



Request # WCP24-017  
(assigned by OMB)

**CITY OF PITTSBURGH**  
**REQUEST FOR WAIVER OF COMPETITIVE PROCESS**

Contract Title: NCR Corporation

Contract Description: The City of Pittsburgh's Payment Processing Solution

Contract Duration: 5 years Previous Contract # (if applicable) 52004

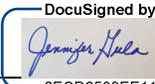
Requesting Department: Finance Contract Type: Professional Services

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\*:

NCR Corporation (formerly "Collector Solutions LLC/CSI Jetpay, LLC") is used extensively by Finance to maintain the essential functions of the City including the collection & deposit of taxes and fees. The extension would allow Finance to continue the CSS implementation for Real Estate without interruption/delay as well as allowing DPW, Police, Parks & OFEM to move forward with their projects that require integration with the City's Payment Processing vendor.

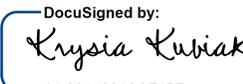
Signed by:  Date: 6/24/2024  
DocuSigned by: 0ECD6589EE11466...  
Department Director

\*In addition to the justification, the Law forms attached below must also be completed and all appropriate backup submitted.

OMB Procurement:  Date: 6/24/2024  
DocuSigned by: 27C648B8BCFF4A3...

After completion, please email this form, along with any appropriate backup to [procurement@pittsburghpa.gov](mailto:procurement@pittsburghpa.gov)

Waiver Request is hereby:  X  Granted   Denied

Chief Solicitor:  Date: 7/3/2024  
DocuSigned by: AAC91186A3CF487...

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: F72E54FC51294B168C9A947C5844382B  
 Subject: Complete with DocuSign: WCP24-017 NCR.pdf  
 Source Envelope:  
 Document Pages: 1  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Enveloped Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
  
 Envelope Originator:  
 Jennifer Olzinger  
 414 Grant Street  
 Room 502  
 Pittsburgh, PA 15219  
 jennifer.olzinger@pittsburghpa.gov  
 IP Address: 205.141.129.43

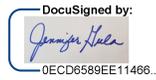
**Record Tracking**

Status: Original 6/24/2024 7:37:07 AM	Holder: Jennifer Olzinger jennifer.olzinger@pittsburghpa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Pittsburgh	Location: DocuSign

**Signer Events**

Jennifer Gula  
 jennifer.gula@pittsburghpa.gov  
 Security Level: Email, Account Authentication (Optional)

**Signature**



**Timestamp**

Sent: 6/24/2024 7:38:28 AM  
 Viewed: 6/24/2024 7:38:57 AM  
 Signed: 6/24/2024 7:39:34 AM

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 74.111.97.156

**Electronic Record and Signature Disclosure:**

Accepted: 6/24/2024 7:38:57 AM  
 ID: 719acae8-a324-4548-99a5-a77187ca9454

Jennifer Olzinger  
 jennifer.olzinger@pittsburghpa.gov  
 Assistant Director-Procurement  
 City of Pittsburgh  
 Security Level: Email, Account Authentication (Optional)



Sent: 6/24/2024 7:39:35 AM  
 Viewed: 6/24/2024 7:42:00 AM  
 Signed: 6/24/2024 7:42:06 AM

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 205.141.129.43

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Lynda Bartolowits  
 Lynda.Bartolowits@pittsburghpa.gov  
 Contract Administrator  
 Security Level: Email, Account Authentication (Optional)

**Completed**

Sent: 6/24/2024 7:42:08 AM  
 Viewed: 6/24/2024 8:24:12 AM  
 Signed: 7/3/2024 8:56:13 AM

Using IP Address: 205.141.129.43

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Krysia Kubiak  
 Krysia.Kubiak@pittsburghpa.gov  
 Solicitor  
 Security Level: Email, Account Authentication (Optional)



Sent: 7/3/2024 8:56:15 AM  
 Viewed: 7/3/2024 1:27:29 PM  
 Signed: 7/3/2024 1:27:42 PM

Signature Adoption: Pre-selected Style  
 Using IP Address: 205.141.129.43

**Electronic Record and Signature Disclosure:**

Accepted: 2/1/2022 5:30:46 AM  
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<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Jeff Hovis jeffrey.hovis@pittsburghpa.gov Security Level: Email, Account Authentication (Optional) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 7/3/2024 1:27:43 PM
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	6/24/2024 7:38:28 AM
Certified Delivered	Security Checked	7/3/2024 1:27:29 PM
Signing Complete	Security Checked	7/3/2024 1:27:42 PM
Completed	Security Checked	7/3/2024 1:27:43 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO City of Pittsburgh:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [riley.stewart@pittsburghpa.gov](mailto:riley.stewart@pittsburghpa.gov)

### **To advise Carahsoft OBO City of Pittsburgh of your new email address**

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](mailto: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](mailto: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..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of Pittsburgh as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Pittsburgh during the course of your relationship with Carahsoft OBO City of Pittsburgh.