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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:**

In 1998 an RFP was conducted to evaluate suppliers of on-line registration and facility reservation as well as ID systems. It would manifestly be impractical to rebid, reinstall and manipulate the data bases for a different system.

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

A letter from the company verifies that this product can only be purchased and supported from this company.

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

A large amount of time and taxpayer dollars has been invested in implementing and configuring the current product to meet the needs of Recreation and Parks business processes, and it would be disruptive and very costly to replace.

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**Ordinance No.:** \_\_\_\_\_  
**Approved By:** Authorized Approval on Corresponding Legislative File

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