



Request # WCP24-007  
(assigned by OMB)

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

Contract Title: Animal Friends

Contract Description: Administration of spay & neuter program

Contract Duration: 6 months Previous Contract # (if applicable) 53991

Requesting Department: Public Safety 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\*:**

This request is to extend the contracts of the two vendors that conduct the City's low-cost spay & neuter program.  
This program has been paused while the program is being reevaluated and an RFP produced. Public Safety  
requests a continuation of the contract for purposes of servicing the community cat population  
while the RFP is being completed, published, and evaluated.

Signed by: [Signature]  
Department Director

Date: 2-19-24

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

DocuSigned by:  
OMB Procurement: [Signature] Date: 2/22/2024  
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After completion, please email this form, along with any appropriate backup to [procurement@pittsburghpa.gov](mailto:procurement@pittsburghpa.gov)

Waiver Request is hereby:            Granted            Denied

Chief Solicitor: [Signature] Date: 2/26/2024  
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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.