

**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 manufacturer/distributor

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:  
OnActuate, our Microsoft partner of record, is sole source as it owns intellectual property rights for Point of Sale and multiple Vendor Collaboration extensions critical to continued operation of the City's D365 Financial System.

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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:

D365 was implemented (went live) in January of 2021 with extensions for Point of Sale (public sector) and multiple Vendor Collaboration extensions. Efforts to bid for alternate service would be extensive and not in the best interest of the City. Switching to an alternate service would require re-implementing extensions or negotiation with OnActuate for intellectual property rights for Point of Sale and multiple Vendor Collaboration extensions critical to continued operation of the City's D365 Financial system.

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4. Indicate how the price or fee structure was determined:  
For on-going operational support, the City of Columbus negotiated a 14.3% hourly rate discount from price structure established during D365 implementation. OnActuate's price structure established during D365 implementation was already lower than the original proposed rates of other potential partners and hourly rates were reduced an additional 14.3% for this contract.

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ORDINANCE #: 0824-2022

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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