

**CITY OF COLUMBUS
SOLE SOURCE INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

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1. Verification of sole source:
(Why no other individual or business is capable of supplying the needed item)

- sole distributor authorized for this territory
- sole company offering this unique service (manufacturer's warranty/product support)
- other _____

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2. Describe efforts to determine that the company was a sole source:

Company is the holder of the GSA contract for our area. Also, DLT Solutions, Inc. is the sole manufacturer and distributor for the software and to have the software provided and serviced by another supplier would cause the warranty from DLT Solutions, Inc. to be invalid.

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3. Describe any effort to bid for alternate item (service or product) that is not provided by a sole source that would meet this need:

The software program that is being updated was provided and developed by the supplier that the service agreement is being established with. The company is the authorized supplier to provide this service of integration. Also, as stated above, DLT Solutions, Inc. is the sole representative to offer the software.

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4. Indicate how the price or fee structure was determined:

Updated quote # 3101614 for \$31,150.71 was provided on June 13, 2007 submitted by the supplier, DLT Solutions, Inc.

APPROVED BY: _____ DATE: _____
(Procurement Manager)
