: 2/16/2026 11:38:47 AM

Signed: 2/17/2026 7:49:18 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jesse Exilus

jesse.exilus@pittsburghpa.gov

Acting City Solicitor

City of Pittsburgh

Security Level: Email, Account Authentication (Optional)

Completed

Using IP Address: 216.169.136.178

Sent: 2/17/2026 7:49:19 AM

Viewed: 2/18/2026 10:23:55 AM

Signed: 3/3/2026 3:20:28 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Lisa Marcus Lisa.Marcus@pittsburghpa.gov Acting City Solicitor City of Pittsburgh Security Level: Email, Account Authentication (Optional)	Signed by:  D63082116595413... Signature Adoption: Uploaded Signature Image Using IP Address: 2601:540:102:8570:40f9:3491:b98e:1bd0	Sent: 3/3/2026 3:20:30 PM Viewed: 3/8/2026 3:14:04 PM Signed: 3/8/2026 3:14:47 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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
Courtney Smith courtney.smith@pittsburghpa.gov Security Level: Email, Account Authentication (Optional)	COPIED	Sent: 3/8/2026 3:14:48 PM Viewed: 3/9/2026 6:00:29 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/16/2026 10:51:32 AM
Certified Delivered	Security Checked	3/8/2026 3:14:04 PM
Signing Complete	Security Checked	3/8/2026 3:14:47 PM
Completed	Security Checked	3/8/2026 3:14:48 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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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- ii. send us an email to riley.stewart@pittsburghpa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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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