**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)

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

   [X] sole manufacturer/distributor

   [ ] sole company offering this unique service (manufacturer's warranty/product support)

   [ ] other _____

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

   BIP Software has stated by letter that the BizTrak system is copyrighted by BIP Software, Inc. The City of Columbus purchased a perpetual license, and under the terms of the end-user license agreement (EULA), only BIP Software, Inc. can make modifications to the software application.

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:

   NA

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

   Service contract renewal document.

ORDINANCE #:	ORD#0900-2010
APPROVED BY:	*Authorized Approval on Corresponding Legislative File*
DATE:	