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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: **The request is for an expansion of licenses from our current software vendor, JusticeTrax.**

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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:**

JusticeTrax is the vendor from whom we purchased the software, through the City's competitive bidding process, to implement our Laboratory Information Management System (LIMS) in 2011. A different vendor does not hold the rights to JusticeTrax software, therefore, making it impossible to purchase additional JusticeTrax software licenses from a vendor other than JusticeTrax.

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

JusticeTrax is the vendor with whom we have purchased the software to maintain our Laboratory Information Management System (LIMS). No other vendor may sell a license for JusticeTrax software.

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

The price structure is the same as our original purchase. The cost per additional license is based on the number of total licenses: Under 41 licenses is \$4,000.00 per license plus the 18% annual maintenance cost per license.

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

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