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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 company has been doing business with the Civil Service Commission since 1993. Their product is a proprietary software application created solely by Neogov (formerly Sigma Data Systems, Inc.) (Sole Source letter attached).

The Civil Service Commission executed the required research and due diligence to ensure that this company was the only company that could offer exactly what was requested and meet their requirements. The ending result is an applicant management system that is tailored to meet/fit Government operations. This company also had prior knowledge and experience working with government entities; thus it was determined that this company was deemed to be sole source for this application for Civil Service Commission.

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

An online search did not yield any alternate suppliers for the application used by Civil Service. Neogov (formerly Sigma Data Systems, Inc.) provided a letter confirming that it is the sole source provider of maintenance and support for the software products used by Civil Service.

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

Neogov is offering six months of support for \$10,696.73. Prorated, this price is consistent with the \$21,335 cost for 12 months of support negotiated in previous years. The City accepted the proposed price for six months of support.

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**Ordinance No.: ORDINANCE NUMBER # 1793-2011**

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

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