

**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.

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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.

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

Quote dated June 27, 2006 submitted by the supplier.

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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Procurement Manager)

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