



**CITY OF PITTSBURGH**  
**Professional Services Competitive Process Validation Form**

Contract Title: Community College of Allegheny County.

Contract Description: Professional services contract with Community College of Allegheny County (CCAC) to provide customized applicant preparation training for Public Safety (Firefighter and Police) position applicants and services associated with civil service exam preparation and training.

Contract Duration: 6/1/2021 through 12/30/2024

Department/Director: Human Resources & Civil Service/Janet K. Manuel

Was there an exemption waiver granted by the City Solicitor? NO (If yes, please attach).

Please indicate competitive process applied:

RFP X

RFQ \_\_\_\_\_

Solicitation of Proposals \_\_\_\_\_

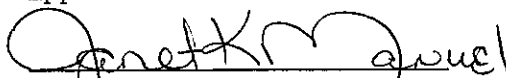
Public Advertisements \_\_\_\_\_

Other \_\_\_\_\_ (explain)

RFP was issued in 2021. CCAC was awarded the contract due to being the only bidder. CCAC also has an established positive relationship with the City. They have continually provided quality service to the Department of Human Resources and Civil Service in these past initiatives.

How many proposals were received? 1

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I, Janet K. Manuel, Director of the Department of Human Resources & Civil Service, certify all submissions have been reviewed and it is my professional estimation that CCAC be awarded the contract for up to without exceeding \$55,125 (based on cost per class) over three years, subject to appropriation for the following reason(s): Human Resources & Civil Service is using the proprietary test materials provided by our test vendor to provide customized applicant preparation training for Public Safety (Firefighter and Police) position applicants and services associated with civil service exam preparation and training.

  
Signature of Department Director

4-26-2021  
Date