



Request # wcp21-062
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE PROCESS

Contract Title: _____

Contract Description: _____

Contract Duration: 1 - year

Requesting Department: _____ Contract Type: _____

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

Please list all category numbers that apply (see page 2) _____

Justification:

Signed by: *Jason D. Frank*
Department Director

Date: Oct 20, 2021

Waiver Request is hereby: X Granted _____ Denied

OMB Procurement: *Jennifer Olzinger* Date: Oct 20, 2021

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

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.

Resolution Number _____ Effective Date _____

§ 161.02B – EXEMPTIONS FROM COMPETITIVE PROCESS

(a) The following contracts are exempt from the requirement of a competitive process for selection, contingent upon obtaining a written waiver issued by the Director of the Office of Management & Budget or his/her designee, confirming that a recognized exemption applies to the contract because it falls within one or more of the following categories:

- (1) Emergency Contract, defined as: A contract required where there exists unforeseen circumstances beyond the City's control that either: (a) present a real and identifiable threat to the proper performance of essential functions or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- (2) Sole Source contracts, defined as: contracts involving services documented to fall within one of three categories: (i) where competition is precluded due to existence of patent rights, copyrights, or related proprietary claim; (ii) where supplier is the only identifiable source of the product or service; or (iii) where distributor or service provider has exclusive franchise or operating agreement w/ supplier or manufacturer of goods otherwise determined to be sole source.
- (3) Single Source contracts, defined as: contracts involving services documented to fall within one of the three categories: (i) available from only one source (in which case accompanying waiver request must clearly define the scope in which it is unique); (ii) for which only one prospective contractor is willing to enter into a contract with the City; or (iii) where an item required for the service has design and/or performance features that are essential to the department, including due to compatibility with services or goods currently in use, and no other source satisfies the City's requirements.
- (4) Contracts requiring compliance with terms and conditions of a court order, grant, collective bargaining agreement or governmental order.
- (5) Contracts for expert witnesses, consultants, or counsel associated with anticipated, pending, or potential litigation, including cases in which confidentiality could be compromised by public solicitation.
- (6) Intergovernmental agreements.
- (7) Contracts for supplies, equipment, or materials at auctions and surplus sales conducted by the government of the United States or any agency thereof, any agency of the Commonwealth of Pennsylvania, any municipality or other government agency, or any private party, if the items can be obtained at a competitive price, if determined in advance and in writing that the procurement by auction or surplus sale is in the best interests of the City.
- (8) Contracts for subscriptions to periodicals, databases, legal research services, or legal publications.
- (9) Services of visiting speakers or performing artists.
- (10) Contracts for which a continuation of services is desired by the using department in order to maintain the essential functions of the City as determined in writing by the Office of Management and Budget, including but not limited to contracts for maintenance of existing software or equipment.
- (11) Legally required advertisements and postage.
- (12) Dues and memberships in trade or professional organizations.
- (13) Abstracts of titles for real property and title insurance.
- (14) Statutorily-dictated procurement.

(b) The Office of Management & Budget shall maintain a policy further defining the categories listed above and the process by which waivers are to be requested, reviewed and executed if deemed appropriate.

WILLIAM PEDUTO
MAYOR



SARAH KINTER
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PERMITS, LICENSES & INSPECTIONS
JOHN P. ROBIN CIVIC BUILDING

To: Department of Management and Budget, Procurement
Division Department of Law

From: Department of Permits, Licenses and
Inspections

Date: October 19, 2021

Subject: ath Power Consulting Customer Service & Soft Skills Training Amendment and
Extension Competitive Process waiver (2021-2022)

ath Power Consulting is a world-class training provider of 22 years. Ath Power consulting provides training methods and expertise when developing PLI staff. They are using the most up-to-date, team focused, and example-based teaching methods. Each session used a variety of individual and group assignments encouraging participation and stimulates interaction. The sessions are highly energetic and engaging to keep participants focused on the session's topic in a relaxed, inviting setting. Practice exercises for each skill taught are incorporated throughout the program as an experiential learning approach. The courses have delivered hands-on learning experience that teaches employees critical skills needed to excel in the organization.

This contract provides ongoing essential customer service and soft skills development for the PLI team. Each course builds upon the knowledge gained from previous course content and is bridged with skill building assignments. Importantly, the courses are designed to complement all existing organization ideals and create greater consistency in the quality and effectiveness of the organization's leadership and teamwork efforts. Training methodologies include a variety of the following instructor led: lecture, discussion, reading, self-assessments, planning exercises, role play, video clips, case studies, demonstrations, group break-outs and brainstorming, group and individual presentations.

Training sessions support leadership and teamwork skill development for all participants. Leaders are provided with the tools and techniques needed for consistent coaching and reinforcement, and, for establishing increased accountability regarding leadership and teamwork.

ath Power Consulting also facilitates the Predictive Index "PI" in conjunction with their training courses. ath Power Consulting Trainers are certified in the Predictive Index® (PI®) Behavioral Assessment. The PI® process improves effectiveness and productivity across all levels of the organization. As a practical, reliable indicator of workplace behavior, the PI® workforce assessments help us make sound, people-smart hiring decisions -with the best results for the company, and for the people themselves. As a management tool, the Predictive Index® assessment gives our executive team a common language. It offers a new understanding of what makes people work and helps us learn how to motivate staff to work better. It helps us attract the right candidates and hire and retain valuable

employees who are crucial to the success of your company. And it helps us build new leaders. The Predictive Index® Behavioral Assessment was developed and validated in compliance with Equal Employment Opportunity Commission (EEOC) Guidelines, as well as the professional standards established by the American Psychological Association (APA) and the Society of Industrial & Organizational Psychology (SIOP).

Every session ends with an action plan to validate learning. Every session topic has a participant evaluation of the training experience, which is documented. In both cases they analyze the results to support continuous improvements to training.

PLI has been working with ath Power Consulting for the last 3 years in both customer service and soft skills training and in the facilitation of PI. The trainer provides ongoing 1:1 check-ins at request and for no additional cost to PLI. In 2021, PLI adopted Internal Auditing policies to meet national best practices for building departments to ensure equity and uniformity in service delivery. Leadership have used the enhanced skills attained from ath Power Consulting's sessions and PI for team growth and development. In addition to maintaining essential services, PLI is requesting an extension of services given that ath Power Consulting and DCP are requesting and extension of services given the scopes ofwork that have been newly completed and launched in the past year. Thank you for your consideration.









ath Power_WCP Request Form_PLI 9.28.21

Final Audit Report

2021-10-20

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