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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:**

MCM Technology was awarded a contract (FL003370) in 2006 (solicitation SA002175) by authority of ordinance 1986-2006. The City is satisfied with the current technology solution, so is not yet ready to bid for an alternate item.

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

MCM Technology provided a letter verifying that they are the sole source for annual software maintenance. Additional research confirms that they do not utilize resellers to provide maintenance and support of the CommSHOP 360 software.

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

The Department of Technology (DoT) obtained a price quote for the maintenance and support services from the vendor.

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**Ordinance No.:** 0642-2017

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

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