
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)

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:

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:

Cornerstone OnDemand, Inc. is the developer and maintenance provider of the Cornerstone OnDemand Learning Management Software.

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

A sole source letter was obtained from Cornerstone OnDemand, Inc. that explains that they are the sole providers of licensing, maintenance, and support for their products

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

The price/fee structure is determined by the company and is agreed upon by Department of Public Utilities staff when a new contract is necessary.

Ordinance No.: 2530-2025

Approved By: Authorized Approval on Corresponding Legislative File
