

ALLEGHENY COUNTY CONTRACT CHECKLIST

CONTRACT INFORMATION

Vendor/Supplier The Peoples Institute for Survival +
Beprnd.

Contract Type PI Order # 49420

Address Book # (Vendor #) 2453308

Original E.A. # 5348.18.1

Mod E.A. # _____

Issuing Department _____ PURCHASING _____

Start Date This Contract or Mod 4.1.18

End Date This Contract or Mod 12.31.19



ALLEGHENY COUNTY
CONTRACT LOG
CONTRACT ADMINISTRATOR
412-350-7377

EXECUTIVE ACTION NUMBER 5348-18

Executive Action Date Approved 02/27/2018

Date Received From Law Department 05/11/2018

Date Signed By County Manager 5-11-18

Date forwarded to Controller 5-14-18

Date received to Controller

Date returned to Department

To : DIRECTOR

Department : Administrative Services

From : COUNTY MANAGER

When billing please refer
Agreement#:

Contract prepared for: The Peoples Institute for Survival and Beyond

Description:

Approval be granted to enter into a sole source agreement with The Peoples Institute for Survival and Beyond to provide Undoing Racism training for community residents and partners.

Properly executed copies of the above-referenced agreement are returned herewith. You are requested to distribute those returned to you.

cc : Controller

Vendor : The Peoples Institute for Survival and Beyond

LETTER AGREEMENTS

CHECK LIST

EXECUTIVE ACTION

- ATTACHED. IF NOT, DATE NOTIFICATION SENT TO ISSUING DEPARTMENT _____
- AGREES WITH CONTRACT DATE AND AMOUNT. IF NOT, DATE NOTIFICATION SENT TO ISSUING DEPARTMENT _____
- EA AND CONTRACT CONTENT (WORK STATEMENT) AGREE

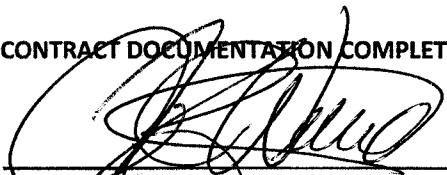
ATTACHMENT

- NA** UPDATED INSURANCE BINDER ATTACHED
(IF WAIVED, NAME OF PERSON AUTHORIZING WAIVER)
- ALL EXHIBITS ATTACHED INCLUDING SCOPE OF SERVICE, CONTRACT AMOUNT AND RATES (IF APPLICABLE)
- ALL SIGNATURES AFFIXED
- NA** PROPER AUDIT CLAUSE INCLUDED
- NA** CONTRACT BOND ATTACHED (BLUE ROLL AGREEMENTS)
- NA** LABOR & MATERIAL BOND ATTACHED (BLUE ROLL AGREEMENTS)
- NA** RAISED SEAL OF SURETY COMPANY AFFIXED

ADDITIONAL ITEMS

- CHECK FOR DUPLICATE OR OVERLAPPING CONTRACTS
- NA** CHECK FOR AVAILABLE APPROPRIATION AND FUNDING FOR CAPITAL PROJECTS
- NA** CHECK FOR ASSURE BID AWARD MADE TO PROPER CONTRACTOR

CONTRACT DOCUMENTATION COMPLETED




REVIEWER

5/16/18

DATE REVIEW COMPLETED

APPROVED FOR PROCESSING OF PAYMENT



COUNTY CONTROLLER

5-16-18

DATE

SPECIFICATION# 8047
SUPPLIER: People's Institute for Survival
and Beyond
VENDOR NUMBER: 2453308

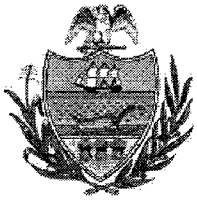


This Agreement is:

- Paid by Voucher (OU)
- Paid by Voucher (OS)
- Revenue-Generating (OJ)
- Paid via Purchase Order (Item Master/PI)
 - 99999 Line
 - Item Numbers Assigned (See Contract Document)

2018 MAY --9 AM 11:06

RECEIVED
OFFICE OF THE
COUNTY MANAGER



REQUEST FOR EXECUTIVE ACTION
EA Title:8047 - SS for Undoing Racism Workshop -
Agreement
Originating Department:Administrative Services

Run Date:02/28/2018

Page 1 of 1

SEE DEPARTMENT AUTHORIZATION PAGE		Est Cost: \$30,000.00
Contact: Howard Balis	Ext:	Est Revenue:
Date Submitted By Agency: 02/27/2018		County Match:
Date Approved: 02/27/2018		Account coding provided on JDE Contract Form
Future Impact:		
Included In Budget: Yes	For: Grant	

Summary:

Approval be granted to enter into a sole source agreement with The Peoples Institute for Survival and Beyond to provide Undoing Racism training for community residents and partners.

Explanation:

It is requested by John Deighan, Chief Purchasing Officer, upon recommendation of Dannai Wilson, Program Manager, Maternal & Child Health, Health Department, that approval be granted to enter into a sole source letter agreement with The Peoples Institute for Survival and Beyond (PISAB) to provide Undoing Racism training for community residents and partners.

PISAB will provide proprietary and trademarked training classes to community residents and partners.

The period of agreement shall be from April 1, 2018 through December 31, 2019. Costs for the training programs shall not exceed \$30,000.00.

As this is a sole source procurement, it is requested that the requirements for competitive quotation for services \$30,000 and under be waived.

# No.	Vendor	Project #	Contract Start date	Contract End Date	Ag #	Previous \$	Change \$	Amount \$	Fee
1	The Peoples Institute for Survival and Beyond		04/01/2018	12/31/2019		0.00	30,000.00	30,000.00	NO

Department	Department Director	Backup	Authorized	Department Authorized Date
Administrative Services	Ellen Allen		Yes - Approved by Department Director	Feb 27, 2018 10:24:12 AM

CC: Controller
 Law Department
 Budget & Finance

Approved as Submitted
 Denied

Certified and Sealed :**Electronically Approved**

William McKain
 County Manager

02/27/2018
 Date

2018 MAY 11 PM 3:04

RECEIVED
OFFICE OF THE
COUNTY MANAGER



County of Allegheny

RICH FITZGERALD
COUNTY EXECUTIVE

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PURCHASING AND SUPPLIES
542 FORBES AVENUE
ROOM 201 COUNTY OFFICE BUILDING
PITTSBURGH PA 15219

LETTER AGREEMENT

In accordance with Allegheny County Executive Number 5348-18, as approved on February 27, 2018, this Letter Agreement is made and entered into this the 15th day of March, 2018. You, The People's Institute for Survival and Beyond ("PISAB"), a nonprofit corporation incorporated under the laws of the State of Louisiana, and having a business address at 601 North Carrollton Street, New Orleans, LA 70119, shall furnish to the County of Allegheny ("the County"), a political subdivision of the Commonwealth of Pennsylvania, the training services described below, generally described as a training course entitled "Undoing Racism / Community Organizing".

PISAB shall conduct two (2) three-day workshops of the "Undoing Racism/Community Organizing", with a class size no larger than fifty (50) individuals, during the period of this agreement. The cost of the class shall include the services of two facilitators, the necessary materials for up to fifty (50) participants, and certificates of completion.

The period of this agreement shall be from April 1, 2018 through December 31, 2019.

Your performance, when it begins, shall conform to this Letter Agreement, and the terms and conditions of the County's Purchase Order which shall be issued to order the training program. You are advised not to make any deliveries of goods or otherwise begin performance until expressly directed to do so by the County.

The cost of each training program shall be fifteen thousand dollars (\$15,000.00). In no case shall payment due under this contract exceed thirty thousand dollars (\$30,000.00). The County shall have no right to require, and PISAB shall have no obligation to perform, any services or delivery of any goods, after the amount paid by the County to PISAB under this Agreement equals the above amount, until and unless an amendment authorizing an increase in the maximum amount payable, during the agreement period, is executed by both parties.

The County retains the right to terminate this contract upon thirty (30) days' written notice.

This Letter Agreement is duly signed on the day and year first written above, by the parties below, who intend to be legally bound hereby.

FOR THE COUNTY OF ALLEGHENY:

By: William D. McKain
William D. McKain
County Manager

Date 5-11-18

By: John Deighan
John Deighan
Chief Purchasing Officer

Date 5/31/18

Approved as to Form:

By: Andrew F. Szefi
Andrew F. Szefi
County Solicitor

Date _____

By: Allan J. Opsitnick
Allan J. Opsitnick
Assistant County Solicitor

Date 5.3.18

FOR THE PEOPLE'S INSTITUTE FOR SURVIVAL AND BEYOND:

By: Tiphonie C. Eugene
Name: Tiphonie C. Eugene
Title: Administrative Director

Date 3/20/18

ALLEGHENY COUNTY

SOLE SOURCE REQUEST AND JUSTIFICATION

Section I – Administrative Code

Pursuant to Allegheny County Administrative Code Section 903.04 Item A.3, advertised competitive bids are not required for unique types, models or pieces of new equipment, articles, apparatus, appliances, vehicles or parts thereof, which are patented and manufactured products or copyrighted products, insofar as their essential function is concerned.

A Sole Source Justification must be completed by the requesting department and approved by the Chief Purchasing Officer for any sole source procurement or lease of any materials, supplies, furnishings, equipment, insurance, surety, fidelity bonds or other personal property and non-professional services estimated to exceed \$10,000.

The purpose of this justification is to demonstrate why it is impractical or impossible to seek or obtain competitive bids or proposals.

Section II – Requesting Department Information

Department Name: Allegheny County Health Department- Maternal and Child Health

Contact Person: Dannai Wilson, Program Manager, MCH

Department Director Approval: 

Section III – Description of Product or Service

Provide a detailed description of the requested product(s) or service and the nature of their use.

ACHD/MCH seeks to contract with The People's Institute for Survival and Beyond to provide the Undoing Racism training for community residents and partners. The contract period is April 1, 2018 through December 31, 2019. The contract amount must not exceed \$30,000 during the period.

Scope of Work:

The People's Institute for Survival and Beyond (PISAB) will provide two (2) three-day trainings with classes no more than 50 individuals each before December 31, 2019. PISAB will provide 2 trainings @ \$15,000.00 that include the following:

- Two Facilitators
- Materials for 50 participants
- 2.5- 3 days of training at 6-8 hours each day and certificates of completion

Attached is the description and sole source explanation.

The Undoing Racism™/Community Organizing workshop is an intensive workshop designed to educate, challenge and empower people to undo the structures that hinder effective social change. The workshop is based on the premise that racism has been systematically constructed and that it can be "undone" when people understand what we can to dismantle it.

The People's Institute for Survival and Beyond is the only provider of this proprietary training, "Undoing Racism™/Community Organizing." PISAB has 36 years of research and training delivery experience working with Health Departments and communities across the country.

What makes The People's Institute workshop unique are the basic principles it teaches and the process of community involvement and community organizing. Attached you will find the expected outcomes of The People's Institute workshop.

The People's Institute believes that the most effective way to undo racism is through the process of involving community in all decisions that affect it, and empowering the community to interact with those Institutions designed to serve it. It uses the principles of community organizing and community empowerment when teaching individual, institutional, and cultural racism.

ANTICIPATED OUTCOMES

- Develop a common definition of racism and an understanding of the different forms it takes – individual, institutional, linguistic, and cultural;
- Develop a common language and analysis for examining racism in the United States;
- Understand one's own connection to institutional racism and its impact on his/her work;
- Understand why people are poor and the role of institutions in exacerbating institutional racism, particularly for people and communities of color;
- Understand the historical context for how racial classifications in the United States came to be and how/why they are maintained;
- Understand the historical context for how U.S. institutions came to be and who they have been designed to serve;
- Develop awareness and understanding about ways to begin undoing racism™;
- Gain knowledge about how to be more effective in the work you do with your constituencies, your organizations, your communities, your families;
- Understand the role of community organizing and building effective multiracial coalitions as a means for undoing racism™.

Section IV – Supplier Information

The People's Institute for Survival and Beyond

601 North Carrollton Street
New Orleans, LA 70119
(504) 301-9292-phone (504) 301-9291-FAX
www.pisab.org
Diana Dunn
937.901.8685 (cell)
Diana Dunn diana@pisab.org

Section V – Justification

Check ALL that apply and provide additional information in the space provided.

- One of a kind** - there is no competitive alternative available
- Compatibility** - must match existing equipment to maintain efficiency or process integrity
- Replacement part** – required for existing equipment
- Grant** – use of product or vendor is specifically required by a grant or government agency
- Software** – License, upgrade or maintenance
- Technical services** – assembly, installation or service of equipment of a highly technical nature

Proprietary, Licensed or Patented product or service
 Unique design – product must meet physical design or quality requirements (explain below)
 Other – explain below

Section VI – Market Research

Describe the process you used to determine the product or service listed above is a Sole Source.

The service is provided by the founding organization and attached is a sole source letter from the agency. The People's Institute utilizes proprietary practice in their training that can only be delivered by their organization.

Section VII – Future Purchases

Explain below if this procurement will tie the County to a specific supplier for future purchases.

N/A

Section VIII – Product Cost

Provide the proposed cost for each of the products or services listed above and explain how you determined this cost is fair and reasonable. PISAB charges \$15,000 per training for 2.5-3 days, facilitators, materials, and any shipping etc. The training holds up to 50 persons per training. This is comparable to other training workshops offered. Ex. SCRIPT smoking cessation workshop (1.5 day training)-\$12,500 + Facilitator travel costs- 24/7 Dad Training (2-day training) is \$10,000 + Facilitator travel costs.

Section IX – Funding Information

Provide all necessary funding information for this purchase.

Account Code 27480184 Object Code _____ PO X Voucher _____

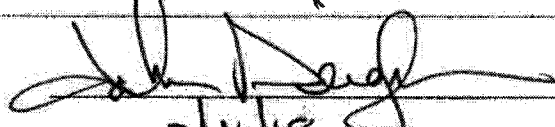
Budget Type: Operating _____ Capital _____ Grant X

Section X – Contract Term

One Time Purchase: Yes X No _____

Contract: Start Date: April 1, 2018 End Date: December 31, 2019

Section XI – Approval

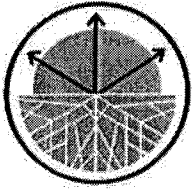
Chief Purchasing Officer: 

Date: 2/16/18

Purchasing Agent Assigned: HOWARD BALIS

Please forward completed form to Division of Purchasing & Supplies.

All sections of this form must be completed

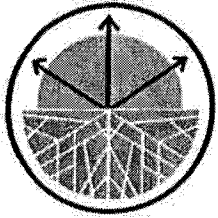


THE PEOPLE'S INSTITUTE FOR SURVIVAL AND BEYOND

UNDOING RACISM™ WORKSHOP

ANTICIPATED OUTCOMES

- Develop a common definition of racism and an understanding of the different forms it takes – individual, institutional, linguistic, and cultural;
- Develop a common language and analysis for examining racism in the United States;
- Understand one's own connection to institutional racism and its impact on his/her work;
- Understand why people are poor and the role of institutions in exacerbating institutional racism, particularly for people and communities of color;
- Understand the historical context for how racial classifications in the United States came to be and how/why they are maintained;
- Understand the historical context for how U.S. institutions came to be and who they have been designed to serve;
- Understand how all of us, including white people, are adversely impacted by racism every day, everywhere;
- Surface assumptions about how your work is (or is not) affected by racism;
- Develop awareness and understanding about ways to begin undoing racism™;
- Gain knowledge about how to be more effective in the work you do with your constituencies, your organizations, your communities, your families;
- Understand the role of community organizing and building effective multiracial coalitions as a means for undoing racism™.



THE PEOPLE'S INSTITUTE FOR SURVIVAL AND BEYOND

Date: May 25, 2017

Subject: The People's Institute as sole provider

To: Allegheny County Health Department

The Undoing Racism™/Community Organizing workshop is an intensive workshop designed to educate, challenge and empower people to undo the structures that hinder effective social change. The workshop is based on the premise that racism has been systematically constructed and that it can be "undone" when people understand what we can do to dismantle it.

The People's Institute for Survival and Beyond is the only provider of this proprietary training, "Undoing Racism™/Community Organizing." Our work is based on 36 years of research and work in cross systems with both institutions and communities.

What makes The People's Institute workshop unique are the basic principles it teaches and the process of community involvement and community organizing. Attached you will find the expected outcomes of The People's Institute workshop.

The People's Institute believes that the most effective way to undo racism is through the process of involving community in all decisions that effect it, and empowering the community to interact with those Institutions designed to serve it. It uses the principles of community organizing and community empowerment when teaching individual, institutional, and cultural racism.

Key to the uniqueness of The People's Institute workshop is the importance of doing a power analysis which helps participants understand how communities have been disempowered. This disempowerment is further explored by uncovering the basic reasons for poverty. Without this knowledge, racism is viewed more from a personal level and not from a much broader view which includes institutions, culture and personal.

The People's Institute also spends significant time on the internalization of oppression, including inferiority and superiority, which also makes it unique. Defining racism without those two concepts in the long run will keep racism and disparit outcomes in place.

601 North Carrollton Str
New Orleans, LA 701
(504) 301-9292-phone (504) 301-9291-FAX
www.pisab.org

Dedicated to Training & Organizing with Intelligence and Integrity—with Values and Vision

Ronald Chisom
Executive Director

Co-Founders

Ronald Chisom

Jim Dunn, PhD
(1935-1989)

CORE TRAINERS

Shadia Alvarez

Joe Barndt

David Billings

Sheryl Boman

Ronald Chisom

Diana Dunn

Tyronne Edwards

Mahdi Fard

Mary Flowers

Margery Freeman

Martin Friedman

Deena Hayes

Robert Horton

Barbara Major

John Morrin

Cheryl Nunez

Suzanne Plihcik

Raul Quinones-Rosado,
Ph.D

Victoria Redstarr

Maria Reinat-Pumarejo

Kimberley Richards, Ph.D

Annie Rodriguez

Monica Walker

Dustin Washington

Michael Washington, Ph.D

Angela Winfrey-Bowman

ALLEGHENY COUNTY CONTRACT CHECKLIST

CONTRACT INFORMATION

Vendor/Supplier _____

Contract Type ____ PI _____ Order # _____

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