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**CITY OF COLUMBUS - SOLE SOURCE INFORMATION FORM**

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

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

- Sole source manufacturer/distributor.
- Sole distributor authorized for this territory.
- Patented product purchased for owner/developer.
- Sole company offering this unique service.
- Other:

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

This is a continuation of performance management software services, training, and support for the Halogen software utilized by the Department of Human Resources to increase the functionality and awareness of the performance management program. Halogen Software, Inc. was originally chosen through a RFP process in June 2014 (formal bid SA005476) and selected by committee. It would not be in the best interest of the City nor would it be cost effective to move away from the technology solutions provided by Halogen Software, Inc. at this time.

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**3. Describe efforts to determine/verify that the company is the sole source:**

Letter received from the company indicating that Halogen Software, Inc. is the sole source of software maintenance and support for Halogen Software products. See attached letter...

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

The vendor Halogen Software, Inc. provided a quote document that was accepted by the City of Columbus, Department of Technology. See attached quote...

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**Ordinance No.:** Ord. No. 0371-2018

**Approved By:** Authorized Approval on Corresponding Legislative File

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